



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

*Ready for tomorrow*

# SCHOOL BOARD MEETING

## Regular Meeting

June 24, 2014  
6:00 PM

**Board Members:**

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

**Superintendent:**

Patty Phillips

622 Education Center  
2520 East 12<sup>th</sup> Avenue  
North St. Paul, Minnesota 55109

***District Mission Statement:***

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

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

**Regular Meeting  
June 24, 2014  
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 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.*

**A. Minutes of May 27, 2014 Board Meeting**

15

**B. Routine Personnel Items**

26

*Under Routine Personnel, Status Change:*

*\*We are moving former Skyview math teacher and more recently, instructional coach at Skyview Bridget Bruner from Castle's Interim principalship to the Elementary Principal position at Castle. Bridget will be at the meeting so I will introduce her to you.*

*\*Two John Glenn Middle School teachers (Jessica Cabak and Peter Knoelbel) are moving to Dean positions. It was John Glenn's decision to have two*

*Deans in 20-14-2015 instead of a Dean and Assistant Principal.*

*\*North Assistant Principal Ron Monson is resigning to accept a promotion as High School Principal at Sibley High School in West St. Paul. Ron is poised and ready to run a high school and we wish him the best.*

*\*Tim Murtha, a TOSA in the staff development/curriculum office is resigning to accept a position as Director of Curriculum in Brainerd. We congratulate Tim and wish him continued success in his new position.*

*Our leaders are VERY respected in the metro and statewide, have participated in stellar professional development, have admirable skillsets and are heavily RECRUITED for administrative positions arround the state. Like a proud parent, I am happy for their success.*

*Under Routine Personnel Terminations:*

*\*Community Education eliminated the two Stepping Stones Site Manager positions and is reconfiguring the positions and qualifications and will be posting these Early Childhood positions with new requirements.*

*\*We eliminated the Community Education Accountant position and will be disseminating the duties to community ed supervisors and the Business Office accountants.*

C. Bid Awards 30

***All three of the bid awards are for Nutrition Services: disposable products, dairy products, and the prime vendor for food products. All were awarded to the low bidder and nothing is remarkable about the award.***

D. Disbursements 38

***\*I recommend that the consent agenda be approved as presented.***

**V. Reports**

A. Superintendent - *Phillips*

1. Annual Review of Policies

*The following 9 policies require annual review. Several years ago the board instituted a procedure whereby the superintendent reviews these policies and makes recommendations regarding whether or not they need revision, based on either district needs or statute/legislative dictates. Below are my recommendations regarding these policies.*

**E-021 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)**

*We revised this policy on May 27, 2014 to add a provision about parent notification; and I do not recommend any revisions.*

**E-022 (Mandated Reporting of Maltreatment of Vulnerable Adults)**

*We revised this policy on November 22, 2011 to reflect a statutory change to definition of vulnerable adult and add legal references. No additional revisions are recommended.*

**E-031 (Fund Balance)**

*We revised this policy on May 27, 2014 to change the minimum unassigned general fund balance percentage; and it does not need further revisions at this time.*

**EM-020.6 (Family & Medical Leave Policy)**

*We revised this policy on November 22, 2011 to include changes in definitions to covered active duty, covered service member, outpatient status, serious health condition and veterans; and additions to leave entitlement and legal references. This policy has no recommended revisions at this time.*

**EM-020.7 (Harassment & Violence Report & Religious, Racial or Sexual Harassment & Violence Report Form)**

*We revised this policy on July 23, 2013 to remove the definition of "age"; and it needs no additional revisions.*

**EM-020.15 (Student Discipline & Notice of Suspension)**

*We revised this policy on May 27, 2014 to change the compulsory education age; and it needs no revisions.*

**EM-020.20 (Student Sex Nondiscrimination - Title IX - & Unlawful Sex Discrimination Towards a Student Report Form)**

*We revised this policy on January 22, 2013 to change the Title IX and District Human Rights Officer for student issues to the Director of Special Services. Now that we have changed the name of the Special Education Department to Student Services, I am recommending a revision of this policy with possible adoption later in this business meeting. It is our protocol and policy (G-050 - Policy Stewardship) to normally present policy additions, revisions or deletions at a study session and then place them on the agenda of two school board business meetings to allow for ample discussion and public comment. However, that same policy states that if a proposed modification of a policy contains a legal/legislative change or a situation which requires the immediate adoption of a policy, it may be approved at one meeting. The proposed minor revision constitutes such immediate adoption, as this policy is required to be disseminated to parents and students and must be included in our school calendar.*

**EM-020.21 (Internet Acceptable Use Policy & Internet Use Agreement)**

*We revised this policy on July 23, 2013 to add language about software filters and reflect new case law and legal references. While it needs no revisions at this time, we are revising a procedure which accompanies this policy. Administration has the authority to revise procedures and as such, in conjunction with our Attorney, Director of Tech Bob Biddick has revised a procedure entitled Internet/Bring Your Own Technology (BYOT) Student and Parent User Agreement. This will be printed in our District Calendar and mailed to households in August. All students & their parents will be asked to sign the agreement which outlines district expectations on the use of personal technology. At a later date Director Biddick will be bringing to the board a similar agreement*

*for staff. We are creating rather than tweaking this procedure; thus, we will be seeking board approval. This agreement will also outline district expectations on the use of personal technology and it will be signed by each employee as a condition of employment.*

**EM-020.26 (Crisis Management Policy, Plans and Procedures)**

*We revised this policy on July 23, 2013 to add District 622 specific language outlining the number of drills, reporting procedures and record retention; and I do not recommend any revisions.*

2. Recognition of Retirees

*28 District staff have retired this year. The School Board recognized each of this individuals with a retirement card; and at this meeting I will be reading their names; listing their most recent positions & thanking them for their service to District 622.*

B. 916 Update - Augé

*The handout for the 916 Strategic Roadmap was included with your reflection study session materials. Theresa will give an overview of 916's newly adopted Strategic Roadmap.*

**VI. Action Items**

A. Business Office

1. Acknowledgment of Contributions - Augé 41  
*\*I recommend that we accept, with appreciation, the contributions listed in Boardbook, for a 2013-2014 fiscal year total of \$174,196.12.*
2. 2013-2014 Budget Amendment - Sullivan 43

*Each year, Community Education submits budget amendments for Non-Public funding and Adult Basic Education (ABE) funding. 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 for these two programs, once student enrollment numbers have finalized.*

*1)we have received notification of our non-public state aid entitlements for textbooks, health services & guidance/counseling services for fiscal year 2013-2014. The total aid entitlement is \$597,208. For 2013-2014, our budgets show \$603,397 in non-public funding. Therefore we are requesting an amendment in the amount of \$6,189 to accurately reflect our total funding for non-public services. The funding is calculated by the state based on pupil count enrolled at each of our 10 nonpublic schools and registered homeschool students.*

*2)based on the related contact hours for ABE and Metro East ABE Consortium, of which ISD 622 is the fiscal agent, our 2013-2014 state and federal aid entitlements total \$3,047,295. Currently, our budgets reflect funding of \$2,869,456 for ABE, which is based on the previous year's contact hours and related award. We are requesting an additional \$177,839 amendment to accurately reflect our total award for 2013-2014.*

*I recommend that the 2013-2014 Community Service fund revenue and expenditure budgets each be decreased by \$6,189 and increased by \$177,839 for a total increase of \$171,650.*

3. 2014-2015 Budget - Sullivan

44

*Here are Director Sullivan's comments on the 2014-2015 budget:*

*Prior to July 1 of each year, as per Statute 123B.77, the school board must approve and adopt a revenue and expenditure budget. The 2014-2015 proposed budget and legislative changes were discussed at the May 27 board meeting.*

*To recap:*

*The general fund numbers indicate a budget result that closely matches the projection used in the development of the budget plan.*

*1)the general fund is unbalanced in the amount of (\$2,309,667). Of that total over-expenditure, \$1,904,514 is in the capital section of the budget. This is roughly the amount that the general fund is contributing to the Beaver Lake/Gladstone project that is not allowable for alternative facilities funding. This deficit will show up in the capital reserve section of our finances and will have to be corrected in future years by under-spending the capital budget.*

*2)the remaining general fund budget is basically balanced due to our budget reduction of \$2 million.*

*3)the general fund revenue includes the additional \$25/pupil approved by the 2014 Legislature. This amounts to about \$250,000 in added revenue.*

*The Construction Fund is unbalanced in the amount of \$1,020,000. This is due to the added costs of the Beaver Lake/Gladstone project and the need to replace the field lights at North High. The revenue to cover this deficit will be received in 2015-2016 through the Alternative Facilities levy process. We will have to cash flow this cost for one year. The debt service fund is unbalanced in the amount of \$1,022,815. The difference will be covered by debt excess that accumulates in the fund due to the requirement that we levy 105% of our debt to guard against tax delinquency.*

*All other funds are within acceptable parameters.*

*\*I recommend that the 2014-2015 District 622 budget be approved as presented.*

4. 2014-2016 Health & Safety Budget - Sullivan

56

*Each year the school board is required to approve a three year Health and Safety budget by UFARS category (Uniform Financial Accounting and Reporting Standards), and reaffirm or if necessary, revise our Health and Safety Policy. It was suggested by MDE that the policy resolution and budget resolution be combined into one resolution. After school board adoption, we are required to submit to MDE the school board minutes for*

*such action indicating the health and safety budget for three years and policy updates or acknowledgement via resolution that we had no changes to our policy. Our Health and Safety Policy was adopted on June 26, 2012 and we have no revisions to it this year.*

*\*I recommend that the Health and Safety budgets for FY14, FY15 and FY16 be approved in the amounts presented and that we acknowledge, approve and notify MDE that we have no revisions to our Health and Safety Policy.*

5. Meal Price Increase - Sullivan 57

*Nutrition Services Supervisor Paula Pohlkamp is proposing an increase in school meal prices for lunch only effective September 2014. The new meal prices will meet the paid lunch equity requirements for USDA. A ten cent increase in both elementary and secondary lunches for students is suggested, as well as a twenty cent increase for an adult meal. According to Paula, a majority of the school districts are in the process of increasing meal prices. Three neighboring districts and their tentative prices for the 2014-2015 are listed below:*

	<u>Breakfast</u>	<u>Elementary Lunch</u>	<u>Secondary</u>
<u>Lunch</u>			
White Bear			
Lake	\$1.70/\$1.95	\$2.30	\$2.95
Roseville	\$1.70/\$1.95	\$2.45	\$2.80
Mounds View	\$1.50	\$2.55	\$2.80

*\*I recommend that a ten cent increase in elementary and secondary student lunch prices and a twenty cent increase for adult meal prices be approved and be affective September 2014.*

6. Calling the General Election - Sullivan 58

*We are required to act on a resolution to schedule the school board election for November 4, 2014, between the hours of 7 a.m. and 8 p.m. for the purpose of electing three school board members for terms of four*

*years each. Board members with expiring terms are Mark Wheeler, Michelle Yener and Amy Coborn.*

*This resolution also authorizes the school district election clerk to provide the county auditor of both of our counties with notice of the election 74 days before the election, to post notice of the election in the administrative offices of the district at least 10 days before the election, to post a sample ballot at the administrative office of the school district at least 4 days before the election, to post a sample ballot in each polling place on Election Day, to publish a notice of the election in the official newspaper of the school district for 2 consecutive weeks with the last publication being at least 1 week before the date of the election and to authorize and cooperate with election officials to cause ballots to be prepared for use in the election in proper form.*

*\*I recommend that the resoluton relating to the election of School Board members and calling the School District general election for November 4, 2014, be approved.*

7. Establishment of Dates for Filing of Candidacy - Sullivan

62

*You have a resolution in your packets establishing the dates for filing affidavits of candidacy for the office of school board. The resolution states that said notice of filing dates (beginning on July 29, 2014 and closing at 5:00 p.m. on August 12, 2014) shall be published in the official newspaper of the district at least 2 weeks prior to the first day to file affidavits of candidacy, shall be posted at the administrative offices of the school district at least 10 days prior to the first day to file affidavits of candidacy, shall be substantially in the form indicated in the resolution which notes that the election will be held on November 4, 2014, and that 3 members will be elected to the school board for terms of 4 years each.*

*\*I recommend that the resolution establishing dates for filing affidavits of candidacy for School Board members be approved.*

8. Appointment of Election Clerk - Sullivan 64  
*Whenever we conduct an election, the school board designates an individual to serve as our election official to oversee all election duties.*

*\*I recommend that the resolution appointing the Executive Secretary of Business Services to serve as the School District Election Clerk by approved.*

9. Establishment of Polling Places - Sullivan 65  
*You have in your packets a resolution that establishes the polling places for the school district election as established by the municipalities with the hours of voting as 7:00 a.m. until 8:00 p.m. The resolution directs the school district election clerk to file a certified copy of this Resolution with each county auditor, with the Ramsey County Election Office and the Washington County Election Office authorized on behalf of the school district to give written notice of the new polling place locations to all registered voters in the school district affected by the precinct boundary and polling place changes.*

*\*I recommend that the resolution establishing 2014 polling places for School District elections be approved.*

10. District 916 Health & Safety Budget - Sullivan 71  
*Each year our board acts on the Health and Safety Program budget for Intermediate District 916. The 916 Health and Safety levy is allocated based 50% on ADM utilization from the prior year and 50% of total district ADM. Our share of the total 916 health and safety budget of \$86,325.00 is \$13,955.23. Adoption of this resolution approves 916's health and safety program budget and authorizes the inclusion of our proportionate share of the costs in our district's application of health and safety revenue.*

*\*I recommend that the resolution authorizing the inclusion of our*

*proportionate share of costs for 916's Health and Safety Budget be approved.*

B. Human Resources - Gray

1. Non-Unit Hourly

73

*Here are Director Gray's comments about the Non-Unit Hourly Salaries:*

*"Wages for Non-Unit hourly employees need to be set for the 2014-2015 school year. The Non-Unit hourly group (not represented by a union) consists of non-teaching professionals that are specialists.*

*1. The Non-Unit hourly rates combine the 2% plus 2% for a total 4% increase for the 2014-2015 school year.*

*2. All wage increases will start on August 27, 2014.*

*\*I recommend that the non-unit hourly salaries be increased as proposed.*

C. School Board

1. Policy Revisions - Phillips

75

*We have two policies which need immediate revision. Both policies are required to be shared with students and families in August prior to the start of school and because of this, the first and second reading requirement can be waived and these policies may be revised in one school board meeting. The first policy, EM-020.16 (Bullying Prohibition), has a large number of revisions precipitated by 2014 legislation; and the second policy, EM-020.20 (Student Sex Nondiscrimination), has a simple wording change (Director of Special Services is changed to Director of Student Services).*

*We had Karen Kepple review MSBA's model bullying policy and made two changes based on her legal opinion. Kim has included a green sheet which gives a summary of legislative and MSBA changes in both policies, as well as Karen Kepple's recommendations for the bullying policy. To help board members see the changes. Kim has included draft policies with all of the*

*changes to our current policies highlighted with strike outs and colored additions.*

*Here are the changes Karen Kepple has suggested for the Bullying Prohibition Policy and with which we concur:*

*1. MSBA's policy said Districts "may" take immediate steps to intervene to protect a bullying victim. Karen said Districts MUST take immediate steps to protect a bullying victim so we have included that language.*

*2. Because state law does not authorize release of disciplinary consequences imposed upon perpetrators, we removed that language from MSBA's suggested revisions because leaving it in would invite victims and their families to demand information we can't legally share.*

*\*I recommend that revisions to Policy EM-020.16 (Bullying Prohibition) and Policy EM-020.20 (Student Sex Nondiscrimination) be approved as presented.*

- |  |    |
|--|----|
| a. EM-020.16 (Bullying Prohibition)  | 78 |
| b. EM-020.20 (Student Sex Nondiscrimination - Title IX - & Unlawful Sex Discrimination Toward a Student Report Form) | 87 |

## **VII. Future Board Meeting Dates**

- A. July 15, 2014 Business Meeting 5:00 p.m. (Board Room)
- B. July 15, 2014 Closed Session - immediately following Business Meeting (Conference Room 202)

## **VIII. Board Communications**

*An opportunity for Board Members to share relevant information from partnerships, assigned meetings or community events.*

## **IX. Adjourn**

#### 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.D., 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**

**REGULAR MEETING  
SCHOOL BOARD  
May 27, 2014**

Chair Coborn called the meeting to order at 6:01 PM with the following present: Chair Coborn, Vice Chair Augé, Clerk Hunt, Directors Neve, Wheeler, Yener, Superintendent Phillips, Student Representatives Donna Fischer and Anthony Phan. Arriving at 6:05 PM: Treasurer Livingston.

Others present were: Keith Gray, Director of Human Resources; Cory McIntyre, Director of Student Services; Troy Miller, Assistant Superintendent; Denny Sullivan, Director of Business Services and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance.

Hunt moved and Wheeler seconded the following motion, which carried:

THAT the agenda be approved as presented.

Hunt presented Achievement Awards to the Business Partners of Work Based Learning Students: Sandy Le Texier from ARC Value Village and Tina Kogler from Marshalls.

During the Public Comment section of the meeting Rory Sanders addressed the Board with comments regarding the Teacher Evaluation Tool; and Joyce Schwartz commented on the Community Center Lease.

Livingston moved and Augé seconded the following resolution, which carried:

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

Tartan High Student Board Representative Donna Fischer reported on the following items: The school year is coming to an end and there are many events occurring at Tartan; Tartan Titan Adapted Bowling had a great season and won the state championship; Relay for Life raised more than \$132,600; DECA had an international award winner; teachers Dave Rutledge and Louise Weldon are retiring; and representatives for 2014-2015 student council were announced.

North High Student Board Representative Anthony Phan started his report by thanking the School Board for the opportunity to serve as a student representative. He also thanked all

the teachers and staff for their hard work and commented how much students appreciate their efforts. Phan reported on the following items: Charlotte Zangs will be the new North High Student Board Representative; North High has had a great year, the temperature is rising and everyone is getting ready for summer; May has been a busy month with Prom, AP tests, sports, finals, the STAARS Banquet, Golden Prom and will end with Relay for Life on Friday; Senior Awards Ceremony will be on Monday and will honor students for participation in academics, athletics, and activities; Homecoming planning will begin next week; and Polar Boys Track & Field won the conference and is competing in sections.

Phillips noted that during the Consent Agenda portion of the meeting, board members had taken action on the hiring of Terri Johnson as the Director of Community Education; and Randy Anderson as the Director of Business Services. Johnson and Anderson addressed the Board.

Phillips recognized Phan for his contributions and thanked him for his service as a student representative to the school board. She introduced Charlotte Zangs who came forward and made brief remarks.

Phillips shared a video featuring Jada Mitchell, a Tartan senior who recently received the St. Paul Foundation's Facing Race Ambassador Award. Mitchell was nominated for this award by Community Education Youth Programs Coordinator Angelica Torrabla-Olague, and they both presented additional information about the award and the Youth Leadership Council.

Curriculum and Staff Development Coordinator Sharon Burrell along with Dr. Tamara Moore, Associate Professor of Engineering Education of Purdue University, presented awards to District 622 participants in the EngTEAMS grant. Awards were given to: Kellie Kroc, Dave Knapp, Andrew Thompson, Katie Pangborn, Molly Stillings, Julie Cazett, Sara Flanagan, Mike McHutchinson, Sherri Prigge, Dan Elo, Kim Valois and Patti Life.

Miller and Supervisor of Educational Programs Peter Mau presented the Teacher Evaluation Tool. Teaching & Learning Department staff, Student Services staff, and representatives of the NSPMOEA worked collaboratively to develop the plan in response to new legislative requirements.

(Neve left the meeting)

Augé provided an update on District 916 and shared information on A-R-T, Aggression Replacement Training that District 916 uses in their programs. Augé also noted that 916 is now a 12 member district, with Fridley recently joining.

Sullivan shared a first reading of the 2014-2015 budget and added that it will be brought back for proposed action at the June 24, 2014 business meeting.

(Neve returned)

McIntyre discussed the Community Center Lease/ALC Program and the proposal to terminate the final year of the lease for the North St. Paul Community School per the request of the City of North St. Paul. McIntyre discussed the specifics of the proposal to expand District 622's partnership with District 916 to provide ALC programming for our 11<sup>th</sup> and 12<sup>th</sup> grade students beginning the 2014-2015 school year.

Coborn moved and Livingston seconded the following resolution, which carried:

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>
3M Foundation	\$16,500.00	Meals on Wheels
David Reiland/Metro Heating & Cooling	\$500.00	Tartan Skills USA National competition participation for Taylor Olson
The Jungle Theater	Gift certificate valued at \$86.00	Richardson Spring Carnival
Taco John's	Gift certificates valued at \$100.00	Richardson Spring Carnival
TA Schifsky & Sons	Gift certificate valued at \$50.00	Richardson Spring Carnival
Sun Ray Lanes	Gift certificate valued at \$60.00	Richardson Spring Carnival
Sandberg Mortuary	\$100.00	Richardson Spring Carnival
Saints North	Admission passes valued at \$100.00	Richardson Spring Carnival
Pizza Ranch	Gift cards valued at \$40.00	Richardson Spring Carnival
Pine Tree Apple Orchard	Gift certificate valued at \$11.00	Richardson Spring Carnival
Perkins - Deb Pedro	Gift certificates valued at \$30.00	Richardson Spring Carnival
Papa John's	5 pizza cards valued at \$70.00	Richardson Spring Carnival
Oak Springs Chiropractic	Gift certificate	Richardson Spring Carnival
NSP Dairy Queen - Charles Callahan	Gift certificates valued at \$25.00	Richardson Spring Carnival
North St. Paul Pizza Factory	Gift certificate valued at \$15.00	Richardson Spring Carnival
North St. Paul Chiropractic	Gift certificate valued at \$60.00	Richardson Spring Carnival
Minnesota Vikings	Autographed photo	Richardson Spring Carnival
Mixed Blood Theatre	Gift voucher valued at \$40.00	Richardson Spring Carnival
Minnesota Zoo	Family 4-Pack valued at \$86.00	Richardson Spring Carnival
McDonald's	Cone Coupons valued at	Richardson Spring Carnival

	\$50.00	
Maplewood Community Center	Admission Passes valued at \$40.00	Richardson Spring Carnival
Keys 4/4 Kids	Gift certificate valued at \$225.00	Richardson Spring Carnival
Hejny Rental	Gift certificate valued at \$50.00	Richardson Spring Carnival
Garry Insurancenter	\$50.00	Richardson Spring Carnival
Flips Gymnastics	Gift certificate valued at \$67.00	Richardson Spring Carnival
Donatelli's	Gift certificates valued at \$40.00	Richardson Spring Carnival
Chili's	Free kids meal coupons valued at \$500.00	Richardson Spring Carnival
Brave New Workshop	A pair of tickets valued at \$60.00	Richardson Spring Carnival
BakkenWood Hair Studio	Gift basket valued at \$60.00	Richardson Spring Carnival
Acapulco Mexican Restaurant	Gift cards valued at \$40.00	Richardson Spring Carnival
Hirshfield's	Gift card valued at \$25.00	Richardson Spring Carnival
Science Museum of Minnesota	Admission vouchers valued at \$80.00	Richardson Spring Carnival
Stages Theatre Company	Gift voucher valued at \$60.00	Richardson Spring Carnival
McPhillips Bros. Roofing Co.	\$100.00	Richardson Spring Carnival
Berwald Roofing Co.	\$50.00	Richardson Spring Carnival
Maplewood North Lions	\$300.00	Richardson Spring Carnival
Apollo Heating and Air	Programmable Thermostat & T-shirt - valued at \$229.00	Richardson Spring Carnival
Downtowner Car Wash	6 full service car washes valued at \$81.00	Richardson Spring Carnival
North St. Paul Historical Society	DVD's valued at \$15.00	Richardson Spring Carnival
Plaza TV & Appliance	10 piece cookware set valued at \$280.00	Richardson Spring Carnival
Papa Murphy's	Free pizza cards valued at \$50.00	Richardson Spring Carnival
Grand Casino Mille Lacs/Hinckley	Gift certificate for one-night stay	Richardson Spring Carnival
Park Square Theatre	Gift certificate valued at \$72.00	Richardson Spring Carnival
Paul McCarthy - State Farm Ins.	\$50.00	Richardson Spring Carnival
The Woodbury Family	Games valued at \$25.00	Richardson Spring Carnival
Chanhassen Dinner Theater	2 dinner theater tickets valued at \$124.00	Richardson Spring Carnival
St. Paul Saints	Game tickets valued at \$24.00	Richardson Spring Carnival
Triple Crown	Gift certificates valued at \$20.00	Richardson Spring Carnival

Water Park of America	Gift certificate	Richardson Spring Carnival
Sky Zone	2 admission passes valued at \$24.00	Richardson Spring Carnival
Anchor Bank	Gift card valued at \$50.00	Richardson Spring Carnival
YMCA - White Bear Lake	Guest passes valued at \$200.00	Richardson Spring Carnival
Fantastic Sam's - Oakdale	Gift certificate valued at \$13.00	Richardson Spring Carnival
Keys Café	Gift certificate valued at \$10.00	Richardson Spring Carnival
City & County Credit Union	Auto safety kid valued at \$40.00	Richardson Spring Carnival
Guthrie Theater	Backstage Pass valued at \$24.00	Richardson Spring Carnival
ECMC Group	\$15,410.73	Maplewood Middle School
622 Education Foundation	\$400.00	CREED Pilot Program
Candy Petersen	4 baskets for silent auction valued at \$80.00	Richardson Spring Carnival
Culver's	Gift certificates valued at \$100.00	Richardson Spring Carnival
Minnesota Orchestra	Tickets to Mozart Symphonies valued at \$100.00	Richardson Spring Carnival
Costco	Gift Card valued at \$25.00	Richardson Spring Carnival
Shangri-La	Gift certificates valued at \$60.00	Richardson Spring Carnival
Perfect Image	\$30.00	Richardson Spring Carnival
Lynn Radunz	\$500.00	Meals on Wheels
Karen and Ray Bade	\$250.00	Meals on Wheels
K.B. Service Company	\$168.00	Meals on Wheels
Linda Lynch	\$100.00	Meals on Wheels
Margaret Curran	\$100.00	Meals on Wheels
Jerome Richgels	\$100.00	Meals on Wheels
Kendal Loewen	\$100.00	Meals on Wheels
Margaret Hanson	\$100.00	Meals on Wheels
Cathy Miller	\$50.00	Meals on Wheels
Mary Ellen Getts	\$50.00	Meals on Wheels
Neal & Suzanne Nelson	\$50.00	Meals on Wheels
Margaret Arney	\$50.00	Meals on Wheels
Lynn Howe	\$50.00	Meals on Wheels
Jean & Roger Schwartz	\$50.00	Meals on Wheels
Lorraine Fischer	\$50.00	Meals on Wheels
Century Avenue Collision Center	\$50.00	Meals on Wheels
James Brennan	\$50.00	Meals on Wheels
Ronald Shaw	\$50.00	Meals on Wheels
Len and Mary Jo Hassel	\$50.00	Meals on Wheels

Mary Ann Thell	\$42.00	Meals on Wheels
Joann & Marvin Bjostad	\$42.00	Meals on Wheels
Patricia Williamson	\$35.00	Meals on Wheels
David Anderson	\$35.00	Meals on Wheels
Brenda Hedrick	\$35.00	Meals on Wheels
Paul & Pam Woodward	\$35.00	Meals on Wheels
Darlene & Jules Loipersbeck	\$30.00	Meals on Wheels
M.J. Kohler	\$25.00	Meals on Wheels
M.M. Ellingwood	\$25.00	Meals on Wheels
Bruce & Marilyn Fisher	\$20.00	Meals on Wheels
Karen Pohl	\$20.00	Meals on Wheels
Patricia Lemke	\$20.00	Meals on Wheels
Gerald Schneider	\$15.00	Meals on Wheels
Patrick Rowan	\$15.00	Meals on Wheels
Crystal Adney	\$73.80	North High Backpack Program
Maplewood Dental Association, PA	6 dozen toothbrushes	Project Family Connect 622
Sharon Bryse	\$2,000.00	North High Art Department
Judith Rohde	\$50.00	John Glenn Math Carnival
Britta and Adam Ketcher	3 Texas Instrument Calculators valued at \$180.00	North High Student Use
Theresa Martinson & Michael Colter	\$300.00	North High Fusion Drumline
Carol Ann Gustafson	\$100.00	Carver - Deep Portage

Wheeler moved and Hunt seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the School Board approve the District 10 Year Facility Plan and the Fiscal Year 2016 project submission to the Minnesota Department of Education in the amount of \$4,000,000.

Augé moved and Hunt seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the lease with the City of North St. Paul for the North St. Paul Community School be vacated a year early effective July 1, 2014; and, that the students in Grades 11-12 at the District 622 Alternative Learning Program transition to Northeast Metro 916 beginning July 1, 2014.

Livingston moved and Neve seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2013-2015 North St. Paul-Maplewood-Oakdale Association for Nutrition Services Master Agreement be approved.

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

	<i><b>2013-2014</b></i>	<i><b>2014-2015</b></i>
<b>Salary Schedule Improvement</b>	Lump Sum Payments - Year 1 Ranging from \$720 to \$311 depending upon position	Wage Schedule - Year 2 2% increase on salary
<b>Health Insurance Caps</b>	No Change	Single before 3/1/93      \$581.95 Family before 3/1/93      \$1,293.99 Single after 3/1/93        \$517.94 Family after 3/1/93        \$1,151.65
<b>Total</b>		<b>5.39</b>

Neve moved and Augé seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2013-2015 Non-Unit package outline below be approved.

**Non-Unit Summary**

	<i><b>2013-2014</b></i>	<i><b>2014-2015</b></i>
<b>Salary Schedule</b>	2% paid in lump sum	2%
<b>Health/Vision Insurance Caps</b>	No Increase	Single \$629.72/month Family \$1478.16/month
<b>Total</b>		<b>5.39</b>

Wheeler moved and Yener seconded the following resolution, which carried on a roll call vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that pursuant to Minnesota Statutes, the teaching contracts of the following probationary teachers/principals are hereby terminated at the close of the 2013-2014 school year and are not renewed for the 2014-2015 school year:

Teacher/FTE

Lough, Jane -- .2

Principal/FTE

Turner, Kenneth - 1.0

Hunt moved and Augé seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 622 Teacher Growth, Development, and Evaluation System be approved.

Augé moved and Livingston seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District 622 that the 2013-2014 Annual Q Comp Report for District 622 be approved for submission to MDE by June 30, 2014.

Livingston moved and Hunt seconded the following resolution, which carried:

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

G-021	Board Officers, Committees and Liaisons
E-031	Fund Balance
E-015	Student Attendance
E-016	Student Dress and Appearance
E-021	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
E-026	Transportation of Public School Students
E-072	Enrollment of Nonresident Students
E-082	Distribution of Materials on School District Property by Non-School Persons
E-083	Distribution of Materials by Students and Employees
E-090	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
E-091	Credit for Learning
EM-020.4	Public & Private Personnel Data & Form: Employee Authorization For Release of Information
EM-020.15	Student Discipline & Notice of Suspension
EM-020.17	Protection & Privacy of Pupil Records & Public Notice & Juvenile Justice System Request for Information
EM-020.19	Student Disability Nondiscrimination

EM-020.30 Curriculum Development

Neve moved and Wheeler seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District #622 that pursuant to Policy G-033, School Board Business meeting dates will be as follows:

July 15, 2014  
August 26  
September 23  
October 28  
November 25  
December 16  
January 27, 2015  
February 24  
March 17  
April 28  
May 26  
June 23

AND THAT THE School Board Work Study Session meeting dates will be as follows:

August 19, 2014  
October 14  
January 6, 2015  
February 10  
March 10  
April 14  
May 12

AND THAT THE School Board Reflection Study Session meeting dates will be as follows:

September 23, 2014  
December 16  
March 17, 2015  
June 23

AND THAT THE School Board Retreat meeting date will be as follows:

September 9, 2014

AND THAT THE Special Meeting to canvass the election will be as follows:

November 7, 2014

AND THAT THE regular meeting place for School Board Business meetings shall be in the Board Room in the District Education Center at 6:00 p.m., with the exception of the July 15, 2014 meeting which will be held at 5:00 p.m., or unless otherwise specified;

AND THAT THE regular time for the School Board Work Study Sessions will be at 4:30 p.m. and the meeting place will be posted;

AND THAT THE regular meeting place and time for the School Board Reflection Study Sessions shall be in the District Education Center at 5:00 p.m.;

AND THAT THE time for the School Board Retreat shall be from 4:30 - 6:30 p.m. at Hillcrest Clubhouse;

AND THAT THE time for the Special Meeting to canvass the election shall be at 7:00 a.m. in the Board Room of the District Education Center.

Coborn asked the Board to set the agenda for the June 24, 2014 Reflection Study Session. Hunt moved and Yener seconded the following motion, which carried:

THAT the agenda for the June 24, 2014 Reflection Study Session be as follows:  
1)Call to Order; 2)Check In; 3)Reports (Committees, Liaisons, Trainings, Conferences)  
a)Phase IV (Hunt/Augé), b)Equity Mentoring Workshop (Augé), c)916 (Augé); 4)Internal Board Goal Review; 5)Adjourn

Coborn asked the Board to set a Closed Session to evaluate an employee. Yener moved and Wheeler seconded the following motion, which carried:

THAT a Closed Session to evaluate the superintendent be held on July 15, 2014 in Room 202 immediately following the 5:00 p.m. board business meeting.

During Board Communications, the following items were shared:

- ✓ Neve thanked JROTC and National Honor Society students who helped with the Richardson carnival. Neve said that she enjoyed serving lunch at the recent Carver picnic and commented how nice the day was. She added that the John Glenn Choir was performing this evening at North High.
- ✓ Livingston mentioned that the recent STAARS Banquet was a great success and a wonderful celebration for North and Tartan students, teachers, and alumni. She thanked the 622 Foundation for all of their work with the event. Livingston said that she was able to see Cowern being honored for the Peace Program and how much she enjoyed the ceremony.
- ✓ Augé reported that she and Neve attended a Family Wise award celebration at North High on May 8. Family Wise presented North with the Community Partner of the Year Award for their “Yeah for Toys” campaign. Augé reminded everyone to pick up a book and keep reading this summer.

- ✓ Hunt mentioned that he had attended Century College Student Achievement celebration and said that the event reinforced the thought that it takes a village to raise a child. Hunt elaborated that he is very impressed with District 622 students and staff.
- ✓ Coborn talked about the many celebrations that are occurring this time of year. She talked about her opportunity to go to the Capitol for the Character Recognition Awards and watch Cowern staff receive their Peace award. Coborn added that the Peace Walk is this Friday at Cowern and will be a culmination of the work done throughout the year.

Livingston moved and Hunt seconded the following motion, which carried:

THAT the meeting be adjourned.

The meeting adjourned at 8:35 PM.

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Clerk

Public notice for solicitation of bids, requests for quotes and requests for proposals are located on the ISD 622 website, [www.isd622.org](http://www.isd622.org).

## Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Jessica	Arver	Kindergarten Teacher	Webster	8/25/2014	41,991	Year
Amanda	Blom	Track	Tartan	3/24/2014	1485.48	
Chad	Brooks	2nd Grade Teacher	Castle	8/25/2014	42,074	Year
Tracy	Brown	Track	Tartan	3/17/2014	3899.38	
Katie	Carlson	Misc. Activities	Tartan	4/1/2014	16.72	hour
David	Churchill	Misc. Activities	Tartan	4/1/2014	16.72	hour
Amy	Doreo	EBD Center Based Teacher	Harmony	8/25/2014	37,457	Year
Danielle	Ducharme	Pool Guard	District-wide	6/2/2014	10.94	hour
Danielle	Ducharme	Water Safety Instructor - A	District-wide	6/2/2014	11.71	hour
Aislinn	Dwyer	Misc. Activities	North	5/15/2014	16.72	hour
Elizabeth	Hammons	CREED Teacher	Tartan	8/25/2014	40,405	Year
Gary	Johnson	9-12 Center Based EBD Teacher	Harmony	8/25/2014	43,738	Year
Lauren	Lenart	Work Based Learning Coordinator	Harmony	8/25/2014	30,479.20	Year
John	Povolny	Band Director	John Glenn	8/25/2014	51,449	Year
Susan	Sanders-Johnson	Districtwide Work Base Learning Coordinator	Harmony	8/25/2014	34,116.60	Year
Peder	Swenson	Math Teacher 6-8	John Glenn	8/25/2014	39,399	Year
Eboni	Thompson	Licensed Health Asst.	Skyview Elem	8/25/2014	\$18.75	hour
Kevin	Thompson	Baseball Empire	Maplewood	5/19/2014	55.00	game
Lisa	Tilleskjoer	American Sign Language Teacher	Tartan	8/25/2014	44,713.38	Year
Diane	Vezendy	Math Teacher 6-8	John Glenn	8/25/2014	37,451	Year
Alyssa	Winslow	EBD Center Based Teacher	Harmony	8/25/2014	46,979	Year
Nancy	Wohnoutka	4/5 Teacher	Skyview Elementary	8/25/2014	47,229	Year
Cheng	Xiong	4th Grade Teacher	Richardson	8/25/2014	39,202	Year
Darrel	Zieske	Softball Official (fill in basis)	Skyview Middle	4/3/2014	30.00	hour

## Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Bridget	Bruner	Interim Elementary Prindical	Elementary Principal	7/1/2014	106,646	Year
Jessica	Cabak	Teacher	Dean of Students	8/25/2014	59353.8	Year
Courtne	DeGrand	Para Music Asst. .25	Para Music Asst. .16	9/2/2014	18.64	hour
Paula	Grau	.32 Intervention Teacher	0.49 Intervention Teacher	8/25/2014	21,843.22	Year
Carrie	Hansen	1.0 World Language Teacher	1.07 World Language Teacher	8/25/2014	61,033.87	Year
Peter	Knoebel	Teacher	Dean of Students	8/25/2014	80195.5	Year
Jill	Miller	Building EA	Media EA	9/2/2014	\$15.22	hour
Mark	Paulsen	1.0 Instructional Tech TOSA	1.1 Instructional Tech TOSA	8/25/2014	80195.5	Year
Amanda	Platson	Student Services Clerk	Community Education Clerk	7/1/2014	\$17.82	hour
Jennifer	Roberto	1.0 FACS Teacher	1.07 FACS Teacher	8/25/2014	78008.35	Year
Tara	Schifsky	.07 Social Studies Teacher	.20 Social Studies Teacher	8/25/2014	8,500.40	Year
Lydwine	Sisson	Community Education Clerk	Student Services Clerk	7/1/2014	\$23.39	hour

# Resignation

First Name	Last Name	Assignment	Building	Effective
Kenneth	Barnes	Bus Monitor	Bus Garage	7/24/2014
Melanie	Bruyers	.80 German World Language Teacher	North	6/9/2014
Erin	Burns	CREED Para	North	6/9/2014
Vaillancourt	Carson	EBD Resource Teacher	John Glenn	6/10/2014
Jeff	Dewitt	EBD Resource Teacher	Harmony	6/9/2014
Nancy	Elenz	Student Services Clerk	DEC	6/5/2014
Susan	Jetzke	Elementary Teacher	Eagle Point	6/9/2014
Claire	Johnston	Art Teacher	Harmony	6/9/2014
Michael	Macken	Dean of Students	John Glenn	6/9/2014
Edairra	McCalister	School Liaison	John Glenn	6/6/2014
Ronald	Monson	Assistant Principal	North	6/30/2014
Timothy	Murtha	Staff Development/Curriculum TOSA	DEC	6/30/2014
Susan	Wardell	School Readiness Instructor	DEC	5/15/2014
Susan	Wardell	Stepping Stones Site Mgr.	Beaver Lake	5/15/2014
Patrick	Webb	EBD Para	Harmony	6/9/2014
Harrison	Wojcik	1:1 SE Para	North	6/9/2014

<b>Termination</b>				
<b>First Name</b>	<b>Last Name</b>	<b>Assignment</b>	<b>Building</b>	<b>Effective</b>
Christopher	Black	Media EA	Tartan	6/9/2014
Sarah	Brady	Stepping Stones Site Mgr.	Gladstone	6/4/2014
Kristen	Crouse	Community Education Clerk	DEC	6/30/2014
Matt	Cutshall	Coach	Tartan	5/12/2014
Ryan	DeLaCroix	Media EA	Tartan	6/9/2014
Nick	Hanley	Coach	Tartan	5/12/2014
Sharon	Hansen	Intervention EA	Eagle Point	5/29/2014
Wesley	Hill	Referee	John Glenn	5/13/2014
Bauer	Kimberly	Coach	Tartan	5/12/2014
Anne	Krinke	Coach	Tartan	5/12/2014
Lee	Lambrecht	Coach	Maplewood	4/29/2014
Randy	Larsen	PT Bus Driver	Bus Garage	5/30/2014
Ted	Luchsinger	Coach	Tartan	5/12/2014
Vickie	Noonan	Intervention EA	Webster	6/9/2014
Kristine	Pfaff	Community Education Accountant	DEC	8/8/2014
Kelly	Pfalz	Intervention EA	Eagle Point	6/9/2014
Erin	Schulke	Intervention EA	Webster	6/9/2014
Marge	Semonick	Stepping Stones Site Mgr.	Gladstone	6/4/2014
Lauriann	Wagenbach	Building EA	Cowern	6/9/2014

<b>Lay-Off</b>				
<b>First Name</b>	<b>Last Name</b>	<b>Assignment</b>	<b>Building</b>	<b>Effective</b>
Jane	Koza	Intervention EA	Cowern	6/9/2014
Willie	McCray	Hall Monitor	Maplewood	6/9/2014



IV. C. BID AWARDS

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

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

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

<u>For</u>	<u>Vendor</u>	<u>#Bids</u>	<u>Fund</u>	<u>Amount</u>
<b>NUTRITION SERVICES - Disposable Products</b>	Trio Supply Company	1	02	\$ 194,850.90*
<b>NUTRITION SERVICES - Dairy Products</b>	Dean Foods	2	02	\$ 294,050.00*
<b>NUTRITION SERVICES - Prime Vendor - Food Products</b>	Upper Lakes Food, Inc.	3	02	\$ 833,907.76*

\*Blanket Purchase Order for products and/or services. Dollar value is based on 2013-2014 fiscal year expenditures and is an estimate only.

**BID TALLY SHEET**

**BID FOR: NUTRITION SERVICES - DISPOSABLE PRODUCTS**

**DATE: 5/28/2014 - 2:00 p.m**

ITEMS	USAGE	UNIT	COST PER CASE	TOTAL COST	GUARANTEED PRICE DATE	VENDOR	
						TRIO SUPPLY COMPANY	
						BID BOND	YES, 5% BID BOND
						SIGNED AFFIDAVIT	
						YES	
CUP: POLYSTYRENE, PC400, 2,500/CASE (DART)	60	CASE	\$35.88	\$2,152.80	12/31/2014		
GLOVE: SYNTHETIC MEDIUM, TNQ14 (FOOD HANDLER)	90	CASE	\$35.16	\$3,164.40	6/30/2015		
GLOVE: SYNTHETIC LARGE, TNQ16 (FOOD HANDLER)	90	CASE	\$35.16	\$3,164.40	6/30/2015		
TOWELS: DISPOSABLE, WOVEN, COTTON ITEM 3001924, PAPER WHITE, SAMPLE FOR APPROVAL, 18 X 24, 150/CASE, 20# CASE (CLEVELAND)	100	CASE	\$118.40	\$11,840.00	6/30/2015		
TRAY: WHITE FOAM, 2S, 8.25 X 5.75 X 5.75, 500/CASE (GENPAK)	100	CASE	\$14.46	\$1,446.00	12/31/2014		
TRAYS: 12-1/2 X 7-3/8, FOAM, POLYSTYRENE, 16S, 250/CASE (GENPAK)	150	CASE	\$15.75	\$2,362.50	12/31/2014		
CUP: WATER/JUICE, 5 OZ., 5N25, POLYSTYRENE, TRANSLUCENT, 2,500/CASE (DART)	50	CASE	\$31.88	\$1,594.00	12/31/2014		
PLATE: POLYSTYRENE, FOAM, 6", 6PWC, 1,000/CT (DART)	75	CASE	\$12.56	\$942.00	12/31/2014		
ROLL NAPKIN: 6,000 PER CASE (SCA)	80	CASE	\$41.88	\$3,350.40	12/31/2014		
ALUMINUM FOIL: ROLL, 18" X 500", .001 GA HEAVY DUTY (HFA)	50	ROLL	\$21.55	\$1,077.50	12/31/2014		
FILM: PLASTIC WRAP, 18" X 2,000', HEAVY GAUGE (ANCHOR)	60	ROLL	\$15.08	\$904.80	12/31/2014		
FILM: WRAP, PERFORATED, CLING 12 X 12 (ANCHOR)	50	CASE	\$12.15	\$607.50	12/31/2014		
TRAY: FOOD, 2.5 LB, #35250, 2/250 PER CASE (SOUTHERN CHAMP)	50	CASE	\$14.10	\$705.00	6/30/2015		
LUNCH TRAYS: POLYSTYRENE, 5 COMPARTMENT, 10500 (GENPAK)	3500	CASE	\$18.30	\$64,050.00	12/31/2014		
LUNCH TRAYS: BIODEGRADABLE, 5 COMPARTMENT (HUHTAMAKI)	100	CASE	\$34.57	\$3,457.00	6/30/2015		
DISH SOAP: 5-GALLON CONTAINER, (DAWN)	50	GALLON	\$69.55	\$3,477.50	12/31/2014		

VENDOR

TRIO SUPPLY COMPANY

ITEMS	USAGE	UNIT	COST PER CASE	TOTAL COST	GUARANTEED PRICE DATE
PAN LINER: 6" HOTEL PAN LINER, 1/50 BOX, 42002 (FOOD HANDLER)	120	CASE	\$24.88	\$2,985.60	6/30/2015
PAN LINER: 4-6" HALF PAN LINER, 1/50 BOX, (FOODHANDLER)	60	CASE	\$23.77	\$1,426.20	6/30/2015
PAN LINER: 28 X 116, 1000/CASE (QUILON)	150	CASE	\$30.55	\$4,582.50	12/31/2014
UTENSIL PACK: BIODEGRADABLE FORK, SPOON, NAPKIN, STRAW	100	CASE	\$49.55 * Knife in place of straw	\$4,955.00	12/31/2014
CUP: STYROFOAM POLYSTYRENE, 8 OZ., 1,000/CS SQUAT, 8S120 (DART)	50	CASE	\$31.64	\$1,582.00	12/31/2014
CLEAR HINGE CONTAINER: SALAD, 24 OZ., AD24, CLEAR PLASTIC, 200/CASE (GENPAK)	50	CASE	\$34.97	\$1,748.50	12/31/2014
CONTAINER: CLEAR HINGED CARRY OUT, 1/250 CASE, 9 X 8 X 2.75 (DART)	150	CASE	\$34.87	\$5,230.50	12/31/2014
UTENSIL PACKETS: FORK, SPOON, NAPKIN & STRAW, 500/CT, 3702 (WALLACE)	3000	CASE	\$21.95	\$65,850.00	6/30/2015
CLAMSHELL CLEAR SALAD COMBO: 3565C, 250 COUNT, 6.5 X 5 X 1.5 (DART)	60	CASE	\$36.58 * C57PSTI, 500/CS	\$2,194.80	12/31/2014
<b>TOTAL</b>			<b>\$</b>	<b>194,850.90</b>	

AWARDED TO: TRIO SUPPLY COMPANY

\*ALTERNATE

**BID TALLY SHEET**

**BID FOR: NUTRITION SERVICES - DAIRY PRODUCTS**

**DATE: 5/28/2014 – 10:00 A.M.**

ITEMS	VENDOR		VENDOR	
	DEAN FOODS	KEMPS LLC	DEAN FOODS	KEMPS LLC
<b>BID BOND</b>	YES, 5% BID BOND	YES, 5% BID BOND		
<b>SIGNED AFFIDAVIT</b>	YES	YES		
<b>ITEMS</b>	<b>FIXED BID PRICE</b>	<b>ESCALATING BID PRICE</b>	<b>FIXED BID PRICE</b>	<b>ESCALATING BID PRICE</b>
<b>MILK:</b>				
WHOLE WHITE MILK, ½ PINT	NO BID	\$ .229	NO BID	\$ .250
2% WHITE MILK, ½ PINT	NO BID	\$ .214	NO BID	\$ .238
1% WHITE MILK, ½ PINT	NO BID	\$ .197	NO BID	\$ .228
CHOCOLATE FLAVORED SKIM MILK, ½ PINT (NOT TO EXCEED 18 GRAMS OF SUGAR)	NO BID	\$ .208	NO BID	\$ .236
SKIM MILK, ½ PINT	NO BID	\$ .194	NO BID	\$ .219
LACTOSE FREE MILK, ½ PINT	NO BID	\$ .681	NO BID	\$ .580
2% WHITE MILK, ½ GALLON	NO BID	\$ 2.08	NO BID	\$ 1.71
PLASTIC BOTTLED MILK, ½ PINT	NO BID	N/A	NO BID	\$ .287
<b>OTHER DAIRY PRODUCTS:</b>				
COTTAGE CHEESE, 2# CONTAINER	NO BID	\$ 2.85 *22oz Alt.	NO BID	N/A
COTTAGE CHEESE, 5# CONTAINER	NO BID	\$ 7.764	NO BID	\$ 7.91
<b>TOTAL</b>		<b>\$294,050.00</b>		<b>\$332,853.07</b>

**AWARDED TO: DEAN FOODS**

\*ALTERNATE

## BID TALLY SHEET

**BID FOR: NUTRITION SERVICES - PRIME VENDOR - FOOD PRODUCTS**

**DATE: 5/29/2014 - 2:00 P.M.**

	VENDOR	VENDOR	VENDOR	VENDOR
	<b>INDIANHEAD FOODSERVICE DISTRIBUTOR</b>	<b>SYSCO WESTERN MN DBA: APPERT'S FOODSERVICE</b>	<b>UPPER LAKES FOODS, INC.</b>	
<b>BID BOND</b>	Yes, Certified Check	Yes, 5% Bid Bond	Yes, 5% Bid Bond	
<b>SIGNED AFFIDAVIT</b>	Yes	Yes	Yes	
<b>JOINT POWERS AGREEMENT</b>	Yes	No	Yes	
<b>ITEMS</b>	<b>PRICE PER CASE - 14 DROPS</b>	<b>GUARANTEED PRICE DATE</b>	<b>PRICE PER CASE - 14 DROPS</b>	<b>GUARANTEED PRICE DATE</b>
Juicy Juice Berry	\$8.61	6/30/2015	\$8.48	6/30/2015
Juicy Juice Apple	\$8.61	6/30/2015	\$8.48	6/30/2015
Juicy Juice Grape	\$8.61	6/30/2015	\$8.48	6/30/2015
Juicy Juice Orange Tangerine	\$8.61	6/30/2015	\$8.48	6/30/2015
Juicy Juice Punch	\$8.61	6/30/2015	\$8.48	6/30/2015
Juicy Juice Strawberry Kiwi	\$8.61	6/30/2015	\$8.48	ITEM DISC. 6/30/2015
Pizza Cheese WG Bold Big Daddy	\$61.96	6/30/2015	\$61.83	\$57.97 6/30/2015
Pizza Pepperoni WG Bold Big Daddy	\$63.61	6/30/2015	\$63.48	\$59.52 6/30/2015
Multi Cheese Garlic Bread	\$39.10	6/30/2015	\$38.97 * 78359	\$36.66 * 78359 6/30/2015
Chicken Teriyaki Stir Fry Kit	\$129.75	6/30/2015	\$129.62	\$120.10 6/30/2015
Chicken Tender	\$89.06	6/30/2015	\$88.93	\$88.71 6/30/2015
Meatball Cooked .5 Oz.	\$31.44	6/30/2015	\$31.31	\$31.09 6/30/2015
Uncrustable PBJ Grape Wheat	\$35.25	6/30/2015	\$36.02	\$35.30 9/30/2014
Uncrustable PBJ Strawberry Wheat	\$36.69	6/30/2015	\$37.46	\$36.74 9/30/2014
Ketchup Disp. Pk.	\$13.30	6/30/2015	\$17.47	\$16.82 6/30/2015
Chicken Drumstick	\$45.40	6/30/2015	\$45.27	\$43.00 6/30/2015

	VENDOR		VENDOR		VENDOR	
	INDIANHEAD FOODSERVICE DISTRIBUTOR		SYSCO WESTERN MN DBA: APPERT'S FOODSERVICE		UPPER LAKES FOODS, INC.	
ITEMS	PRICE PER CASE - 14 DROPS	GUARANTEED PRICE DATE	PRICE PER CASE - 14 DROPS	GUARANTEED PRICE DATE	PRICE PER CASE - 14 DROPS	GUARANTEED PRICE DATE
Potato Pearls Excel	\$48.87	6/30/2015	\$43.06 *3327848		\$43.37	6/30/2015
Cheesestick Whole Grain	\$39.90	6/30/2015	\$39.77	6/30/2015	\$38.33	6/30/2015
Omelet Colby	\$58.85	6/30/2015	\$59.48	6/30/2015	\$52.16	6/30/2015
Chicken Breast Chunks	\$102.38	6/30/2015	\$102.25	6/30/2015	\$102.03	6/30/2015
Burger Beef Charbroil	\$148.55	6/30/2015	\$148.42	6/30/2015	\$148.20	6/30/2015
Potato Sweet Crinkle Cut 7/16"	\$17.89	6/30/2015	\$18.14		\$15.70	6/30/2015
Sauce Spaghetti Pouch	\$41.78	12/31/2014	\$31.99		\$30.59	\$7.00 Allowance 6/30/2015
Egg Wrap Whole Grain	\$33.94	6/30/2015	\$34.21	6/30/2015	\$30.47	6/30/2015
Mandarin Oranges	\$21.80	9/30/2014	\$27.09 *Alternate		\$22.12	6/30/2014
Ham Turkey Slice	\$36.30	6/30/2015	\$36.17	6/30/2015	\$35.35	6/30/2015
Turkey Diced Breast & Thigh	\$57.10	6/30/2015	\$61.37	6/30/2015	\$59.95	6/30/2015
Bread Dough Sub Mini Whole Grain	\$32.85	6/30/2015	\$32.69	6/30/2015	\$32.08	6/30/2015
Rice Whole Grain Vegetable Fried	\$30.91	6/30/2015	\$30.78	6/30/2015	\$28.37	6/30/2015
Turkey Slice .7 Oz. Extra Lean	\$44.10	6/30/2015	\$43.97	6/30/2015	\$39.07	6/30/2015
Egg Roll Vegetable	\$37.48	6/30/2015	\$37.35	6/30/2015	\$34.54	6/30/2015
Fruit Cup Peach	\$17.82	6/30/2015	\$17.69	6/30/2015	\$17.47	6/30/2015
Cheese String Mozz	\$38.58	6/30/2015	\$33.95		\$27.51	\$7.66 Allowance 6/30/2015
Fruit Cup Mixed	\$17.82	6/30/2015	\$17.69	6/30/2015	\$17.47	6/30/2015
Fruit Cup Pear	\$17.82	6/30/2015	\$17.69	6/30/2015	\$17.47	6/30/2015
Syrup Breakfast Cup	\$11.56	12/31/2014	\$12.08	Pending	\$11.49	9/30/2014

VENDOR		VENDOR		VENDOR		
INDIANHEAD FOODSERVICE DISTRIBUTOR		SYSCO WESTERN MIN DBA: APPERT'S FOODSERVICE		UPPER LAKES FOODS, INC.		
ITEMS	PRICE PER CASE - 14 DROPS	GUARANTEED PRICE DATE	PRICE PER CASE - 14 DROPS	GUARANTEED PRICE DATE	PRICE PER CASE - 14 DROPS	GUARANTEED PRICE DATE
Cupcake Chocolate Birthday IW	\$22.24	6/30/2015	\$22.50	6/30/2015	\$20.06	6/30/2015
Cupcake White Birthday IW	\$22.24	6/30/2015	\$22.50	6/30/2015	\$20.06	6/30/2015
Breakfast Pizza Tony's	\$40.80	6/30/2015	\$40.67 *63912	6/30/2015	\$38.51 *63912	6/30/2015
Sorbet Cup Blue Raspberry	\$31.85	6/30/2015	\$26.87	6/30/2015	\$24.74	6/30/2015
Potato Roasted 1/2" CC	\$22.50	6/30/2015	\$22.68		\$20.33	6/30/2015
Cini Mini's IW	\$30.10	6/30/2015	\$30.25		\$29.05	6/30/2015
Strawberry Jello Cups	\$14.52	6/30/2015	\$14.39	6/30/2015	\$14.05	6/30/2015
Pancake Mini Maple IW	\$26.58	6/30/2015	\$23.90		\$25.53	6/30/2015
French Toast Stick	\$14.91	6/30/2015	\$14.27	6/30/2015	\$13.87	6/30/2015
Potato Smiles	\$21.37	6/30/2015	\$21.80		\$18.25	6/30/2015
Potato Gen-7 Concertina	\$19.81	6/30/2015	\$19.98		\$17.80	6/30/2015
Dough Ultimate Breakfast Round	\$35.19	6/30/2015	\$34.02	6/30/2015	\$33.43	6/30/2015
Egg Scrambled Cooked	\$29.27	6/30/2015	\$29.67	6/30/2015	\$24.62	6/30/2015
Waffle Snack'n Cinnamon	\$30.84	6/30/2015	\$31.61	Pending	\$30.87	9/30/2014
<b>TOTAL</b>	<b>\$884,852.69</b>		<b>\$882,205.23</b>		<b>\$833,907.76</b>	
<b>Fixed Fee Per Case</b>		\$0.90		\$0.77		\$0.55
<b>"Brown Box" Commodities</b>		\$1.50		\$1.50		\$1.20
<b>Reprocessed Commodities</b>		\$1.50		\$1.50		\$1.20
<b>Storage Fee</b>		\$1.00 Per case for over 60 days		\$0.50 Per case for over 30 days		\$0.50 Per case for over 60 days

	VENDOR	VENDOR	VENDOR
	INDIANHEAD FOODSERVICE DISTRIBUTOR	SYSKO WESTERN MN DBA: APPERT'S FOODSERVICE	UPPER LAKES FOODS, INC.
Fuel Surcharge	No	\$2.51-\$3.00      Reduction of \$.06 per case \$3.01-3.50      Reduction of \$.03 per case \$3.51-4.50      No fuel adjustment \$4.51-5.00      Increase of \$.03 per case \$5.01-5.55      Increase of \$.06 per case	No

AWARDED TO: UPPER LAKE FOODS, INC.

\* ALTERNATE

IV. D. DISBURSEMENTS

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

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

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

General Fund	\$	1,717,810.00
Food Service		408,739.00
Community Service		72,614.00
Building		76,462.00
Debt Redemption		9,007.00
Trust		113,717.00
OPEB Benefits Trust		0.00
		<hr/>
A/P Checks Disbursed (05-01-14 thru 05-31-14)	\$	2,398,349.00
Payroll Disbursed - Net (05-01-14 thru 05-31-14)	\$	9,988,556.00
Wire Transfers (05-01-14 thru 05-31-14)	\$	18,493,139.00
Investments on 06-11-14	\$	50,177,761.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	MATURES	AMOUNT
MSDLAF OTHER FUNDS	MM	0.02%	(BALANCE AT 06-11-14)		\$111,973.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.04%	(BALANCE AT 06-11-14)		\$31,363,993.00
P M A SECURITIES OPEB BONDS	VARIOUS	0.04%	(BALANCE AT 06-11-14)		\$16,882,072.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.30%	(BALANCE AT 06-11-14)		\$1,819,723.00
					<u>\$50,177,761.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

05/01/2014 thru 05/31/2014

DATE	FROM	TO	AMOUNT	REASON
05/01/14	P M A	HEALTH PARTNERS	\$257,576.00	MEDICAL CLAIMS
05/01/14	PREMIER BANK	DELTA DENTAL	\$138,553.00	MONTHLY PAYMENT
05/01/14	PREMIER BANK	STATE OF MINN.	\$134,907.00	PAYROLL TAX
05/02/14	P M A	MSDLAF	\$450,000.00	A/P P-CARD
05/02/14	PREMIER BANK	MERCHANT SERVICES	\$4,874.00	CREDIT CARD FEE
05/05/14	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
05/05/14	PREMIER BANK	HEALTH PARTNERS	\$309,003.00	HEALTH CLAIMS
05/06/14	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
05/09/14	PREMIER BANK	ANNUITY COMPANIES	\$719,142.00	PAYROLL PAYABLES
05/09/14	PREMIER BANK	CORPORATE HEALTH	\$11,501.00	FLEX PROCESSING
05/09/14	PREMIER BANK	I R S	\$18,927.00	PAYROLL TAX
05/12/14	P M A	PREMIER BANK	\$4,200,000.00	A/P - P/R*
05/12/14	PREMIER BANK	HEALTH PARTNERS	\$194,205.00	HEALTH CLAIMS
05/12/14	PREMIER BANK	STATE OF MINN.	\$2,864.00	PAYROLL TAX
05/12/14	PREMIER BANK	STATE OF MINN.		UC TAX
05/15/14	PREMIER BANK	CORPORATE HEALTH	\$8,959.00	FLEX PROCESSING
05/15/14	PREMIER BANK	HEALTH PARTNERS	\$3,952.00	HEALTH CLAIMS
05/15/14	PREMIER BANK	I R S	\$829,487.00	PAYROLL TAX
05/15/14	PREMIER BANK	NSPMOEA	\$36,446.00	UNION DUES
05/16/14	PREMIER BANK	STATE OF MINN.	\$133,041.00	PAYROLL TAX
05/19/14	P M A	PREMIER BANK	\$750,000.00	A/P - P/R*
05/19/14	PREMIER BANK	HEALTH PARTNERS	\$288,041.00	HEALTH CLAIMS
05/22/14	PREMIER BANK	ANNUITY COMPANIES	\$723,113.00	PAYROLL PAYABLES
05/27/14	PREMIER BANK	HEALTH PARTNERS	\$181,643.00	HEALTH CLAIMS
05/28/14	P M A	PREMIER BANK	\$5,200,000.00	A/P - P/R*
05/28/14	PREMIER BANK	CORPORATE HEALTH	\$10,412.00	FLEX PROCESSING
05/29/14	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
05/30/14	P M A	MSDLAF	\$410,000.00	A/P P-CARD
05/30/14	PREMIER BANK	I R S	\$2,933,088.00	PAYROLL TAX
05/30/14	PREMIER BANK	MISCELLANEOUS	\$1,105.00	MISCELLANEOUS
05/30/14	PREMIER BANK	NSPMOEA	\$36,300.00	UNION DUES
		TOTAL	\$18,493,139.00	

VI. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS

Minnesota Statute 123B.02 permits school boards to “...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof.”

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

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

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Gil Surine	\$100.00	John Glenn - plants for garden
Beth Porter	Hardcover books	Castle - library use
Wells Fargo Community Support Campaign	\$100.00	North High - Backpack program
Lifetouch National School Studios	\$1,000.00	North High School - Lifetouch Scholarship
Michelle Semonick	Silent auction baskets (valued at \$185.00)	Richardson Spring Carnival
The Neve Family	Prizes, silent auction items (valued at \$250.00)	Richardson Spring Carnival
Postal Credit Union	\$1,500.00	Meals on Wheels
Anonymous	\$200.00	Meals on Wheels
Jeanne Sinn	\$100.00	Meals on Wheels
Carolyn Bender	\$100.00	Meals on Wheels
Shawn McMahon	\$50.00	Meals on Wheels
Rudi Zorn	\$50.00	Meals on Wheels
Betty Motz	\$50.00	Meals on Wheels
Curt and Joan Reeves	\$50.00	Meals on Wheels
Sandra Moen	\$42.00	Meals on Wheels
American Legion Post 39	\$42.00	Meals on Wheels
Elaine and Merl Ader	\$25.00	Meals on Wheels
J.J. Steenberg	\$25.00	Meals on Wheels
Amy and Duke Coborn	\$112.00	Cowern 3 <sup>rd</sup> grade field trips
Shannon Wille	\$30.00	Carver 3 <sup>rd</sup> grade field trips
Caribou Coffee	Coffee, sugar, cream and cups	Oakdale parent volunteer breakfast event
Ihop	Pancakes, bacon and eggs (valued at \$600.00)	Oakdale parent volunteer breakfast event
Denny's Restaurant	Sausage and eggs (valued at \$250.00)	Oakdale parent volunteer breakfast event
Capture Video	Video production (valued at \$1,500.00)	Promotion - Miller on the move and Webster basketball program
League of Women Voters	2 copies of League of Women Voters of Roseville, Maplewood, and Falcon Heights Memoir Booklet "Meddlers, Activists and Watchdogs" (valued at \$20.00)	NHS and THS Libraries
Wells Fargo Foundation	\$100.00	North High Backpack program
Wells Fargo Community Support	\$415.32	Skyview - Grades 4 & 5

MOTION:

SECOND:

Total fiscal year 2013-2014 monetary contributions: \$174,196.12

VI. A. 2. 2013-2014 BUDGET AMENDMENT

The school district has been notified of the aids allotment for Non-Public textbooks, health services and guidance/counseling services, resulting in an overall decrease of \$6,189.

In addition, the school district has been notified of the revised Adult Basic Education aids entitlement, resulting in an overall increase of \$177,839.

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 2013-2014 Community Service Fund revenue and expenditure budgets each be increased by \$171,650.

MOTION:

SECOND:

VI. A. 3. 2014-2015 BUDGET

M.S. 123B.77 requires that “Prior to July 1 of each year, the board of each district must approve and adopt its revenue and expenditure budgets for the next year.”

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

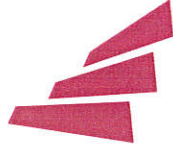
BE IT RESOLVED by the School Board of Independent School District 622 that the 2014-2015 district budget be approved as follows:

Below are the totals by fund:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>
01 General	\$124,192,335	\$126,502,002
02 Food Service Fund	\$ 5,996,500	\$ 5,954,000
04 Community Service Fund	\$ 8,044,592	\$ 8,050,079
06 Building Fund	\$ 3,274,500	\$ 4,294,500
07 Debt Service Fund	\$ 12,484,344	\$ 13,507,159
09 Trust and Agency Fund	\$ 1,203,600	\$ 1,200,000
OPEB Benefits Trust Fund	\$ 1,130,000	\$ 3,195,000
OPEB Debt Service	<u>\$ 2,736,414</u>	<u>\$ 2,679,603</u>
Grand Total All Funds	<u>\$159,062,645</u>	<u>\$165,382,343</u>

MOTION:

SECOND:



# School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

*Ready for tomorrow*

**ADOPTED  
BUDGETS  
for  
FISCAL YEAR  
2014 – 2015**

**Dennis Sullivan  
Director of Business Services**

**June 24, 2014**

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**NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS**  
**Independent School District No. 622**  
**REVENUE BUDGETS - BY FUND**  
**FISCAL YEAR 2014 - 15**

<b>FUND AND SOURCE</b>	<b>2012-13 ACTUAL</b>	<b>2013-14 BUDGET</b>	<b>2014-15 BUDGET</b>	<b>% INCREASE</b>	<b>% TOTAL</b>
<b>GENERAL FUND</b>	<b>\$116,430,059</b>	<b>\$119,630,082</b>	<b>\$124,192,335</b>	<b>3.81</b>	<b>78.1</b>
<b>FOOD SERVICE</b>	<b>5,903,109</b>	<b>6,073,000</b>	<b>5,996,500</b>	<b>(1.26)</b>	<b>3.8</b>
<b>COMMUNITY SERVICE</b>	<b>7,769,162</b>	<b>8,060,721</b>	<b>8,044,952</b>	<b>(0.20)</b>	<b>5.1</b>
<b>BUILDING</b>	<b>39,193</b>	<b>600,000</b>	<b>3,274,500</b>	<b>445.75</b>	<b>2.1</b>
<b>DEBT SERVICE</b>	<b>21,789,800</b>	<b>12,058,189</b>	<b>12,484,344</b>	<b>3.53</b>	<b>7.8</b>
<b>TRUST &amp; AGENCY</b>	<b>1,352,003</b>	<b>800,000</b>	<b>1,203,600</b>	<b>50.45</b>	<b>0.8</b>
<b>OPEB BENEFIT FUND</b>	<b>1,281,928</b>	<b>2,280,000</b>	<b>1,130,000</b>	<b>(50.44)</b>	<b>0.7</b>
<b>OPEB DEBT SERVICE</b>	<b>3,052,926</b>	<b>3,104,560</b>	<b>2,736,414</b>	<b>(11.86)</b>	<b>1.7</b>
<b>TOTAL ALL FUNDS</b>	<b>\$157,618,180</b>	<b>\$152,606,552</b>	<b>\$159,062,645</b>	<b>4.23</b>	<b>100.0</b>

**NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS**  
**Independent School District No. 622**  
**REVENUE BUDGETS - SOURCE ALL FUNDS**  
**FISCAL YEAR 2014 - 15**

<b>SOURCE</b>	<b>2012-13 ACTUAL</b>	<b>2013-14 BUDGET</b>	<b>2014-15 BUDGET</b>	<b>% INCREASE</b>	<b>% TOTAL</b>
Local Revenues	\$40,706,780	\$43,183,346	\$43,013,178	(0.39)	27.0
State Revenues	\$94,808,631	\$97,034,461	\$104,286,067	7.47	65.6
Federal Revenues	\$8,320,499	\$8,326,445	\$8,157,900	(2.02)	5.1
Sales & Transfers	\$13,782,270	\$4,062,300	\$3,605,500	(11.24)	2.3
<b>TOTALS BY SOURCE</b>	<b>\$157,618,180</b>	<b>\$152,606,552</b>	<b>\$159,062,645</b>	<b>4.23</b>	<b>100.0</b>

NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS  
Independent School District No. 622  
REVENUE BUDGETS - BY FUND BY SOURCE  
FISCAL YEAR 2014 - 15

FUND AND SOURCE	2012-13 ACTUAL	2013-14 BUDGET	2014-15 BUDGET	% INCREASE	% TOTAL
<b><u>GENERAL FUND</u></b>					
Local Revenues	\$20,465,674	\$21,896,338	\$19,373,034	(11.52)	15.6
State Revenues	91,000,637	92,861,355	100,260,228	7.97	80.7
Federal Aids	4,918,897	4,823,089	4,529,073	(6.10)	3.6
Sales/Transfers	44,851	49,300	30,000	(39.15)	<u>0.0</u>
<b>TOTAL GENERAL FUND</b>	<b>116,430,059</b>	<b>119,630,082</b>	<b>124,192,335</b>	<b>3.81</b>	<b>100.0</b>
<b><u>FOOD SERVICE FUND</u></b>					
Local Revenues	13,985	10,000	10,000	0.00	0.2
State Revenues	218,306	247,000	245,000	(0.81)	4.1
Federal Aids	3,099,506	3,208,000	3,271,000	1.96	54.5
Sales/Transfers	<u>2,571,312</u>	<u>2,608,000</u>	<u>2,470,500</u>	<u>(5.27)</u>	<u>41.2</u>
<b>TOTAL FOOD SERVICE</b>	<b>5,903,109</b>	<b>6,073,000</b>	<b>5,996,500</b>	<b>(1.26)</b>	<b>100.0</b>
<b><u>COMMUNITY SERVICE FUND</u></b>					
Local Revenues	3,935,822	3,884,376	3,944,128	1.54	49.0
State Revenues	3,589,195	3,926,106	3,780,839	(3.70)	47.0
Federal Aids	200,238	195,239	259,985	33.16	3.2
Sales/Transfers	<u>43,907</u>	<u>55,000</u>	<u>60,000</u>	<u>9.09</u>	<u>0.7</u>
<b>TOTAL COMMUNITY SERVICE</b>	<b>7,769,162</b>	<b>8,060,721</b>	<b>8,044,952</b>	<b>(0.20)</b>	<b>100.0</b>
<b><u>BUILDING FUND</u></b>					
Local Revenues	39,193	600,000	3,274,500	445.75	100.0
State Revenues	0	0	0	0.00	0.0
Sales/Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.0</u>
<b>TOTAL BUILDING</b>	<b>39,193</b>	<b>600,000</b>	<b>3,274,500</b>	<b>445.75</b>	<b>100.0</b>
<b><u>DEBT SERVICE FUND</u></b>					
Local Revenues	11,725,110	11,958,072	12,386,502	3.58	99.2
Federal Aids	101,858	100,117	97,842	(2.27)	0.8
Sales/Transfers	<u>9,962,832</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.0</u>
<b>TOTAL DEBT SERVICE</b>	<b>21,789,800</b>	<b>12,058,189</b>	<b>12,484,344</b>	<b>3.53</b>	<b>100.0</b>
<b><u>TRUST &amp; AGENCY FUND</u></b>					
	1,352,003	800,000	1,203,600	50.45	100.0
<b><u>OPEB BENEFIT FUND</u></b>					
Local Revenues	122,821	930,000	150,000	(83.87)	1.2
Sales/Transfers	<u>1,159,107</u>	<u>1,350,000</u>	<u>980,000</u>	<u>(27.41)</u>	<u>7.8</u>
<b>TOTAL OPEB BENIFIT FUND</b>	<b>1,281,928</b>	<b>2,280,000</b>	<b>1,130,000</b>	<b>(50.44)</b>	<b>9.1</b>
<b><u>OPEB DEBT FUND</u></b>					
Local Revenues	<u>3,052,926</u>	<u>3,104,560</u>	<u>2,736,414</u>	<u>0.00</u>	<u>21.9</u>
<b>TOTAL OPEB DEBT FUND</b>	<b>3,052,926</b>	<b>3,104,560</b>	<b>2,736,414</b>	<b>0.00</b>	<b>21.9</b>
<b>TOTAL ALL FUNDS</b>	<b>\$157,618,180</b>	<b>\$152,606,552</b>	<b>\$159,062,645</b>	<b>4.23</b>	<b>100.0</b>

**NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS**  
**Independent School District No. 622**  
**EXPENDITURE BUDGETS - SUMMARY BY FUND**  
**FISCAL YEAR 2014 - 15**

<b>PROGRAM SERIES</b>	<b>2012-13 ACTUAL</b>	<b>2013-14 BUDGET</b>	<b>2014-15 BUDGET</b>	<b>% INCREASE</b>	<b>% TOTAL</b>
<b><u>ALL FUNDS</u></b>					
GENERAL FUND	\$126,354,466	\$126,213,963	\$126,502,002	0.23	76.49
FOOD SERVICE	5,733,963	6,032,700	5,954,000	(1.30)	3.60
COMMUNITY SERVICE	7,954,555	7,879,950	8,050,079	2.16	4.87
BUILDING	1,120,643	1,991,703	4,294,500	115.62	2.60
DEBT SERVICE	12,666,078	12,880,470	13,507,159	4.87	8.17
TRUST & AGENCY	1,491,690	800,000	1,200,000	50.00	0.73
OPEB BENEFIT FUND	3,621,587	4,075,000	3,195,000	(21.60)	1.93
OPEB DEBT SERVICE	2,994,964	2,995,000	2,679,603	(10.53)	1.62
<b>TOTAL ALL FUNDS</b>	<b>\$161,937,946</b>	<b>\$162,868,786</b>	<b>\$165,382,343</b>	<b>1.54</b>	<b>100.00</b>

**NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS**  
**Independent School District No. 622**  
**EXPENDITURE BUDGETS - SUMMARY BY PROGRAM SERIES**  
**FISCAL YEAR 2014 - 15**

PROGRAM SERIES	2012-13 ACTUAL	2013-14 BUDGET	2014-15 BUDGET	%	%
				INCREASE	TOTAL
<b><u>ALL FUNDS</u></b>					
Dist. & Sch. Admin.	\$5,611,040	\$5,539,180	\$5,600,158	1.10	3.39
Dist. Support Services	3,933,322	4,871,872	6,058,590	24.36	3.66
Regular Instruction	60,170,758	60,970,079	59,926,550	(1.71)	36.24
Vocational Instruction	2,720,883	2,029,445	2,018,628	(0.53)	1.22
Special Educ. Instruction	22,323,493	23,736,972	22,368,027	(5.77)	13.53
Community Services	7,667,990	7,485,868	7,655,414	2.26	4.63
Instr. Support Services	8,865,904	6,657,841	6,785,091	1.91	4.10
Pupil Support Services	17,378,557	17,402,119	17,452,453	0.29	10.55
Sites & Buildings	13,491,273	13,749,950	17,635,670	28.26	10.66
Other Programs	19,774,726	20,425,460	19,881,762	(2.66)	12.02
<b>TOTAL ALL FUNDS</b>	<b>\$161,937,946</b>	<b>\$162,868,786</b>	<b>\$165,382,343</b>	<b>1.54</b>	<b>100.00</b>

**NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS**  
**Independent School District No. 622**  
**EXPENDITURE BUDGETS - SUMMARY BY FUND BY PROGRAM SERIES**  
**FISCAL YEAR 2014 - 15**

<b>PROGRAM SERIES</b>	<b>2012-13 ACTUAL</b>	<b>2013-14 BUDGET</b>	<b>2014-15 BUDGET</b>	<b>% INCREASE</b>	<b>% TOTAL</b>
<b><u>GENERAL FUND</u></b>					
Dist. & Sch. Admin.	\$5,611,040	\$5,539,180	\$5,600,158	1.10	4.43
Dist. Support Services	3,678,500	4,871,872	6,058,590	24.36	4.79
Regular Instruction	59,123,560	60,170,079	58,726,550	(2.40)	46.42
Vocational Instruction	2,720,883	2,029,445	2,018,628	(0.53)	1.60
Special Educ. Instruction	22,321,024	23,736,972	22,368,027	(5.77)	17.68
Instr. Support Services	8,792,999	6,657,841	6,785,091	1.91	5.36
Pupil Support Services	11,248,862	10,975,337	11,103,788	1.17	8.78
Sites & Buildings	12,370,630	11,758,247	13,341,170	13.46	10.55
Other Programs	486,968	474,990	500,000	5.27	0.40
<b>TOTAL GENERAL FUND</b>	<b>\$126,354,466</b>	<b>\$126,213,963</b>	<b>\$126,502,002</b>	<b>0.23</b>	<b>100.00</b>
<b><u>FOOD SERVICE FUND</u></b>					
Pupil Support Services	5,733,963	6,032,700	5,954,000	(1.30)	100.00
<b>TOTAL FOOD SERVICE</b>	<b>\$5,733,963</b>	<b>\$6,032,700</b>	<b>\$5,954,000</b>	<b>(1.30)</b>	<b>100.00</b>
<b><u>COMMUNITY SERVICE FUND</u></b>					
Dist. Support Services	0	0	0	0.00	0.00
Community Services	7,560,473	7,485,868	7,655,414	2.26	95.10
Pupil Support Services	394,082	394,082	394,665	0.15	5.82
Sites & Buildings	0	0	0	0.00	0.00
<b>TOTAL COMMUNITY SERVICE</b>	<b>\$7,954,555</b>	<b>\$7,879,950</b>	<b>\$8,050,079</b>	<b>2.16</b>	<b>100.00</b>
<b><u>BUILDING FUND</u></b>	<b>\$1,120,643</b>	<b>\$1,991,703</b>	<b>\$4,294,500</b>	<b>115.62</b>	<b>100.00</b>
<b><u>DEBT SERVICE FUND</u></b>	<b>\$12,666,078</b>	<b>\$12,880,470</b>	<b>\$13,507,159</b>	<b>4.87</b>	<b>100.00</b>
<b><u>TRUST &amp; AGENCY FUND</u></b>	<b>\$1,491,690</b>	<b>\$800,000</b>	<b>\$1,200,000</b>	<b>50.00</b>	<b>100.00</b>
<b><u>OPEB BENEFIT FUND</u></b>	<b>\$3,621,587</b>	<b>\$4,075,000</b>	<b>\$3,195,000</b>	<b>(21.60)</b>	<b>266.25</b>
<b><u>OPEB DEBT FUND</u></b>	<b>\$2,994,964</b>	<b>\$2,995,000</b>	<b>\$2,679,603</b>	<b>(10.53)</b>	<b>223.30</b>
<b>TOTAL ALL FUNDS</b>	<b>\$161,937,946</b>	<b>\$162,868,786</b>	<b>\$165,382,343</b>	<b>1.54</b>	<b>100.00</b>

**NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS**  
**Independent School District No. 622**  
**EXPENDITURE BUDGETS - SUMMARY BY FUND BY ORGANIZATIONAL UNIT**  
**FISCAL YEAR 2014 - 15**

FUND/ORGANIZATION	2012-13 ACTUAL	2013-14 BUDGET	2014-15 BUDGET	%	%
				INCREASE	TOTAL
<b>GENERAL FUND</b>					
District Wide	\$43,483,093	\$36,806,013	\$47,172,311	28.16	37.3
Beaver Lake Elem.	411,695	2,568,619	1,528,054	(40.51)	1.2
Carver Elem.	3,155,022	3,418,481	3,139,558	(8.16)	2.5
Castle Elem.	3,021,472	3,173,036	2,947,136	(7.12)	2.3
Cowern Elem.	3,103,849	3,194,985	3,295,626	3.15	2.6
Eagle Point Elem.	2,471,944	2,835,764	2,717,656	(4.16)	2.1
Harmony	464,789	952,864	436,745	(54.17)	0.3
Oakdale Elem.	3,482,936	3,924,668	3,581,436	(8.75)	2.8
Richardson Elem.	3,441,011	3,553,871	3,277,693	(7.77)	2.6
Skyview Elem.	3,484,277	3,754,515	3,267,806	(12.96)	2.6
Polar Arena/Tartan Arena	681,745	760,951	751,238	(1.28)	0.6
Valley Crossing	668,947	747,617	754,976	0.98	0.6
Weaver Elem.	3,457,586	3,570,327	3,340,947	(6.42)	2.6
Webster Elem.	3,005,434	3,244,264	3,120,995	(3.80)	2.5
Elementary/Secondary	6,434,033	8,628,812	4,799,343	(44.38)	3.8
John Glenn Middle Sch.	5,536,209	5,896,799	5,472,746	(7.19)	4.3
Maplewood Middle Sch.	5,240,060	5,488,992	5,131,901	(6.51)	4.1
Skyview Middle Sch.	5,776,486	6,001,034	6,084,434	1.39	4.8
Next Step	1,103,280	1,185,184	864,625	(27.05)	0.7
Integration	48,645	116	0	(100.00)	0.0
Targeted Services	684,112	645,971	692,173	7.15	0.5
All Secondary	0	0	0	0.00	0.0
North Sr. High	13,337,182	12,559,209	12,334,104	(1.79)	9.8
Education Center	200,705	195,250	270,949	38.77	0.2
Tartan Sr. High	11,451,986	10,984,363	10,423,715	(5.10)	8.2
A.L.C./A.H.S.(Alternative Learning)	1,765,001	1,868,173	755,548	(59.56)	0.6
Special Education	<u>442,967</u>	<u>254,085</u>	<u>340,287</u>	<u>33.93</u>	<u>0.3</u>
<b>GENERAL FUND</b>	<b>126,354,466</b>	<b>126,213,963</b>	<b>126,502,002</b>	<b>0.23</b>	<b>100.0</b>

NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS  
Independent School District No. 622  
EXPENDITURE BUDGETS - SUMMARY BY FUND BY ORGANIZATIONAL UNIT  
FISCAL YEAR 2014 - 15

FUND/ORGANIZATION	2012-13 ACTUAL	2013-14 BUDGET	2014-15 BUDGET	%	%
				INCREASE	TOTAL
<b><u>FOOD SERVICE FUND</u></b>	5,733,963	6,032,700	5,954,000	(1.30)	100.0
<b><u>COMMUNITY SERVICE FUND</u></b>					
Community Services	7,353,004	7,276,553	7,452,871	2.42	92.6
Non-Public	<u>601,551</u>	<u>603,397</u>	<u>597,208</u>	<u>(1.03)</u>	<u>7.4</u>
<b>TOTAL COMMUNITY SERVICE</b>	7,954,555	7,879,950	8,050,079	2.16	100.0
<b><u>BUILDING FUND</u></b>					
District Wide	340,290	919,644	150,000	(83.69)	3.5
Polar Arena	0	0	0	0.00	0.0
Tartan Arena	0	0	0	0.00	0.0
Beaver Lake Elem.	0	0	1,996,000	0.00	46.5
Carver Elem.	0	0	0	0.00	0.0
Castle Elem.	0	0	0	0.00	0.0
Cowern Elem.	0	0	0	0.00	0.0
Eagle Point Elem.	5,868	82,818	0	(100.00)	0.0
Harmony Elem.	34,600	279,666	0	(100.00)	0.0
Oakdale Elem.	435,250	0	0	0.00	0.0
Richardson Elem.	0	521,700	0	(100.00)	0.0
Skyview Elem.	0	0	0	0.00	0.0
Weaver Elem.	0	0	0	0.00	0.0
Webster Elem.	0	0	0	0.00	0.0
John Glenn Middle	264,524	0	0	100.00	0.0
Maplewood Middle	15,557	0	0	0.00	0.0
Skyview Middle	0	0	0	0.00	0.0
North Sr. High	0	0	200,000	0.00	4.7
North St. Paul Community School	7,974	0	0	0.00	0.0
Gladstone	0	0	1,948,500		
Education Center	7,000	187,875	0	(100.00)	0.0
Tartan Sr. High	9,580	0	0	0.00	0.0
Gladstone	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.0</u>
<b>TOTAL BUILDING</b>	1,120,643	1,991,703	4,294,500	115.62	100.0
<b><u>DEBT SERVICE FUND</u></b>	12,666,078	12,880,470	13,507,159	4.87	100.0
<b><u>TRUST &amp; AGENCY FUND</u></b>	1,491,690	800,000	1,200,000	50.00	100.0
<b><u>OPEB BENEFIT FUND</u></b>	3,621,587	4,075,000	3,195,000	(21.60)	100.0
<b><u>OPEB DEBT FUND</u></b>	2,994,964	2,995,000	2,679,603	(10.53)	100.0
<b>TOTAL ALL FUNDS</b>	<b>\$161,937,946</b>	<b>\$162,868,786</b>	<b>\$165,382,343</b>	<b>1.54</b>	<b>100.0</b>

ISD 622 PROJECTED 2014-2015 REVENUES, EXPENDITURES AND FUND BALANCE  
BY FUND

06/17/14

Fund	Projected Fund 06-30-13		2013-2014		2013-2014		Projected Fund 06-30-14		2014-2015		Projected Fund 06-30-14	
	Balance		Revenue Budget	Expenditure Budget	Revenue Budget	Expenditure Budget	Balance 06-30-14	Revenue Budget	Expenditure Budget	Balance 06-30-14		
<b>General Fund</b>												
Health & Safety	293,771		299,323	1,232,839	(639,745)		1,463,739	1,574,542	(850,548)			
Operating Capital	352,235		4,180,131	3,963,692	568,674		3,846,555	5,751,069	(1,335,840)			
Safe Schools	16,925		486,433	463,720	39,638		552,038	490,714	100,962			
Integration	320,330		1,436,834	1,916,763	(159,599)		2,684,758	2,329,245	195,914			
Unassigned	14,510,536		113,227,361	118,636,949	9,100,948		115,645,245	116,256,432	8,489,761			
<b>General Fund Total</b>	<b>15,493,797</b>		<b>119,630,082</b>	<b>126,213,963</b>	<b>8,909,916</b>		<b>124,192,335</b>	<b>126,502,002</b>	<b>6,600,249</b>			
<b>Food Service Fund</b>												
	894,563		6,073,000	6,032,700	934,863		5,996,500	5,954,000	977,363			
<b>Community Service Fund</b>												
Operating Funds Total	458,725		8,060,721	7,879,950	639,496		8,044,952	8,050,079	634,369			
	<b>16,847,085</b>		<b>133,763,803</b>	<b>140,126,613</b>	<b>10,484,275</b>		<b>138,233,787</b>	<b>140,506,081</b>	<b>8,211,981</b>			
<b>Building Construction Fund</b>												
	1,411,234		600,000	1,991,703	19,531		3,274,500	4,294,500	(1,000,469)			
<b>Debt Service Fund</b>												
Bond Refundings	18,695,359				18,695,359				18,695,359			
Debt Service	2,510,232		12,058,189	12,880,470	1,687,951		12,484,344	13,507,159	665,136			
<b>Debt Service Fund Total</b>	<b>21,205,591</b>		<b>12,058,189</b>	<b>12,880,470</b>	<b>20,383,310</b>		<b>12,484,344</b>	<b>13,507,159</b>	<b>19,360,495</b>			
<b>Trust Funds</b>												
	879,015		800,000	800,000	879,015		1,203,600	1,200,000	882,615			
<b>OPEB Irrevocable Trust Fund</b>												
	19,589,346		2,280,000	4,075,000	17,794,346		1,130,000	3,195,000	15,729,346			
<b>OPEB Debt Service Fund</b>												
	406,485		3,104,560	2,995,000	516,045		2,736,414	2,679,603	572,856			
<b>TOTAL ALL FUNDS</b>	<b>60,338,756</b>		<b>152,606,552</b>	<b>162,868,786</b>	<b>50,076,522</b>		<b>159,062,645</b>	<b>165,382,343</b>	<b>43,756,824</b>			

VI. A. 4. 2014-2016 HEALTH & SAFETY BUDGET

The Health & Safety Policy requires that the school board annually approve a budget for three fiscal years according to UFARS Finance codes (Uniform Financial Accounting and Reporting Standards). The budgets below must be approved prior to submission for the PAY 2015 (FY16) levy. MDE requires Districts to reaffirm their Health & Safety Policies with a resolution each year and suggest the budget and policy adoption be combined in one resolution.

ISD 622 Schools utilizes Health and Safety revenues to fund the implementation of health and safety programs and projects. Below is a summary of the health and safety budget per fiscal year and Uniform Financial Accounting and Reporting Standards (UFARS) as of 6/18/2014.

UFARS CODE	FY 14	FY 15	FY 16
347 - Physical Hazard Control	\$46,200.00	\$39,200.00	\$39,200.00
349 - Hazardous Substance	\$18,000.00	\$15,000.00	\$20,000.00
352 - Environmental Health and Safety Management	\$209,000.00	\$167,000.00	\$194,000.00
358 -Asbestos	\$933,000.00	\$499,000.00	\$424,000.00
363 - Fire and Life Safety	\$28,639.00	\$23,670.00	\$23,670.00
366 - Indoor Air Quality (IAQ)	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$1,234,839.00</b>	<b>\$743,870.00</b>	<b>\$700,870.00</b>

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

BE IT RESOLVED by the School Board of Independent School District 622 that the Health and Safety budgets for FY14, FY15 and FY16 be approved in the amounts presented above. Be it further resolved that that there are no changes to the District's Health and Safety Policy, EM-020.32.

MOTION:

SECOND:

VI. A. 5. NUTRITION SERVICES PRICE INCREASES

One of the objectives for budget planning is that the Operating Funds, including Nutrition Services, be self-supporting. A price increase is necessary to support the increasing cost of food, supplies and gas; as well as compliance in the requirements of the Healthy, Hunger-Free Kids Act of 2010 paid lunch equity requirements.

The following is a comparison of current to proposed prices for breakfast and lunch. The last meal price increases for breakfast and lunches were effective September 2011.

<u>Increase</u>	<u>Present</u>	<u>Proposed</u>	
Elementary Lunch	\$2.45	\$2.55	\$.10
Secondary Lunch	\$2.70	\$2.80	\$.10
Adult Lunch	\$3.80	\$4.00	\$.20

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 meal prices become effective September 2014.

Elementary lunch	\$2.55
Secondary lunch	\$2.80
Adult lunch	\$4.00
Reduced price lunch	\$ .40
Milk	\$ .40
Elementary breakfast	\$1.60
Secondary breakfast	\$1.60
Adult breakfast	\$1.85
Reduced price breakfast	\$0.00

MOTION:

SECOND:

VI. A. 6. RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

The following Resolution is provided to schedule the School Board election for November 4, 2014.

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

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

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The following individuals have filed affidavits of candidacy for said general election during the period established for filing such affidavits:

(names will be inserted when filing is completed)

2. The general election is hereby called and directed to be held on Tuesday, the 4th day of November, 2014, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

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

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

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

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

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

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

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

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

SCHOOL DISTRICT BALLOT  
INDEPENDENT SCHOOL DISTRICT NO. 622  
(NORTH ST. PAUL-MAPLEWOOD-OAKDALE)  
GENERAL ELECTION

NOVEMBER 4, 2014

---

INSTRUCTIONS TO VOTERS  
TO VOTE, COMPLETELY FILL IN THE OVAL(S) NEXT TO YOUR CHOICE(S) LIKE THIS

---



SCHOOL BOARD MEMBER

VOTE FOR UP TO THREE

---



NAME



NAME



NAME



NAME



NAME



NAME



\_\_\_\_\_ write-in, if any

On the back of all paper ballots shall be printed "OFFICIAL BALLOT," the date of the election, and lines for the initials of two judges. The printing shall be so placed as to be visible when the ballot is properly folded for deposit.

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot

card. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot card so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office so that the name of each candidate appears substantially an equal number of times at the top, at the bottom and at each intermediate place in the group of candidates for that office in the manner specified in Minnesota Statutes, Section 206.61, subd. 5 and Minnesota Rule, Part 8220.0825.

7. If the school district will be contracting to print the ballots for this election, the school district election clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the school district election clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The school district election clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

8. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections.

MOTION:

SECOND:

VI. A. 7.

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

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 622 shall begin on July 29, 2014 and shall close on August 12, 2014. An affidavit of candidacy must be filed in the office of the school district election clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 12, 2014.

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

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

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

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 622  
(NORTH ST. PAUL-MAPLEWOOD-OAKDALE)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 622 shall begin on July 29, 2014, and shall close at 5:00 o'clock p.m. on August 12, 2014.

The general election shall be held on Tuesday, November 4, 2014. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

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

The affidavits of candidacy must be filed in the office of the school district election clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 12, 2014.

Dated: \_\_\_\_\_, 2014

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_  
School District Clerk  
Independent School District No. 622  
(North St. Paul-Maplewood-Oakdale)  
State of Minnesota

MOTION:

SECOND:

VI. A. 8. APPOINT SCHOOL DISTRICT ELECTION CLERK

In order to conduct a successful school district election, it is necessary for one individual to be responsible for all related election duties.

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

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

MOTION:

SECOND:

VI. A. 9. RESOLUTION ESTABLISHING 2014 POLLING PLACES

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within its boundaries which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

POLLING PLACE: North St. Paul Community Center  
2300 North St. Paul Drive  
North St. Paul, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of North St. Paul, Precinct 1, Ramsey County, Minnesota.

POLLING PLACE: North Presbyterian Church  
2675 East Highway 36  
North St. Paul, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of North St. Paul, Precinct 2; Ramsey County, Minnesota.

POLLING PLACE: Cowern Elementary School  
2131 North Margaret Street  
North St. Paul, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of North St. Paul, Precinct 3; Ramsey County, Minnesota.

POLLING PLACE: Richardson Elementary School  
2615 First Street North  
North St. Paul, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of North St. Paul, Precinct 4; Ramsey County, Minnesota.

POLLING PLACE: First United Pentecostal Church  
6944 Hudson Boulevard  
Oakdale, MN 55128

This polling place serves all territory in Independent School District No. 622 located in the City of Oakdale, Precinct 1; Washington County, Minnesota.

POLLING PLACE: Transfiguration Church  
6133 15<sup>th</sup> Street North  
Oakdale, MN 55128

This polling place serves all territory in Independent School District

No. 622 located in the City of Oakdale, Precinct 2; Washington County, Minnesota.

POLLING PLACE: Church of Jesus Christ of Latter  
Day Saints  
2140 Hadley Avenue  
Oakdale, MN 55128

This polling place serves all territory in Independent School District  
No. 622 located in the City of Oakdale, Precinct 3; Washington County, Minnesota.

POLLING PLACE: House of Prayer Church  
6039 40<sup>th</sup> Street North  
Oakdale, MN 55128

This polling place serves all territory in Independent School District  
No. 622 located in the City of Oakdale, Precinct 4; Washington County, Minnesota.

POLLING PLACE: Silver Lake Methodist Church  
5399 Geneva Avenue North  
Oakdale, MN 55128

This polling place serves all territory in Independent School District  
No. 622 located in the City of Oakdale, Precinct 5; Washington County, Minnesota.

POLLING PLACE: Oakdale Discovery Center  
4444 Hadley Avenue North  
Oakdale, MN 55128

This polling place serves all territory in Independent School District No. 622 located in  
the City of Oakdale, Precinct 6; Washington County, Minnesota

POLLING PLACE: Hope Evangelical Free Church  
7910 15<sup>th</sup> Street North  
Oakdale, MN 55128

This polling place serves all territory in Independent School District No. 622 located in  
the City of Oakdale, Precinct 7; Washington County, Minnesota.

POLLING PLACE: Guardian Angels Church  
8260 - 4<sup>th</sup> Street  
Oakdale, MN 55128

This polling place serves all territory in Independent School District  
No. 622 located in the City of Oakdale, Precinct 8; Washington County, Minnesota.

POLLING PLACE Woodbury Middle School  
1425 School Drive  
Woodbury, MN 55125

This polling place serves all territory in Independent School District No. 622 located in  
the City of Woodbury, Precinct 1; Washington County, Minnesota

POLLING PLACE

Woodbury City Hall  
8301 Valley Creek Road  
Woodbury, MN 55125

This polling place serves all territory in Independent School District No. 622 located in the City of Woodbury, Precinct 2; Washington County, Minnesota.

POLLING PLACE

King of Kings Lutheran Church  
1583 Radio Drive  
Woodbury, MN 55125

This polling place serves all territory in Independent School District No. 622 located in the City of Woodbury, Precinct 7; Washington County, Minnesota.

POLLING PLACE

Footprints Academy/Peace of Mind Day Care  
9025 Tamarack Road  
Woodbury, MN 55125

This polling place serves all territory in Independent School District No. 622 located in the City of Woodbury, Precinct 8; Washington County, Minnesota.

POLLING PLACE:

Lake Elmo Fire Station  
3510 Laverne Avenue North  
Lake Elmo, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Lake Elmo, Precinct 1; Washington County, Minnesota

POLLING PLACE:

Lake Elmo City Hall  
3800 Laverne Avenue North  
Lake Elmo, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Lake Elmo, Precinct 2; Washington County, Minnesota

POLLING PLACE:

Landfall Community Center  
Two - 4<sup>th</sup> Avenue  
Landfall, MN 55128

This polling place serves all territory in Independent School District No. 622 located in the City of Landfall; Washington County, Minnesota

POLLING PLACE:

OH Anderson Elementary School  
666 Warner Avenue South  
Mahtomedi, MN 55115

This polling place serves all territory in Independent School District No. 622 located in the City of Pine Springs; Washington County, Minnesota

POLLING PLACE: Gladstone Fire Station  
1955 Clarence Street  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 4; Ramsey County, Minnesota

POLLING PLACE: Gladstone Community Center  
1945 Manton Street North  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 5; Ramsey County, Minnesota

POLLING PLACE: Redeeming Love Church  
2425 White Bear Avenue North  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 6; Ramsey County, Minnesota

POLLING PLACE: First Evangelical Free Church  
2696 Hazelwood Street  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 7; Ramsey County, Minnesota

POLLING PLACE: Ramsey County Library  
3025 Southlawn Road  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 8; Ramsey County, Minnesota

POLLING PLACE: Maplewood Community Center  
2100 White Bear Avenue  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 9; Ramsey County, Minnesota

POLLING PLACE: Maplewood Community Center  
2100 White Bear Avenue  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 10; Ramsey County, Minnesota

POLLING PLACE: Maplewood Middle School  
1896 Lakewood Drive  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 11; Ramsey County, Minnesota

POLLING PLACE: Beaver Lake Lutheran Church  
2280 Stillwater Avenue East  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 12; Ramsey County, Minnesota

POLLING PLACE: Gethsemane Lutheran School  
2410 Stillwater Road East  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 13; Ramsey County, Minnesota

POLLING PLACE: Carver Elementary School  
2680 Upper Afton Road  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 14; Ramsey County, Minnesota

POLLING PLACE: Lutheran Church of Peace  
47 Century Avenue  
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 15; Ramsey County, Minnesota

2. Pursuant to Minnesota Statutes, Section 204C.05, if the school district election is held in conjunction with the state primary or general election, the hours for voting shall be from 7:00 a.m. until 8:00 p.m., unless the election is conducted by certain small non-metropolitan towns.

3. The school district election clerk shall file a certified copy of this Resolution with each said county auditor.

As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the Ramsey County Elections Office and the Washington County Elections Office is hereby authorized on behalf of the school district to give written notice of the new polling place locations to all registered voters in the school district affected by the precinct boundary and polling place changes.

4. This resolution supersedes any prior resolution establishing polling places and shall be applicable for school district elections held ninety (90) days after the date of its adoption.

MOTION:

SECOND:

VI. A. 10. RESOLUTION APPROVING NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT NO. 916'S HEALTH AND SAFETY PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR HEALTH AND SAFETY REVENUE

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

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a health and safety program budget for its facilities for the 2014-2015 school year in the amount of \$86,325. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.

3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's health and safety revenue application for fiscal year 2015 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of health and safety revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

MOTION:

SECOND:

EXHIBIT A

Northeast Metro 916  
Health and Safety Levy  
June 3, 2014

<b>Health and safety category</b>	<b>FY15</b>	<b>FY16</b>
<b>District wide:</b>		
347 Physical hazard control	9,500	9,500
349 Hazardous substance	150	150
352 H&S management	32,925	32,925
358 Asbestos removal	36,000	0
363 Fire and life safety	7,750	7,750
	86,325	50,325

VI. B. 1. 2014-15 NON-UNIT HOURLY WAGE INCREASE

The following categories of hourly employees not represented by a collective bargaining agreement are proposed for increase. The effective date of the 2014-15 increase is August 27, 2014.

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

BE IT RESOLVED by the School Board of Independent School District 622 the employees in the following categories shall be paid at the hourly rates indicated for the fiscal year designated.

Assignment	Hourly Rate 2014-2015
ABE Facilitator	\$18.86
After School Credit Makeup Program Coord.	\$29.52
ALC Support Specialist	\$21.20
Aquatic Trainer	\$17.31
Arena Official	\$30.00-\$40.00
Arena Supervisor	\$10.61-\$14.32
Arena Worker I	\$8.09-\$9.46
Assistant Enrichment Instructor	\$7.50-\$11.78
Behavior Intervention Specialist	\$21.00
Bicultural Liaisons	\$21.00
CE Career Counselor	\$34.74
CE Pool Guard	\$10.94
CE Pool Guard-Head	\$15.23
Chaperone	\$15.98
Cultural Mentor	\$16.72
Election Judge	\$9.06
Election Judge-Lead	\$9.76
Enrichment Instructor	\$11.90-\$76.50
Program/Grant Support A	\$15.00
Program/Grant Support B	\$17.00
Program/Grant Support C	\$19.00
Program/Grant Support D	\$21.00
In School Classroom Suspension	\$25.08
Interpreter/Translator	\$34.82
Mentor	\$15.91-\$16.23
Middle School Athletics/Coach	\$11.10-\$18.80
Middle School Life Guard	\$15.23
Middle School Official	\$10.00-\$45.00
Misc. Athletics	\$16.72
MN Support/After School	\$13.38
OJT Student	\$9.85
Outreach Liaison	\$18 (non lic.)/\$20 (lic.)
Parent/Volunteer Coordinator	\$13.26-\$13.69

Parking Security	\$13.18
Polar Speed (Treadmill)	\$25.00
Preschool Screener	\$25.76
Registered Nurse	\$28.14
School Liaison	\$14.79
School Readiness Instructor	\$25.76
Site Manager/Screening Specialist	\$16.23-\$21.59
Sound/Light Technician	\$9.85
Student Advocate	\$20.91
Student Mentor	\$17.83
Substitute RN	\$21.22
Targeted Services Licensed Instructor	\$25.76
Targeted Services Non-Licensed Instructor	\$17.83
Targeted Services Assistant Instructor	\$13.38
Test Proctor/Testing Support	\$20.91
Water Fitness Instructor	\$20.58
WSA (Water Safety Assistant)	\$8.56
WSI (Water Safety Instructor) A	\$11.71
WSI (Water Safety Instructor) B	\$12.07
WSI (Post High School)	\$12.59-\$17.82

MOTION:

SECOND:

VI. C. 1. REVISE POLICIES

A major function of the School Board is reviewing, revising, and adopting District #622 policies. Policy EM-020.16 has been proposed for revision to incorporate MSBA recommended changes that reflect the Safe and Supportive Schools Act which legislation passed during the 2014 session. Policy EM-020.20 proposes a revision to change the Title IX and District Human Rights Officer for student issues to the Director of Student Services.

Because Policy EM-020.16 contains legal/legislative changes and the situation requires immediate approval of the policy, it may be approved at one meeting. Similarly, Policy EM-020.20 contains a minor revision and has the same urgency to be approved in a timely manner as the policy requires dissemination to parents and students and must be included in our school calendar.

Therefore, the Superintendent of Schools recommends the following resolution:

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

EM-020.16 (Bullying Prohibition)

EM-020.20 (Student Sex Nondiscrimination - Title IX - & Unlawful Sex Discrimination  
Toward a Student Report Form)

MOTION:

SECOND:

## June 2014 Policy Revisions

Policy Number	Policy Title	Summary of Changes
EM-020.16	Bullying Prohibition	<ul style="list-style-type: none"> <li>• District 622 language designating the School District Human Rights Officer for student to student bullying to be the Director of Special Services.</li>   <li>• MSBA suggested revisions that reflect the Safe and Supportive Schools Act which legislation passed during the 2014 session. These revisions state that prior to the start of the 2014-2015 school year, District 622 needs to:               <ul style="list-style-type: none"> <li>✓ Obtain and review the legislation;</li> <li>✓ Adopt the required policy through board action and submit it to the Commissioner of Education; and,</li> <li>✓ Develop internal procedures for implementation of the policy which include, but are not limited to:                   <ul style="list-style-type: none"> <li>○ Training staff and informing contractors (a training cycle must be created which does not exceed a period of three years, and all new personnel must receive training within the first year of employment);</li> <li>○ Informing students and parents of the policy and their rights and responsibilities;</li> <li>○ Incorporating the policy into the district's disciplinary policy;</li> <li>○ Reviewing and updating special education team procedures for compliance with the law;</li> <li>○ Establishing best practices, including preventative and remedial measures for deterring policy violations;</li> <li>○ Defining roles and responsibilities of students, school personnel and</li> </ul> </li> </ul> </li> </ul>

## June 2014 Policy Revisions

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		<ul style="list-style-type: none"> <li>○ Posting the new policy as required by the statute;</li> <li>○ Including the policy in the student handbook;</li> <li>○ Giving the policy to each employee and independent contractors who interact with students;</li> <li>○ Placing the policy on the district or school website in the languages appearing on the site; and,</li> <li>○ Designating a staff member in each building as the primary contact to receive reports of prohibited conduct and to implement the policy and procedures of the district.</li> </ul> <ul style="list-style-type: none"> <li>● Contains legal opinion from Karen Kepple under the School District Action section of the policy:             <ul style="list-style-type: none"> <li>✓ Districts must, not may, take immediate steps to intervene to protect a bullying victim; and,</li> <li>✓ Since state law does not authorize release of disciplinary consequences imposed upon the perpetrator, the language has been removed because leaving it in simply invites a demand for that information.</li> </ul> </li> </ul>
EM-020.20	Student Sex Nondiscrimination – Title IX - & Unlawful Sex Discrimination Toward a Student Report Form	<ul style="list-style-type: none"> <li>● Proposal to change the Title IX and District Human Rights Officer for student issues to the Director of Student Services.</li> </ul>

**ENDS**  
**(Required by Minnesota Statute)**

Policy Title	Policy Level	Date Approved/Revised
Bullying Prohibition Policy	EM-020.16	5/20/08 Revised: 12/14/10 Revised: 1/22/13 Revised:

1) General Statement of Policy

- a) An act of bullying, by either an individual student or a group of students, is expressly prohibited on **school premises, on school district property, or at school-related school functions or activities, or on school transportation**. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying **or other prohibited conduct** that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student **or other students, or employees materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities to receive school benefits, services, or privileges**. ~~The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying~~ **This policy also applies to an act of cyberbullying** regardless of whether such acts ~~are~~ **act is** committed on or off school district property and/or with or without the use of school district resources.
- b) No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- c) Apparent permission or consent by a student being bullied does not lessen **or negate** the prohibitions contained in this policy.
- d) Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- e) False accusations or reports of bullying against another student are prohibited.
- f) A person who engages in an act of bullying, reprisal, **retaliation**, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline **or other remedial responses** for that act in accordance with **the school district's policies and procedures, including the school district's discipline policy**. The school district may take into account the following factors:
  - 1. The developmental **ages** and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from **remedial responses or** positive behavioral interventions up to and including suspension and/or expulsion. **The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.**

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events. ~~and/or termination of services and/or contracts.~~

- g) The school district will act to investigate all complaints of bullying **reported to the school district** and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

## 2) Definitions

For purposes of this policy, the definitions included in this section apply.

- a) ~~“Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:~~

- ~~1. harming a student or a group of students;~~
- ~~2. damaging a student’s or a group of students’ property;~~
- ~~3. placing a student in reasonable fear of harm to person or property;~~
- ~~4. creating a hostile educational environment for a student or a group of students; or~~
- ~~5. intimidating a student or a group of students.~~

- a) **“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:**

- 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or**
- 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, “bullying,” specifically includes**

cyberbullying as defined in this policy.

- b) **“Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.**
  
- b)c) **“Immediately” means as soon as possible but in no event longer than 24 hours.**
  
- e)d) **“Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:**
  - 1. **Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;**
  - 2. **Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or**
  - 3. **Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph of the MHRA.**
  
- e) **“On school premises, on school district property, or at school-related functions or activities , or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.**
  
- f) **“Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.**
  
- g) **“Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.**
  
- h) **“Student” means a student enrolled in a public school or a charter school.**

### 3) Reporting Procedure

- a) Any person who believes he or she has been the **target or** victim of bullying or any person with knowledge or belief of conduct that may constitute bullying **or prohibited conduct under this policy** shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, ~~the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited~~ **school district may not rely solely on an anonymous report to determine discipline or other remedial responses.**
- b) The school district encourages the reporting party or complainant to use the report form available from the principal **or building supervisor** of each building or available ~~from~~ **in** the school district office, but oral reports shall be considered complaints as well.
- c) The building principal, the principal's designee, or the building supervisor (hereinafter **the "building report taker"**) is the person responsible for receiving reports of bullying **or other prohibited conduct** at the building level. Any person may report bullying **or other prohibited conduct** directly to a School District Human Rights Officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the School District Human Rights Officer by the reporting party or complainant. **The School District Human Rights Officer for student to student bullying is the Director of Special Services.**

**The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.**
- d) A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who **witnesses, observes,** receives a report of, ~~observes,~~ or has other knowledge or belief of conduct that may constitute bullying **or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and** shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying **or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct** in a timely manner may be subject to disciplinary action.
- e) Reports of bullying **or other prohibited conduct** are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. **The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.**
- f) Submission of a good faith complaint or report of bullying **or other prohibited conduct** will not affect the complainant's or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- g) The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### 4) School District Action

- a) Upon **Within three days of the** receipt of a complaint or report of bullying **or other prohibited conduct**, the school district shall undertake or authorize an investigation by ~~school district officials~~ **the building report taker** or a third party designated by the school district.
- b) The **building report taker or other appropriate** school district **officials** ~~may~~ **must** take immediate steps, **as they deem necessary and appropriate**, ~~at its discretion~~, to protect the **target or victim of the bullying or other prohibited conduct**, the complainant, **the** reporter, and students or others, pending completion of an investigation of **the bullying or other prohibited conduct**, consistent with applicable law.
- c) **The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.**
- d) Upon completion of ~~the~~ **an investigation that determines that bullying or other prohibited conduct has occurred**, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior **conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section 1)f) of this policy.** School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; **the student discipline policy and other applicable** school district policies; and **applicable** regulations.
- e) The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students **who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been** involved in a **reported and confirmed** bullying incident. ~~and the remedial action taken, to the extent permitted by law based on a confirmed report.~~
- f) **In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.**

#### 5) Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who **commits an act of reprisal or who** retaliates against any person who **asserts, alleges, or** makes a good faith report of alleged bullying **or prohibited conduct**, ~~or against any person who~~ **provides information about bullying or prohibited conduct, who** testifies, assists, or participates in an investigation **of alleged bullying or prohibited conduct**, ~~or against any person who~~ testifies, assists, or participates in a proceeding or hearing relating to such bullying **or prohibited conduct**. Retaliation includes, but is not limited to, any form of intimidation,

reprisal, harassment, or intentional disparate treatment. **Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section 1)f) of this policy.**

6) Training and Education

- a) The school district ~~annually will provide information~~ **shall discuss this policy with school personnel and volunteers** and ~~any applicable~~ **provide appropriate** training to school district ~~staff personnel~~ regarding this policy. **The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate a training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.**
- b) The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. **Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;**
  2. **The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;**
  3. **Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;**
  4. **The incidence and nature of cyberbullying; and**
  5. **Internet safety and cyberbullying.**
- ~~b)c)~~ The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying **and other prohibited conduct.**
- ~~e)d)~~ The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the **target or** victim, and to make resources or referrals to resources available to **targets or** victims of bullying.
- e) **The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.**

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial response into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

d)f) The school district may implement violence prevention and character development education programs to prevent ~~and~~ **or** reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

g) **The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.**

## 7) Notice

- a) The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- b) **This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.**
- c) **This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.**
- d) **Notice of rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.**

- e) This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- f) The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

**8) Policy Review**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Rationale:** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with **a students'** ~~students's~~ ability to learn and/or **a teacher's** ~~teachers'~~ ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, ~~is the school district's intent~~ **intends** to prevent bullying and to take action to investigate, respond **to, and to** remediate, and discipline **for** those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, **reprisal, retaliation**, and other similar disruptive **and detrimental** behavior.

Adoption and Revision History	Incorporated Policies
528 BULLYING PROHIBITION (This policy revised: May 10, 2005, rescinded: Aug. 5, 2008)	MSBA 514
EM-020.16 BULLYING PROHIBITION (This policy adopted: May 20, 2008) Revised: Dec. 14, 2010; Revised: January 22, 2013., Revised:	

**Administrative Rule, Regulation and Procedure: NA**

**Legal References:**

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)**
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)**
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § ~~121A.0695~~ **121A.031** (School Board Policy, Prohibiting Intimidation and **Student Bullying Policy**)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)**
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 124D.10 (Charter School)**
- Minn. Stat. Ch. 363A ( Minnesota Human Rights Act)**
- 20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)**
- 34 C.F.R. §§ 99.1 – 99.67 (Family Educational Rights and Privacy)**

**Cross References:**

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
**MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)**  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Videotaping on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**ENDS**  
**(Required by Minnesota Statute)**

Policy Title	Policy Level	Date Approved/Revised
<b>Student Sex Nondiscrimination (Title IX) &amp; Unlawful Sex Discrimination Towards a Student Report Form</b>	<b>EM-020.20</b>	<b>5/20/08</b> <b>Revised: 1/22/13</b> <b>Revised:</b> <b>Reviewed Annually</b>

1) General Statement of Policy

- a) The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- b) It is the responsibility of every school district employee to comply with this policy.
- c) The school board hereby designates the Director of ~~Special~~ **Student** Services, 2520 E. 12<sup>th</sup> Avenue, North St. Paul, MN 55109, (651) 748-7452 as the Title IX Coordinator and the District Human Rights Officer for student issues.
- d) Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

2) Reporting Grievance Procedures

- a) Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- b) In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- c) Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human

rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- d) The school board hereby designates its Title IX coordinator as the school district human rights officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- e) The school district shall conspicuously post the name of the Title IX coordinator and human rights officer, including office mailing addresses and telephone numbers.
- f) Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- g) Use of formal reporting forms is not mandatory.
- h) The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

### 3) Investigation

- a) By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- b) The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- c) In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- d) In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- e) The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### 4) School District Action

- a) Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- b) The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

5) Reprisal

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

6) Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

7) Dissemination of Policy and Evaluation

- a) This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- b) The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

**Rationale:** *School District 622 – North St. Paul-Maplewood-Oakdale shall protect students from discrimination on the basis on sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of the policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.*

Adoption and Revision History	Incorporated Policies
522 STUDENT SEX NONDISCRIMINATION (This policy adopted: October 28, 1997; Rescinded: August 19, 2008)	MSBA 522
EM-020.20 STUDENT SEX NONDISCRIMINATION (TITLE IX) AND UNLAWFUL SEX DISCRIMINATION TOWARDS A STUDENT REPORT FORM (This policy adopted: May 20, 2008; Revised: January 22, 2013; <b>Revised:</b>	

**Administrative Rule, Regulation and Procedure: NA**

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)