



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

**November 25, 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 12th Avenue
North St. Paul, Minnesota 55109

District Mission Statement:

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

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

**Regular Meeting
November 25, 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. Achievement Awards - *Yener***

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- A. Recognition of Mike Boland

Director of Business Services Randy Anderson nominated Mike Boland for a School Board Achievement Award for his leadership in Minnesota's Education Facilities Management Professional Association. At the recent statewide conference Mike received the 2014 Past President Award and as you may recall, previously won his organization's top award as Minnesota's Facilities Management Professional of the Year.

- B. Recognition of Jennifer McNeil

You have repeatedly seen the exemplary communication products of Jennifer McNeil's talent and creativity; and we are proud that her efforts are being recognized by her peers as we announce that Jennifer has won two state awards. At last week's Minnesota School Public Relations Association (Minn SPRA) conference Jennifer received two 2014 Star Awards, one in the Annual Report Category for last year's 622 Annual Report on Curriculum, Instruction and Assessment; and the second in the Electronic Media Video Category for her video "Becoming Bullywise," which showcases Tartan's work with elementary students. The Teaching and Learning Department has nominated Jennifer for this School Board Achievement Award.

- IV. 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.

V. Consent Agenda 10

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

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

- A. Minutes of October 28, 2014 Business Meeting 11
- B. Minutes of November 12, 2014 Special Meeting to Canvass the Election 15
- C. Minutes of November 12, 2014 Special Meeting 17
- D. Routine Personnel 18
- E. Disbursements 23

VI. Reports

- A. Student Board Representatives
- B. Superintendent
 - 1. Slideshow Highlighting Veterans Day Programs
- C. School Board
 - 1. District 916 Report - *Augé*
Director Augé will be sharing District 622's portion of District 916's annual report.
 - 2. Superintendent Search Subcommittee Report - *Coborn*

VII. Action Items

- A. School Board
 - 1. Set Agenda for December 16, 2014 Reflection Study Session - *Coborn*
We have already set the 5:00 p.m. start time for the December 16

reflection study session, but need to set the agenda for that meeting. Submitted agenda items include: Committees; Internal Board Goal Review; District 916 Report (Karner Blue); and a number of Board Parking Lot Items which individual board members have asked to be discussed.

**I recommend that the December 16 school board reflection study session begins at 5:00 p.m. in the Board Room of the District Education Center and includes the following agenda items: Committees; Internal Board Goal Review; District 916 Report; Parking Lot Items.*

2. Change Date of February 2015 Business Meeting - Coborn
When the District's Superintendent Search Firm, School Exec Connect, shared their proposed superintendent search calendar, it became necessary to change the date of the February 24, 2015 board business meeting to February 17, 2015 to accommodate the timeline.

**I recommend that due to a conflict with the Superintendent Search calendar, the February 2015 School Board Business Meeting be changed from February 24 to February 17, 2015.*

3. Acceptance of Criteria Desired in Next Superintendent - Gray 26
On November 18 and 19, School Exec Connect, the District's Superintendent search firm, met with a number of constituent groups for their input on what District 622 should be looking for in its next Superintendent. They wish to share the results of the focus group meetings.

The focus groups consisted of participants from the following areas: students from both high schools, teachers, principals, non-licensed staff, community leaders, parents, board members, government leaders, current superintendent, and cabinet members. In addition, feedback was submitted via the District 622 website as well as two public open meetings at both high schools.

School Exec Connect compiled a Superintendent Profile from the feedback gathered which will be used to help identify the best candidates for the Board to interview. They would like Board approval of the profile so they may use the tool as a guiding document for recruitment and selection. Because of the tight timelines between the dates of the focus group meetings and the school board meeting, the profile will not be included in BoardBook, but instead, will be given to Board members the night of the meeting.

** I recommend that the Superintendent Profile gleaned from stakeholder focus groups as presented by School Exec Connect be approved by the School Board and that its use in the recruitment and selection of the next Superintendent be endorsed.*

4. School Trust Land Director Resolution - *Phillips*

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At MSBA's delegate assembly a request was made that school boards pass a resolution asking the legislature to take action to require the Governor to appoint a School Trust Land Director. Such a resolution is in your packets.

Some History: Back in 1858 the Minnesota Constitution set aside lands to benefit public schools. We currently have 2.5 million acres of School Trust Land and 1 million acres of mineral rights on these lands. Nearly \$24 million in interest and dividends was generated from these trust lands in 2014. We need someone to manage these lands to maximize the financial returns to schools. State Statute requires a School Trust Land Director to be appointed by the Governor and \$185,000 has been appropriated for the position. This resolution supports movement forward in this direction already spelled out in statute.

**I recommend that the School Board adopts the resolution asking the*

Legislature to require the Governor to appoint a School Trust Land Director.

B. Business Office

1. Acknowledgment of Contributions - Hunt 28
***I recommend that we accept with appreciation the contributions presented by Director Hunt for a 2014-2015 total of \$97,061.91.**

2. Cash Flow Borrowing - Anderson 30
Director Anderson included a BoardBook attached memo outlining the details of his Aid Anticipation Borrowing Series 2015A. We anticipate a cash flow deficit of \$4,810,699 in March of 2015 and are recommending that we conduct short term aid anticipation borrowing of \$6 million in December of 2014 (receiving the money in January 2015) and repaying it in September of 2015. Last year we borrowed \$17,245,900 for cash flow and repaid it this September. Passing the resolution before you is the first step in the State regulated borrowing process.

***I recommend that the School Board approves the resolution providing for the sale of General Obligation Aid Anticipation Certificates of Indebtedness Series 2015A for the total aggregate principal amount not to exceed \$6 million for cash flow purposes.**

C. Teaching & Learning

1. Revision of Policy EM-020.15 (Student Discipline & Notice of Suspension) - Miller 42
Policy EM-020.15 (Student Discipline & Notice of Suspension) was reviewed and had a first reading at the October 28 business meeting. The policy is being brought to you for a second reading and proposed adoption. We are striking out District 622 language in Section 5)b) Personal Electronic Devices and updating it with permitted use. This revision also includes updates in cross references and has been examined by legal counsel.

**I recommend that the resolution revising Policy EM-020.15 (Student Discipline & Notice of Suspension) be approved.*

2. High School Course Proposals for 2015-2016 - Burrell 59

The Teaching and Learning Department is proposing the addition of three new courses for the 2015-2016 school year: 1)How to Build Almost Anything A, B, and C (Technology Education Department-intro to personal/industrial digital fabrication); 2)Advanced Placement Psychology (Social Studies Department-Psychology at a college level); and 3)Employment Development (Student Services-vocational seminar class).

Detailed characteristics of the three courses, including prerequisites as well as the rationale for including the courses in our curricular offerings are included in a handout entitled "Narrative for High School Course Proposals Beginning Fall 2015."

Curriculum Coordinator Sharon Burrell and the 622 Advisory Committee recommend the addition of these three courses.

**I recommend that you approve the resolution outlining the addition of the following three courses: How to Build Almost Anything A, B, and C; Advanced Placement Psychology and Employment Development to our curricular offerings for students beginning in the 2015-2016 school year.*

3. K-12 PE & Health & K-12 Music - Burrell 62

The K-12 Physical Education, K-12 Health and K-12 Music Departments have been reviewing and refining their curricular outcomes and instructional frameworks adhering to the District 622 Curriculum Improvement Process which involves a multi-year timeline. We are seeking school board approval of the new curriculum documents, including student outcomes; all of which have been reviewed by and are supported by the CCC (Curriculum Coordinating Committee) as well as the District 622 Advisory

Committee. Our curriculum in these three areas (Health, Physical Education and Music) was aligned to the new national standards. For more details regarding the revisions to these three curricular areas, please see the document entitled "New Curriculum Summary November 2014."

Because these curriculum documents total well over one hundred pages, they were too large to include with BoardBook. Please let Sharon Burrell know if you would like to see the curriculum documents as she has a copy available in her office or she can either email or print you a copy. The documents will be available on the District 622 website when they are school board approved.

**I recommend that the School Board adopts the K-12 Health, Physical Education and Music Outcomes for implementation in the Fall of 2015.*

VIII. Future Board Meeting Dates

- A. December 9, 2014 Work Study Session 5:30 p.m. (Room 202)
- B. December 16, 2014 Reflection Study Session 5:00 p.m. (Board Room)
- C. December 16, 2014 Business Meeting 6:00 p.m. (Board Room)

IX. Board Communications

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

X. Adjourn

III. A. ACHIEVEMENT AWARDS, *presented by: Yener*

The School Board of the North St. Paul-Maplewood-Oakdale School District is proud of its students, citizens, and staff who demonstrate service “above and beyond” the call of duty. We are proud to recognize the following individual(s):

A. Mike Boland - District 622 Operations, Health & Safety Supervisor

Mike was awarded the 2014 Past President Award by the Minnesota Educational Facilities Management Professionals Association (MASMS) in recognition of his outstanding continued dedication and commitment to educational facilities management.

Mike is nominated by Business Director Randy Anderson.

B. Jennifer McNeil - District 622 Communications Coordinator

Jennifer McNeil exemplifies our District 622 value of teamwork with the Teaching & Learning Department. She has partnered with department staff to clearly communicate and articulate our vision of leadership development, professional development, and strategic initiatives and programs. Her expertise and creativity bring key messages and concepts to life and help staff make meaning of and connections to complex work in an engaging way. In addition, her ability to tell stories through videography and other means has been instrumental in documenting the outstanding student programming happening in the district and clearly communicating to our community. Finally, she has spearheaded the branding of various department programs and initiatives, including our Formal Multi-District Partnership, our Teacher Evaluation Plan, and currently our Preschool Programs to communicate their purpose and essence in a way that aligns to our District 622 brand of “Ready for Tomorrow.”

Recently, Jen’s extraordinary work has been recognized outside the district by the 2014 MinnSPRA (Minnesota School Public Relations Association). She received two 2014 Star Awards. The first was in the Publications Annual Report category for last year’s Annual Report on Curriculum, Instruction, and Assessment. The second award was in the Electronic Media Video category for the “Becoming Bullywise” video documenting Tartan students’ work with district elementary students.

Jen is an extreme asset to the entire Teaching and Learning Team and her support, creativity, and “Can Do” attitude is greatly appreciated.

Jennifer is nominated by the Teaching and Learning Team: Sharon Burrell, Tom Howley, Ayanna Farrell, Peter Mau, Paul Brashear, Heather Sanders, and Troy Miller.

V. 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, V.A. through V.E., 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
October 28, 2014**

Chair Coborn called the meeting to order at 6:00 p.m. with the following present: Chair Coborn, Vice Chair Augé, Treasurer Livingston, Directors Neve, Wheeler, Yener, Superintendent Phillips, Student Representatives Donna Fischer and Charlotte Zangs. Arriving at 6:14 p.m.: Clerk Hunt.

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

The meeting opened with the Pledge of Allegiance.

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

THAT the agenda be approved as presented.

Wheeler moved and Yener 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, IV.A. through IV.F., 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: WCCO taped a segment on the credit union at Tartan and it will air on November 8; Tartan received accolades from the American Cancer Society for being the top school with Relay for Life; the BYOD (Bring Your Own Device) initiative for students is underway; Trick or Treat for Treatment for Relay for Life starts this week and ends Friday; and Holiday Helping Hands will begin its tenth season.

North High Student Board Representative Charlotte Zangs reported on the following items: Everyone is doing well at North and Homecoming had a huge turnout at the football game and dance; testing is going well and finals are coming up; the Varsity Girls Basketball team is going to Sections; and 9th grade students had a Respect Retreat that was very well attended and a great success.

(Hunt arrived)

Phillips shared a video of the North and Tartan High School Link Crew program, a transition program which welcomes incoming freshmen to high school. North High's Link Crew Advisor Dave Lyon was introduced and answered questions regarding the program.

Assessment and Program Quality Coordinator Paul Brashear presented an update on the District's Success System, a score card which assesses progress on attainment of the District's strategic directions. The Success System contains six arenas which include: Student Achievement, Attitudes and Actions to Ensure Success, Improving Systems, Leveraging Technology to Improve Student Achievement, Professional Learning, and Secure and Manage Resources.

Technology Director Bob Biddick, along with Technology Teacher on Special Assignment Mark Paulsen, presented on the initiatives that had been recommended in the BLE Technology Assessment Report and shared what has been accomplished thus far.

Augé reported on District 916 and shared the following items: Valley Crossing received "reward status" again this year; a document was shared which represents a new initiative from District 916 to find a funding source for their aging buildings and 916 board members will present this at the upcoming Delegate Assembly; and many districts are trying to pass a levy and are looking for voter approval.

Coborn provided a Subcommittee Report and shared a summary of the superintendent search subcommittee meetings that occurred on October 7, 15, and 21. Coborn stated that on October 7, the subcommittee reviewed nine potential superintendent search firms that had submitted proposals and pros and cons were drafted on each company. Two firms were selected for interviews that took place on October 15. On October 21, the subcommittee decided that they would propose a contract for services with the firm of School Exec Connect, Inc., and that proposed action will take place later during the Action portion of the meeting. Coborn added that the subcommittee is scheduled to meet at 4:00 p.m. on October 29 to discuss next steps with our newly acquired search firm. Gray added additional comments on the subcommittee sessions.

Miller presented a first reading of the revision of Policy EM-020.15 (Student Discipline & Notice of Suspension) and indicated the need to update the section regarding permitted personal electronic devices. This policy will be presented for a second reading and proposed adoption at the November 25, 2014 board business meeting.

Neve 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 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>
Ron & Mary Flipp	Office Supplies (Valued at	Cowern Elementary

	\$20.00)	
DonorsChoose.org	Apple iPad mini (value \$228.59); A to Z Animals Rug (value \$399.46); 8 Hoki stools (value \$727.28)	Castle Elementary
Kelly Kruzel	Classroom supplies (valued at \$50.00)	Harmony Learning Center (Grades 4-6)
St. Paul Foundation	\$4000.00	ISD 622 ABE
Cowern PTG	\$7,508.00	Cowern Elementary for iPads
Theresa Auge'	Pool noodles & Pumpkin pails (valued at \$250.00)	Community Education Aquatics Program
Coborns Delivers - Amy and Duke Coborn	700 Hot dog buns (valued at \$122.32)	ISD 622 Back to School BBQ
DonorsChoose.org	10 - Hokki stools (valued at \$909.10)	Castle Elementary
American Legion Auxiliary #39	School supplies	Castle Elementary
De La Pena Family	Clothes	Castle Elementary and other 622 schools and families
Ruth & John Paisley	\$100.00	Meals on Wheels
Rena Helmsper	\$50.00	ISD 622 Community Bridge
Stephanie Mann	\$50.00	ISD 622 Community Bridge
Jane Hinrichsen	Yarn (valued at \$150.00)	North FACS Department
Wildwood Lions	\$100.00	Harmony ABE - Picnic Bench
Mary and Kenneth Koetz	\$25.00	Harmony ABE - Picnic Bench
St. Paul's Monastery	\$100.00	Tartan Uprising
NSP-Maplewood-Oakdale Rotary Foundation	\$700.00	Tartan Uprising

Coborn indicated the need to revise the November 7, 2014 board special meeting. Wheeler moved and Hunt seconded the following motion, which carried:

THAT the special meeting to canvass the school board election be changed from 7:00 a.m. on Friday, November 7, 2014, to 7:00 a.m. on Wednesday, November 12, 2014.

Coborn asked the board to set a work study session to share information on the 2014-2015 budget and discuss 2015-2016 financial projections. Augé moved and Livingston seconded the following motion, which carried:

THAT the board will have a work study session on December 9, 2014 at 5:30 p.m. in Room 202 of the District Education Center with the following agenda items: 2014-2015 Budget Update; 2015-2016 Financial Projections.

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

BE IT RESOLVED by the School Board of Independent School District #622 that Theresa Augé, Nancy Livingston and Michelle Yener attend the NSBA Conference in March, 2015.

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

BE IT RESOLVED by the School Board of Independent School District 622 that a contract with the search firm of School Exec Connect, Inc. be approved with a fee of \$19,500.

During Board Communications, the following items were shared:

- ✓ Augé encouraged everyone to get to know their advocates in education and get out and vote.
- ✓ Livingston mentioned that she attended a couple of sessions at the recent Education Minnesota Conference and really enjoyed a session for first year teachers who were so grateful for the seasoned teachers who mentor them. Livingston said that seven teachers testified at a Minnesota Senate hearing who stated how important it is for teachers to form relationships with students.
- ✓ Wheeler reminded everyone to get out and vote and noted that every vote counts.
- ✓ Neve invited the audience to attend the John Glenn craft fair this Saturday from 9 a.m. - 2:00 p.m. She said that it warms her heart to hear about the things that kids do for the community and stated that education is our focus but it is also about raising caring students.
- ✓ Coborn reminded the group of the Taste of 622, an annual event to raise money for the 622 Education Foundation. The event will take place on Saturday, November 8 from 12:00 - 2:00 p.m. at Tartan. Coborn added that Cowern Elementary raised over \$10,000 during their Fund Run and Mrs. Czerepak was made a queen!

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

THAT the meeting be adjourned.

The meeting adjourned at 7:54 p.m.

Clerk

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

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

**SPECIAL MEETING
SCHOOL BOARD
November 12, 2014**

Chair Coborn called the meeting to order at 7:00 a.m. with the following present: Chair Coborn, Clerk Hunt, Treasurer Livingston, Directors Neve, Wheeler, Yener, and Superintendent Phillips. Absent: Vice Chair Augé.

Others present were: Randy Anderson, Kim Cavallaro, Keith Gray, and Jo McCabe.

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

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

1. It is hereby found, determined and declared that the general election held in and for the School District on November 4, 2014 was in all respects duly and legally called and held.
2. As specified in the Election Results, a total of 45,896 votes were cast at said election on the election of three School Board members for three, four-year term vacancies on the Board caused by expiration of term on January 1 next following the general election, as follows:

Candidate	Anderson	8,003 votes
Candidate	Bennett	5,610 votes
Candidate	Coborn	14,151 votes
Candidate	Porter	7,878 votes
Candidate	Yener	10,028 votes
Candidate	Write-Ins	226 votes

3. Candidates Amy Coborn, Michelle Yener and Caleb Anderson having received the greatest number of votes, are elected to four year terms beginning January 1, 2015.
4. The school district Election Clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

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

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 622 to the following candidates:
 - a. Amy Coborn
 - b. Michelle Yener
 - c. Caleb Anderson

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

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

THAT the meeting be adjourned.

The meeting adjourned at 7:04 a.m.

Clerk

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

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

**SPECIAL MEETING
SCHOOL BOARD
November 12, 2014**

Chair Coborn called the meeting to order at 7:04 a.m. with the following present: Chair Coborn, Clerk Hunt, Treasurer Livingston, Directors Neve, Wheeler, Yener, and Superintendent Phillips. Absent: Vice Chair Augé.

Others present were: Randy Anderson, Kim Cavallaro, Keith Gray and Jennifer McNeil.

Coborn led a discussion and shared comments on the superintendent search process including subcommittee meetings that have transpired thus far; the proposed superintendent search calendar; and the schedule for focus group sessions that will help craft the new superintendent profile.

Board members reviewed the option of using national advertising and the procedure for internal and external candidates.

Coborn will present a superintendent search update at the November 25, 2014 board business meeting.

Yener moved and Neve seconded the following motion, which carried:

THAT the meeting be adjourned.

The meeting adjourned at 7:39 a.m.

Clerk

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

Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Jeremy	Abrego	Basketball	North	11/10/2014	\$ 3,348.54	Assignment
KATHLEEN	ADER	ENRICHMENT INSTRUCTOR	DISTRICT WIDE	10/23/14	\$16.00	HOURLY
SHUKRI	ALI	BICULTURAL LIAISON	DISTRICT WIDE	11/10/14	\$21.85	HOURLY
Steve	Anderson	Volleyball	North	11/10/2014	\$ 257.58	Playoff Advancement
Kumari	Arimilli	Adv. Conn. SN CC Para	Weaver	10/30/14	\$ 16.85	hour
ANDREW	BERRETH	CHAPERONE	SKYVIEW MIDDLE	10/22/14	\$16.65	HOURLY
Stephanie	Blanda	Volleyball	North	11/10/2014	\$ 257.58	Playoff Advancement
Joseph	Blumel	Hockey	North	10/27/2014	\$ 4,121.28	Assignment
Eric	Bocan	Soccer Official	Tartan	9/2/2014	\$ 55.00	game
ANDY	BODURTHA	MISC ACTIVITIES	TARTAN HIGH	9/2/14	\$17.25	HOURLY
Becky	Boyle	Skiing	Tartan	11/10/2014	\$ 5,280.39	Assignment
Neal	Carlson	Hockey	North	11/10/14	\$ 4,378.86	Assignment
MATILDA	COOKE	ASSISTANT ENRICHMENT INSTRUCTOR	DISTRICT WIDE	10/10/14	\$8.50	HOURLY
Ben	Dahlen	Hockey	North	11/10/14	\$ 4,250.07	Assignment
KATIE	DAHLSTROM	PRE-K INSTRUCTOR SUB	GLADSTONE	10/24/14	\$28.65	HOURLY
Stacy	Dey	Hockey	North	10/27/2014	\$ 4,250.07	Assignment
DANIELLE	DUCHARME	MIDDLE SCHOOL LIFE GUARD	JOHN GLENN MIDDLE	11/7/14	\$15.85	HOURLY
MICHELLE	DZIK	MISC ACTIVITIES	TARTAN HIGH	10/2/14	\$17.25	HOURLY
JANINE	FORD	CHAPERONE	MAPLEWOOD MIDDLE	10/24/14	\$16.65	HOURLY
Nick	Fuerst	Hockey	Tartan	11/10/2014	\$ 6,954.66	Assignment
Adam	Ghormley	Wrestling	John Glenn	10/27/2014	\$ 2,203.60	Assignment
Kelly	Gibb	Volleyball	North	11/10/2014	\$ 257.58	Playoff Advancement
D'Andrea	Giustiniani	Licensed Health Asst.	North	11/10/14	\$ 18.75	hour
Tim	Goetzke	Skiing	Tartan	11/10/2014	\$ 3,477.33	Assignment
Brian	Goski	Hockey	Tartan	11/10/2014	\$ 1,674.27	Assignment
Brady	Grewe	Basketball	John Glenn	10/27/2014	\$ 2,467.20	Assignment
Mike	Hall	Hockey	Tartan	10/27/2014	\$ 3,734.91	Assignment
Dave	Hobbs	Volleyball	North	11/10/2014	\$ 257.58	Playoff Advancement
Kay	Honsa	Basketball	John Glenn	10/27/2014	\$ 970.00	Assignment
Joe	Janquart	Basketball	North	11/10/2014	\$ 6,697.08	Assignment
Tom	Johnsen	Hockey	Tartan	11/10/2014	\$ 4,378.86	Assignment
Lynda	Johnson	Volleyball	North	11/10/2014	\$ 257.58	Playoff Advancement
Noah	Kaiser	Basketball	North	11/10/2014	\$ 4,250.07	Assignment
Scott	Karli	Basketball	North	11/10/2014	\$ 4,765.23	Assignment
Thomas	Keefer	Wrestling	John Glenn	10/27/2014	\$ 2,203.60	Assignment
Margaret	Koller	Dance	North	10/20/2014	\$ 3,090.96	Assignment
Jonathon	Kramer	Hockey	North	11/10/14	\$ 4,378.86	Assignment

Ronald	Kruschwitz	Basketball	John Glenn	10/27/2014	\$ 1,940.00	Assignment
Ryan	Larson	Basketball	John Glenn	10/27/2014	\$ 2,467.20	Assignment
Paul	Larson	Hockey	North	10/27/2014	\$ 4,121.28	Assignment
EVAN	LEUNG	GRANT SUPPORT A - AMERICAN INDIAN TUTOR	DEC	11/20/14	\$15.00	HOUR
JACOB	LUCZAK	ASSISTANT ENRICHMENT INSTRUCTOR	DEC	11/1/14	\$8.00	HOUR
Jared	Lyle	Wrestling	John Glenn	10/27/2014	\$ 1,940.00	Assignment
Brad	Markfort	Basketball	North	11/10/2014	\$ 4,378.86	Assignment
AMBER	MARKO	CHAPERONE	MIDDLE	10/24/14	\$16.65	HOUR
Rebecca	McQuiston	Volleyball	North	11/10/2014	\$ 257.58	Playoff Advancement
Alyssa	Meech	Gymnastics	Tartan	11/10/2014	\$ 3,992.49	Assignment
TOMIA	MINNIS	ASSISTANT ENRICHMENT INSTRUCTOR	DISTRICT WIDE	10/10/2014	\$8.50	HOUR
Sara	Narducci	Dance	North	10/20/2014	\$ 4,636.44	Assignment
Steven	Nielsen	Adv. Conn. CC Para	Cowern	11/3/14	\$ 11.65	hour
Nate	Peasley	Hockey	North	11/10/14	\$ 6,439.50	Assignment
Tracey	Pollex	Lunch/Playground Monitor	Skyview Elem	10/22/14	\$ 14.00	hour
John	Povolny	Drumline	North	10/2/2014	\$ 3,863.70	Assignment
Rebecca	Pratts	Dance	Tartan	10/20/2014	\$ 4,507.65	Assignment
Rachel	Price	Dance	Tartan	10/20/2014	\$ 3,219.75	Assignment
CHELSEA	RADZON	FS III - SHORT HOUR	NORTH HIGH	11/17/14	\$13.11	HOUR
Amanda	Richie	Dance	Tartan	10/20/2014	\$ 2,833.38	Assignment
Steve	Romanchuk	Hockey	Tartan	11/10/2014	\$ 7,341.03	Assignment
Nicole	Sames	MN Para	John Glenn	10/20/14	\$ 14.85	hour
THOMAS	SCHMIT	CHAPERONE	MAPLEWOOD	10/24/14	\$16.65	HOUR
JEROME	SCHWALBAC	CHAPERONE	SKYVIEW	10/23/14	\$16.65	HOUR
Ray	Sierakowski	Hockey	Tartan	11/10/2014	\$ 5,280.39	Assignment
Diane	Sleeman	Basketball	John Glenn	10/27/2014	\$ 970.00	Assignment
Peggy	Sorenson	Adv. Conn. SN CC Para	Richardson	10/29/14	\$ 18.35	hour
Bob	Tallarico	Hockey	Tartan	11/10/2014	\$ 2,189.43	Assignment
ANTENHE	TENA	ASSISTANT	DISTRICT	10/10/14	\$8.50	HOUR
Michael	Thunstrom	Hockey	North	10/27/2014	\$ 4,250.07	Assignment
Allie	Thunstrom	Hockey	North	10/27/2014	\$ 6,310.71	Assignment
Janna	Todd	Basketball	Skyview	10/24/2014	\$ 2,203.60	Assignment
BLAKE	WAGNER	ENRICHMENT	DEC	10/30/14	\$20.00	HOUR
JASON	WEIDNER	PT BUS DRIVER	BUS GARAGE	11/10/14	\$19.00	HOUR
ALLISON	YAEGER	CHAPERONE	MAPLEWOOD	10/24/2014	\$16.65	HOUR
MICHELLE	ZARATE	GRANT SUPPORT A -	DEC	10/20/14	\$15.00	HOUR

Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Rhonda	Grimes	SPED Bldg Para .08 and Lunch/Playground Monitor .08	CREED Para .25	10/28/2014	\$15.19	hour
Julie	Johnson	SPED Bldg Para .27	1:1 SPED Para .27	11/3/2014	\$15.91	hour
Mary	Mattison	Adv. Conn. Program Asst .33	CID Para .27	11/17/2014	\$15.55	hour
MICHELLE	NOHA	RN-BSN	RN-BSN	11/10/2014	\$30.00	hour
Mary	Shoff	Adv. Conn. SN CC Para .17	Adv. Conn. SN CC Para .21	10/29/2014	\$14.85	hour
Abigail	Tellin	SPED Bldg Para .25	SPED Bldg Para .27	11/10/2014	\$14.51	hour
Abigail	Tellin	Adv. Conn. CC Para .08	Adv. Conn. CC Para .06	11/10/2014	\$11.91	hour
Janelle	Walters	Adv. Conn. CC Para .19	Adv. Conn. CC Para .21	10/13/2014	\$11.65	hour
Carolyn	Witzel	Adv. Conn. SN CC Para .21	Adv. Conn. Program Asst .25	10/27/2014	\$19.25	hour

Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Hannah	Kostichka	SPED Bldg Para	Castle	Unpaid	2/23/15 - 5/8/15

Resignation

First Name	Last Name	Assignment	Building	Effective
MESSERLY	BROOKE	RN-BSN	DEC	10/31/2014
LAURA	HOKENSON	TRANSPORTATION COORDINATOR	BUS GARAGE	10/15/2014
BRIAN	JENTS	ARENA SUPERVISOR	ARENAS	10/15/2014
Mary	Kadela	1:1 SPED Para	John Glenn	11/4/2014
Cassandra	Kraft	CID Para	Castle	11/14/2014
Aryn	Messar	Resource Teacher	John Glenn	11/14/2014
Janis	Salava	Principal's Secretary	Eagle Point	1/16/2015
James	Shey	Social Studies Teacher	Tartan/Maplewood	11/15/2014
Michael	Valento	SPED Bldg Para	Webster	11/25/2014
Moua	Vue	Adv. Conn. CC Para	Cowern	11/3/2014

Termination				
First Name	Last Name	Assignment	Building	Effective
LORI	AHLNESS	CE LEARNING READINESS	GLADSTONE	11/7/2014
NII ANYETEI	AKOFIO-	SCHOOL ADVOCATE	NORTH HIGH	11/10/2014
SUSAN	BERG	SCHOOL ADVOCATE	NORTH HIGH	11/10/2014
ANNE	BORESON	CE PRESCHOOL SCREENER	GLADSTONE	11/7/2014
SARA	BUFFIE	CE LEARNING READINESS	GLADSTONE	11/7/2014
SUSAN	CAMPBELL	CE LEARNING READINESS	GLADSTONE	11/7/2014
HEATHER	CASH	CE LEARNING READINESS	GLADSTONE	11/7/2014
BETH	CHAPDELAINE	CE LEARNING READINESS	GLADSTONE	11/7/2014
LESHER	DENNIS	CE CAREER COUNSELOR	HARMONY	11/3/2014
NICOLE	DERUSHA	CE LEARNING READINESS	GLADSTONE	11/7/2014
JILL	DVORAK	CE LEARNING READINESS	GLADSTONE	11/7/2014
CHRISTA	EDLUND	CE LEARNING READINESS	GLADSTONE	11/7/2014
CARRIE	EICHER	CE LEARNING READINESS	GLADSTONE	11/7/2014
HANNAH	ELSASS	CE LEARNING READINESS	GLADSTONE	11/7/2014
MARIE	ELVERUM	SCHOOL ADVOCATE	NORTH HIGH	11/10/2014
CYNTHIA	EPLAND	CE LEARNING READINESS	GLADSTONE	11/7/2014
DEBORAH	FLEMING	CE LEARNING READINESS	GLADSTONE	11/7/2014
MARY	GAMACHE	CE LEARNING READINESS	GLADSTONE	11/7/2014
JULIE	GREER	CE LEARNING READINESS	GLADSTONE	11/7/2014
CAROL	GUSTAFSON	CE LEARNING READINESS	GLADSTONE	11/7/2014
MICHELE	HAGEL	CE LEARNING READINESS	GLADSTONE	11/7/2014
EMILY	HAGSTROM	SCHOOL LIAISON	JOHN GLENN	11/10/2014
MEGHAN	HENNESSEY	CE LEARNING READINESS	GLADSTONE	11/7/2014
MELISSA	HOUDE	CE LEARNING READINESS	GLADSTONE	11/7/2014
ANNETTE	ILKKA	CE LEARNING READINESS	GLADSTONE	11/7/2014
ALYSSA	JACKSON	CE PRESCHOOL SCREENER	GLADSTONE	11/7/2014
NIKOLE	KOSTUCH	CE LEARNING READINESS	GLADSTONE	11/7/2014
THOMAS	LAKNER	SCHOOL ADVOCATE	NORTH HIGH	11/10/2014
JUANITA	LEWIS	CE LEARNING READINESS	GLADSTONE	11/7/2014
KRISTEN	LONGWAY	CE LEARNING READINESS	GLADSTONE	11/7/2014
MARY	LYNCH	SCHOOL ADVOCATE	NORTH HIGH	11/10/2014
VICTORIA	MALCOLM	CE LEARNING READINESS	GLADSTONE	11/7/2014
AMY	MCGUIRE	CE LEARNING READINESS	GLADSTONE	11/7/2014
REBECCA	MCQUISITION	BEHAVIOR INTERVENTION SPECIALIST	NORTH HIGH	9/2/2014
DE LOS REYE	MEGAN	CE LEARNING READINESS	GLADSTONE	11/7/2014
MARY	MEISINGER	CE LEARNING READINESS	GLADSTONE	11/7/2014
LAURA	MIKUL	CE LEARNING READINESS	GLADSTONE	11/7/2014
ERIN	MILLER	CE LEARNING READINESS	GLADSTONE	11/7/2014
ROBERTA	MONETTE	FS III	TARTAN HIGH	10/1/2014
HEATHER	O'BRIEN	CE LEARNING READINESS	GLADSTONE	11/7/2014
KATHY	PALMER	CE PRESCHOOL SCREENER	GLADSTONE	11/7/2014
ANNE	PFLUGI	CE LEARNING READINESS	GLADSTONE	11/7/2014
CYNTHIA	PIERSDORF	CE LEARNING READINESS	GLADSTONE	11/7/2014
BONNIE	POTTRATZ	CE LEARNING READINESS	GLADSTONE	11/7/2014
BONNIE	POTTRATZ	CE LEARNING READINESS	GLADSTONE	11/7/2014
LORI	RALEIGH	CE LEARNING READINESS	GLADSTONE	11/7/2014
KARI	RATZ	CE LEARNING READINESS	GLADSTONE	11/7/2014

EMILY	ROBERTS	CE PRESCHOOL SCREENER	GLADSTONE	11/7/2014
MARJORIE	SEMONICK	CE LEARNING READINESS	GLADSTONE	11/7/2014
KATHLEEN	STEHR	CE LEARNING READINESS INSTRUCTOR	GLADSTONE	11/7/2014
MICHELLE	STORVICK	CE LEARNING READINESS INSTRUCTOR	GLADSTONE	11/7/2014
MICHELLE	SUNDBLAD	CE LEARNING READINESS INSTRUCTOR	GLADSTONE	11/7/2014
EMILY	TOOT	CE LEARNING READINESS INSTRUCTOR	GLADSTONE	11/7/2014
AMY	TUMBLESON	CE LEARNING READINESS INSTRUCTOR	GLADSTONE	11/7/2014
DIANE	VEZENDY	SCHOOL LIAISON	JOHN GLENN	11/10/2014
SANDRA	WEBER	CE LEARNING READINESS	GLADSTONE	11/7/2014
LAURIE	YLINEN	CE LEARNING READINESS INSTRUCTOR	GLADSTONE	11/7/2014
JUDY	ZIELINSKI	CE LEARNING READINESS	GLADSTONE	11/7/2014

V. E. DISBURSEMENTS

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

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

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

General Fund	\$	3,605,008.00
Food Service		481,976.00
Community Service		371,043.00
Building		293,767.00
Debt Redemption		0.00
Trust		111,313.00
OPEB Benefits Trust		16,154.00
		<hr/>
A/P Checks Disbursed (10-01-14 thru 10-31-14)	\$	4,879,261.00
Payroll Disbursed - Net (10-01-14 thru 10-31-14)	\$	4,563,172.00
Wire Transfers (10-01-14 thru 10-31-14)	\$	17,776,022.00
Investments on 11-14-14	\$	34,378,483.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	MATURES	AMOUNT
MSDLAF OTHER FUNDS	MM	0.02%	(BALANCE AT 11-14-14)		\$106,040.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.04%	(BALANCE AT 11-14-14)		\$17,851,313.00
P M A SECURITIES OPEB BONDS	VARIOUS	0.04%	(BALANCE AT 11-14-14)		\$14,836,865.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.30%	(BALANCE AT 09-30-14)		\$1,584,265.00
					<u>\$34,378,483.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

10/01/2014 thru 10/31/2014

DATE	FROM	TO		REASON
10/01/14	PREMIER BANK	DELTA DENTAL	\$134,682.00	MONTHLY PAYMENT
10/01/14	PREMIER BANK	STATE OF MINN.	\$172,087.00	PAYROLL TAX
10/02/14	PREMIER BANK	MERCHANT SERVICES	\$4,507.00	CREDIT CARD FEE
10/03/14	P M A	MSDLAF	\$600,000.00	A/P P-CARD
10/06/14	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
10/06/14	PREMIER BANK	HEALTH PARTNERS	\$305,481.00	HEALTH CLAIMS
10/07/14	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
10/14/14	P M A	PREMIER BANK	\$4,800,000.00	A/P - P/R*
10/14/14	PREMIER BANK	HEALTH PARTNERS	\$156,342.00	HEALTH CLAIMS
10/15/14	PREMIER BANK	ANNUITY COMPANIES	\$800,695.00	PAYROLL PAYABLES
10/15/14	PREMIER BANK	CORPORATE HEALTH	\$9,416.00	FLEX PROCESSING
10/15/14	PREMIER BANK	HEALTH PARTNERS	\$4,022.00	HEALTH CLAIMS
10/15/14	PREMIER BANK	I R S	\$863,287.00	PAYROLL TAX
10/15/14	PREMIER BANK	NSPMOEA	\$35,360.00	UNION DUES
10/16/14	PREMIER BANK	STATE OF MINN.	\$140,450.00	PAYROLL TAX
10/17/14	P M A	PREMIER BANK	\$1,250,000.00	A/P - P/R*
10/20/14	PREMIER BANK	HEALTH PARTNERS	\$238,864.00	HEALTH CLAIMS
10/22/14	P M A	HEALTH PARTNERS	\$259,114.00	MEDICAL CLAIMS
10/22/14	PREMIER BANK	ANNUITY COMPANIES	\$755,015.00	PAYROLL PAYABLES
10/22/14	PREMIER BANK	CORPORATE HEALTH	\$59,853.00	FLEX PROCESSING
10/22/14	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
10/24/14	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
10/27/14	PREMIER BANK	HEALTH PARTNERS	\$142,021.00	HEALTH CLAIMS
10/29/14	P M A	MSDLAF	\$310,000.00	A/P P-CARD
10/29/14	P M A	US BANK	\$8,052.00	DEBT SERVICE
10/30/14	P M A	PREMIER BANK	\$4,310,000.00	A/P - P/R*
10/31/14	PREMIER BANK	CORPORATE HEALTH	\$14,820.00	FLEX PROCESSING
10/31/14	PREMIER BANK	I R S	\$858,907.00	PAYROLL TAX
10/31/14	PREMIER BANK	MISCELLANEOUS	\$1,572.00	MISCELLANEOUS
10/31/14	PREMIER BANK	NSPMOEA	\$35,475.00	UNION DUES
		TOTAL	<u>\$17,776,022.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

VII. A. 3. SUPERINTENDENT PROFILE

The District's Superintendent search firm, School Exec Connect, has met with a large number of constituent groups requesting their input on what District 622 should be looking for in its next Superintendent. They met with focus groups on November 18th and 19th and have since compiled and synthesized all the data gathered. They are here tonight to present the results of those meetings and to formally ask you to approve the Superintendent Profile which is the written summary of that work. The Profile will be a guiding document for recruitment and selection of the District's next Superintendent.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the School Board accept the Superintendent Profile attached and endorse its use in the recruitment and selection of the District's next Superintendent.

MOTION:

SECOND:

VII. A. 4. RESOLUTION IN SUPPORT OF LEGISLATIVE ACTION REQUIRING THE GOVERNOR TO APPOINT THE SCHOOL TRUST LANDS DIRECTOR

WHEREAS: When it became a state in 1858, the federal government granted Minnesota lands in every township for the benefit of public schools; and

WHEREAS: The state of Minnesota holds 2.5 million acres of land and an additional 1 million acres of mineral rights in the permanent school fund established in the Minnesota Constitution; and

WHEREAS: Revenue from these lands is generated through many activities, including sale of timber, wild rice leases, mining leases, state forest campground fees, lakeshore leases, utility licenses, and rents and royalties on taconite iron ore removed from the land; and

WHEREAS: Interest and dividends from these lands generated \$23,788,089 in 2014 for the education of Minnesota students; and

WHEREAS: Careful management of the permanent school funds necessary for these lands to continue to produce revenue for education; and

WHEREAS: M.S. 127A.353 requires a school trust land director to be appointed; and

WHEREAS: In 2014, \$185,000 was appropriated to hire a School Trust Lands Director in the Department of Administration; and

WHEREAS: The School Board of Independent School District No. 622 supports the appointment of the school trust lands director; therefore,

BE IT RESOLVED, that the School Board of Independent School District No. 622, is urging the legislature take appropriate action to require the Governor to appoint the school trust lands director in the Department of Administration, according to law.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted. November 25, 2014.

CLERK _____

CHAIR _____

VII. B. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS - *presented by Hunt*

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>
Troy Woods	\$140.00	Cowern Elementary
B & E Tool	\$200.00	NHS Backpack program
North High Girls BB Booster Club	\$3,542.00	Uniforms and Warm ups
Platinum Bank	Hotdogs, Grills rental and tables (valued at \$550.00)	622 Welcome Back BBQ
Silver Oak Development	Cookies (valued at \$85.00)	622 Welcome Back BBQ
Carole Casey	\$200.00	622 Community Bridge
Lemonz, Inc. DBA Cavallaro Concessions	\$2,829.25	North High - National Honor Society
Kopp Family Foundation	\$500.00	North High - Random Acts of Kindness
Office Max	Lamination of large posters (valued at \$75.53)	North High School
Ron and Mary Flipp	Office supplies (valued at \$20.00)	ISD 622 students in need
Leola I. Prempel	63 records (valued at \$315.00)	ISD 622 education
House of Prayer	15 backpacks with miscellaneous school supplies (valued at \$250.00)	Cowern Elementary
Tom Mader	\$300.00	Tartan Trap Team
Christopher DeCorsey	2 passenger car tires (valued at \$160.00)	Tartan High School Automotive Program
Edwin & Madeline Andera	\$150.00	Meals on Wheels
Sandra Kollmann	Fabric (valued at \$500.00)	Harmony ABE sewing class
Cindy Smith	Fabric (valued at \$750.00)	Harmony ABE sewing class
Rita Saumweber	Brother Sewing Machine	Harmony ABE sewing class
Amy Coborn	Gloves (valued at \$45.00)	Cowern Elementary
Coborns Delivers (Amy and Duke Coborn)	Bottled water (valued at \$25.00)	Cowern PTG school dance

Hope Lutheran Church Women's Group	\$150.00	Gladstone Meals on Wheels
Perkins Restaurant	Muffins (valued at \$40.00)	Oakdale Elementary - Veterans Day Program
Caribou Coffee	Coffee (valued at \$35.00)	Oakdale Elementary - Veterans Day Program

MOTION:

SECOND:

Total fiscal year 2014-2015 monetary contributions: \$97,061.91

DATE: November 25, 2015
TO: School Board, Superintendent Phillips
FROM: Randy Anderson,
SUBJECT: Aid Anticipation Borrowing Series 2015A

For the last several years the District has been participating in the MNTAB cash flow borrowing pool which normally takes place in the summer and concludes with repayment in September of the following year. This past year the State of Minnesota legislature voted to pay school district's back for monies owed them due to the payment shift. Because of this payback, our overall cash flow improved significantly and both our financial and investment advisors communicated that we didn't need to borrow until after the first of the year. I felt that this would also help us reduce our overall interest expense since it would reduce our overall loan term by 5 months.

Based on the attached cash flow projection, we anticipate a maximum cash deficit of **\$(4,810,699)** during the month of March, 2015.

To manage this cash flow deficit, district administration is recommending that we conduct short term aid anticipation borrowing to provide a cushion against that deficit. Accounting guidelines allow us to borrow an amount equal to the greatest cash deficit during the projection period plus 5% of the prior year's expenditures.

District administration and financial advisors are recommending that the School Board approve aid anticipation financing for cash flow in the amount of \$6,000,000 for the remainder of the 2014-2015 fiscal year which we will repay on September 15, 2015.

Last year the District borrowed \$17,245,900 which was repaid in September.

The resolution before you is the first step in this State regulated borrowing process and it is a resolution providing for the sale of the aid anticipation certificates. We are looking to award the sale of the certificates on December 16, 2014 followed by your approval at the business meeting that night. Closing and receipt of the funds will come on January 5, 2015.

VII. B. 2. CERTIFICATION OF MINUTES RELATING
TO
GENERAL OBLIGATION AID ANTICIPATION
CERTIFICATES OF INDEBTEDNESS, SERIES 2015A

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 622
(NORTH ST. PAUL-MAPLEWOOD-OAKDALE)
NORTH ST. PAUL, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held on November 25, 2014, at _____ o'clock p.m., in the District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents attached: Extract of Minutes of Said Meeting

**RESOLUTION PROVIDING FOR SALE OF AID ANTICIPATION
CERTIFICATES OF INDEBTEDNESS; COVENANTING AND
OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE
PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO
GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE CERTIFICATES**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this ____ day of November, 2014.

School District Clerk

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 622
(NORTH ST. PAUL-MAPLEWOOD-OAKDALE)
STATE OF MINNESOTA

HELD: NOVEMBER 25, 2014

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 622, State of Minnesota, was held on November 25, 2014, at _____ o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR SALE OF AID ANTICIPATION
CERTIFICATES OF INDEBTEDNESS; COVENANTING AND
OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE
PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO
GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE CERTIFICATES**

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

1. Certificate Authorization. It is hereby found, determined and declared to be necessary and desirable for the District to sell and issue its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2015A in the total aggregate principal amount of not to exceed \$6,000,000 for the purpose of meeting current expenditures of the District.

2. Certificate Terms. SPRINGSTED Incorporated, financial consultant to the District, has presented to this Board offering materials, which are hereby approved in substantially the form attached hereto and shall be placed on file by the Clerk. Each and all of the provisions of the offering materials are hereby adopted as the terms and conditions of said Certificates and of the sale thereof, and shall be made available to the prospective purchaser of the Certificates.

3. Sale. This Board shall meet at its regular meeting on December 16, 2014 for the purpose of considering a proposal directly negotiated with Piper Jaffray & Co., for the purchase of the Certificates.

4. Official Statement. SPRINGSTED Incorporated is authorized to prepare and distribute an Official Statement and to negotiate a proposal with Piper Jaffray & Co. for the purchase of the Certificates for presentation to the Board.

5. Minnesota School District Credit Enhancement Program. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2015A (the "Certificates") and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Certificates when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Certificates is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Certificates or if, on the day two (2) business days prior to the date a payment is due on the Certificates, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Certificates of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

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

and the following voted against the same:

whereupon the resolution, having received the affirmative votes of two-thirds of the members, was declared duly passed and adopted.

\$6,000,000

Independent School District 622, North St. Paul - Maplewood - Oakdale
General Obligation Aid Anticipation Certificates of Indebtedness, Series 2015A

Sources & Uses

Dated 01/05/2015 | Delivered 01/05/2015

Sources Of Funds

Par Amount of Bonds.....	\$6,000,000.00
Reoffering Premium.....	56,160.00

Total Sources..... \$6,056,160.00

Uses Of Funds

Net Proceeds to District.....	6,019,160.00
Costs of Issuance.....	28,000.00
Total Underwriter's Discount (0.15%).....	9,000.00

Total Uses..... \$6,056,160.00

\$6,000,000

Independent School District 622, North St. Paul - Maplewood - Oakdale
General Obligation Aid Anticipation Certificates of Indebtedness, Series 2015A

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
09/15/2015	Serial Coupon	1.500%	0.150%	6,000,000.00	100.936%	6,056,160.00
Total	-	-	-	\$6,000,000.00	-	\$6,056,160.00

Bid Information

Par Amount of Bonds.....	\$6,000,000.00
Reoffering Premium or (Discount).....	56,160.00
Gross Production.....	\$6,056,160.00
Total Underwriter's Discount (0.150%).....	\$(9,000.00)
Bid (100.786%).....	6,047,160.00
Total Purchase Price.....	\$6,047,160.00
Bond Year Dollars.....	\$4,166.67
Average Life.....	0.694 Years
Average Coupon.....	1.500000%
Net Interest Cost (NIC).....	0.3681600%
True Interest Cost (TIC).....	0.3651592%

\$6,000,000

Independent School District 622, North St. Paul - Maplewood - Oakdale
General Obligation Aid Anticipation Certificates of Indebtedness, Series 2015A

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
09/15/2015	6,000,000.00	1.500%	62,500.00	6,062,500.00
Total	\$6,000,000.00	-	\$62,500.00	\$6,062,500.00

Yield Statistics

Bond Year Dollars..... \$4,166.67
Average Life..... 0.694 Years
Average Coupon..... 1.500000%

Net Interest Cost (NIC)..... 0.3681600%
True Interest Cost (TIC)..... 0.3651592%
Bond Yield for Arbitrage Purposes..... 0.1507269%
All Inclusive Cost (AIC)..... 1.0358070%

IRS Form 8038

Net Interest Cost..... 0.1507490%
Weighted Average Maturity..... 0.694 Years

Independent School District No. 0, 0, Minnesota

Aid Anticipation Borrowing Program, Series 2015

Cash Flow Projection: Operating Funds (1 - 4)

Without Aid Anticipation Borrowing

Aid Certificates Closing: 1/5/2015

Maturity: 9/15/2015

(1) Period Ending	(2) Estimated Receipts	(3) Estimated Disbursements	(4) Interest Earned @ 0.50%	(5) Interest Paid @ 0.15%	(6) Balance
Beginning Balance (06/30/2014)					24,225,923
July 2014	4,732,946	6,686,515	9,687	0	22,282,041
August 2014	12,129,256	12,922,473	9,119	0	21,497,942
September 2014	11,127,937	30,975,232	4,823	0	1,655,470
October 2014	14,664,632	9,568,557	1,751	0	6,753,297
November 2014	9,224,457	14,957,620	1,619	0	1,021,754
December 2014	8,217,612	8,265,771	416	0	974,011
January 2015	11,062,181	12,581,576	89	0	(545,294)
February 2015	16,856,199	17,854,610	0	131	(1,543,836)
March 2015	10,120,645	13,387,111	0	397	(4,810,699)
April 2015	12,612,602	8,967,293	0	374	(1,165,763)
May 2015	21,421,614	23,080,032	0	249	(2,824,430)
June 2015	14,911,732	10,520,964	0	79	1,566,259
July 2015	5,354,380	6,210,967	474	0	710,147
August 2015	14,571,585	13,096,352	603	0	2,185,983
September 2015	10,960,718	10,352,270	1,038	0	2,795,467
Totals:	177,968,496	199,427,342	29,620	1,229	

(a) Assumes interest earned on the average of beginning and ending monthly balances at a rate of 0.50%

(b) Assumes interest paid on the average of beginning and ending monthly deficit balances based on Issuing Warrants at a rate of 0.15%

Independent School District No. 0, 0, Minnesota

Aid Anticipation Borrowing Program, Series 2014

Cash Flow Projection: Operating Funds (1 - 4)

With Aid Anticipation Certificates Borrowing

Aid Certificates Closing: 1/5/2015

Maturity: 9/15/2015

(1) Period Ending	(2) Estimated Receipts	(3) Estimated Disbursements	(4) Interest Earned @ 0.50%	(5) Interest Paid @ 0.15%	(6) Balance
Beginning Balance (06/30/2014)					24,225,923
July 2014	4,732,946	6,686,515	9,687	0	22,282,041
August 2014	12,129,256	12,922,473	9,119	0	21,497,942
September 2014	11,127,937	30,975,232	4,823	0	1,655,470
October 2014	14,664,632	9,568,557	1,751	0	6,753,297
November 2014	9,224,457	14,957,620	1,619	0	1,021,754
December 2014	8,217,612	8,265,771	416	0	974,011
January 2015	17,053,181 (a)	12,581,576 (b)	1,337	0	5,446,954
February 2015	16,856,199	17,854,610 (c)	2,062	0	4,450,604
March 2015	10,120,645	13,387,111	1,174	0	1,185,313
April 2015	12,612,602	8,967,293	1,253	0	4,831,875
May 2015	21,421,614	23,080,032	1,668	0	3,175,125
June 2015	14,911,732	10,520,964	2,238	0	7,568,131
July 2015	5,354,380	6,210,967	2,975	0	6,714,519
August 2015	14,571,585	13,096,352	3,105	0	8,192,857
September 2015	<u>10,960,718</u>	<u>16,414,770 (d)</u>	<u>1,593</u>	<u>-183</u>	2,740,580
	183,959,496	205,489,842	44,821	-183	

(a) Includes net proceeds from Aid Anticipation Certificates of \$5,991,000 (Principal of \$6,000,000 less \$9,000 discount)

(b) Includes Issuance Cost for Aid Anticipation Certificates of \$28,000

(c) Includes Interest Payment on 01/00/00 of \$0

Appendix II

(d) Includes repayment of Aid Anticipation Certificates of \$6,062,500 (Principal of \$6,000,000 plus: \$62,500 interest @ 2%)

(e) This cash position represents a net cost of \$82,887 vs Appendix I due to the following:

Interest Earnings (Appendix II, Column 4): \$44,821
 Less: Interest Earnings (Appendix I, Column 4): -\$29,620
 Net Increase in Interest Earnings \$15,201

Plus: Avoided Interest Cost of Issuing Warrants (Appendix I, Column 5 Less Appendix II Column 5) \$1,412

Less: Costs of Borrowing:
 Coupon Interest @ 1.5%, (two payments) \$62,500
 Discount and Issuance Costs \$37,000
 Total Cost of Borrowing: -\$99,500

Estimated Effect Versus Issuing Warrants -\$82,887

Calculation of Issue Size	
March 31, 2015 Cumulative Balance without proceeds in (a):	-\$4,805,687
Less: 5% Previous Year's Total Expenses:	<u>-\$7,266,676</u>
Maximum Permitted Issue:	\$12,072,364
Maximum Issue Size in Certificates of \$5,000 denomination:	\$12,070,000

Appendix III

Independent School District No. 0, 0, Minnesota
 Aid Anticipation Borrowing Program, Series 2014
 Arbitrage Worksheet Operating Funds (1 - 4)
 With Aid Anticipation Certificates

(1)	(2)	(3)	(4)	(5)	(6)
Period Ending	Estimated Receipts	Estimated Disbursements	Interest Earned @ 0.50%	Interest Paid @ 0.15%	Balance
Beginning Balance (06/30/2014)					24,225,923
July 2014	4,732,946	6,686,515	9,687	0	22,282,041
August 2014	12,129,256	12,922,473	9,119	0	21,497,942
September 2014	11,127,937	30,975,232	4,823	0	1,655,470
October 2014	14,664,632	9,568,557	1,751	0	6,753,297
November 2014	9,224,457	14,957,620	1,619	0	1,021,754
December 2014	8,217,612	8,265,771	416	0	974,011
January 2015	11,062,181	12,581,576 (a)	1,337	0	-544,046
February 2015	16,856,199	17,854,610 (b)	2,062	0	-1,540,396
March 2015	10,120,645	13,387,111	1,174	0	-4,805,687
April 2015	12,612,602	8,967,293	1,253	0	-1,159,125
May 2015	21,421,614	23,080,032	1,668	0	-2,815,875
June 2015	14,911,732	10,520,964	2,238	0	1,577,131
July 2015	5,354,380	6,210,967	2,975	0	723,519
August 2015	14,571,585	13,096,352	3,105	0	2,201,857
September 2015	<u>10,960,718</u>	<u>10,423,770 (c)</u>	<u>1,593</u>	<u>-183</u>	2,740,580
	177,968,496	199,498,842	44,820	-183	

Includes interest earned and interest avoided due to the inclusion of the Certificates shown on Appendix II. Does not include the proceeds or repayment on principal on these Certificates.

(a) Includes Issuance Cost for Aid Anticipation Certificates of \$28,000

(b) Includes Interest Payment on 01/00/00 of \$0

Appendix III

(c) Includes Interest Cost for Aid Anticipation Certificates of of \$71,500 (Coupon Interest of \$9,000 plus \$62,500 discount)

Calculation of Issue Size	
March 31, 2015 Cumulative Balance:	-\$4,805,687
Less: 5% Previous Year's Total Expenses:	<u>-\$7,266,676</u>
Maximum Permitted Issue:	\$12,072,364

Maximum Issue Size in Certificates of \$5,000 denomination: \$12,070,000

Notes

Maximum Permitted Issue Size calculation does not include Legal Limits

Principal:	\$6,000,000
Less Discount	<u>-9000</u>
Net Proceeds:	\$5,991,000

In Minnesota, Net Proceeds of Aid Anticipation Certificates cannot exceed 75% of the aids payable.

Net Proceeds:	\$5,991,000
Divided by:	<u>0.75</u>
Minimum Aids Payable:	\$7,988,000

ENDS
(Required by Minnesota Statute)

Policy Title	Policy Level	Date Approved/Revised
Student Discipline & Notice of Suspension	EM-020.15	5/20/08 Revised: 7/20/10 Revised: 11/22/11 Revised: 7/23/13 Revised: 5/27/14 Revised: Reviewed Annually

1) General Statement of Policy

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, has developed this policy which governs student conduct and applies to all students of the school district.

2) Areas of Responsibility

- a) The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- b) Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.

- c) Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- d) Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- e) Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- f) Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- g) Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- h) Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

3) Student Rights

All students have the right to an education and the right to learn.

4) Student Responsibilities

All students have the responsibility:

- a) For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- b) To attend school daily, except when excused, and to be on time to all classes and other school functions;
- c) To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- d) To make necessary arrangements for making up work when absent from school;

- e) To assist the school staff in maintaining a safe school for all students;
- f) To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- g) To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- h) To be aware of and comply with federal, state and local laws;
- i) To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- j) To respect and maintain the school's property and the property of others;
- k) To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- l) To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- m) To conduct themselves in an appropriate physical or verbal manner; and
- n) To recognize and respect the rights of others.

5) Code of Student Conduct

- a) The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; 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 premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
24. Violation of directives or guidelines relating to lockers or improperly gaining access to a

- school locker;
25. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
 26. Possession or distribution of slanderous, libelous or pornographic materials;
 27. Violation of the school district's Bullying Prohibition Policy;
 28. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
 29. Criminal activity;
 30. Falsification of any records, documents, notes or signatures;
 31. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
 32. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
 33. Impertinent or disrespectful language toward teachers or other school district personnel;
 34. Violation of the school district's Harassment and Violence Policy;
 35. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
 36. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
 37. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
 38. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
 39. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
 40. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

41. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
42. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
43. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

b) Personal Electronic Devices

~~ISD 622 believes the use of Personal Electronic Devices is a privilege and can be an acceptable communication and educational tool that requires responsible use by all students. Student-to-student texting, image and video capturing/sharing, etc. is harmful to the educational process and not permitted under this policy.~~

~~Use of electronic devices including but not limited to cellular phones, digital picture/video cameras and/or camera phones, laptop computers, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images devices during instructional time is not allowed.~~

~~Exceptions which serve a specific educational purpose are subject to building principal approval (i.e. calculator use, planning devices via IEPs or 504 plans, classroom instructional use).~~

~~Students with such devices will be asked to put them away, and the items are subject to confiscation. Repeated offenses will result in confiscation of the device for a period of time and/or other building level consequences. Refusal to comply with a request constitutes insubordination, which will result in additional disciplinary consequences.~~

~~Parents are asked to not disrupt the school environment by contacting their children via their cell phone and are to contact the school's main office.~~

The Board permits the use of Personal Electronic Devices by district students and employees during the school day in district buildings, on district property, and while students are attending district-sponsored activities during regular school hours when they are in compliance with this Policy, other district policies, regulations, rules, and procedures, and so long as such use does not interfere with the students' educational requirements, students' or employees' responsibilities/duties and performance, the rights and education of others, and the operation and services of the district.

Building level administrators, in consultation with the Superintendent and in compliance with this Policy, other district policies, regulations, rules, and procedures, are authorized to determine the extent of the use of Personal Electronic Devices within their schools, on the school's property, and while students are attending that school's sponsored activities during regular school hours. The use of Personal Electronic Devices at the elementary grade level may be different than that at the middle school, and/or high school grade levels.

The district shall not be liable for the theft, loss, damage, misuse, or unauthorized use of

any Personal Electronic Device brought to school by a student or employee. Students and employees are personally and solely responsible for the security of Personal Electronic Devices brought to school, school events, or district property. The district will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students or employees; however, it reserves the right to do so when the device uses the School District network, or when the use of the device violates this or any other School District policy.

If Personal Electronic Communication Devices are loaned to or borrowed and/or misused by nonowners, the owners of the Personal Electronic Devices are jointly responsible with the nonowner for the misuse and/or violation of district policy, regulations, rules, or procedures.

Students using Personal Electronic Devices must access the Internet using the School District network. Network filters will be applied to access to the Internet and may not be circumvented.

Students and employees must complete an Internet/Bring Your Own Technology (BYOT) user agreement prior to the use of Personal Electronic Devices.

6) Disciplinary Action Options

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- a) Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- b) Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- c) Parent contact;
- d) Parent conference;
- e) Removal from class;
- f) In-school suspension;
- g) Suspension from extracurricular activities;
- h) Detention or restriction of privileges;

- i) Loss of school privileges;
- j) In-school monitoring or revised class schedule;
- k) Referral to in-school support services;
- l) Referral to community resources or outside agency services;
- m) Financial restitution;
- n) Referral to police, other law enforcement agencies, or other appropriate authorities;
- o) A request for a petition to be filed in district court for juvenile delinquency adjudication;
- p) Out-of-school suspension under the Pupil Fair Dismissal Act;
- q) Preparation of an admission or readmission plan;
- r) Saturday school;
- s) Expulsion under the Pupil Fair Dismissal Act;
- t) Exclusion under the Pupil Fair Dismissal Act; and/or
- u) Other disciplinary action as deemed appropriate by the school district.

7) Removal of Students from Class

- a) Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given

course of study and shall not exceed five (5) such periods.

- b) If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- c) Procedures for Removal of a Student From a Class and Readmission to Class:
 - 1. If a student is causing a disruption to the educational process, a teacher, administrator, or other district employee may remove a student from class.
 - 2. Documentation will vary with the severity of the incident. Communication may include any or all of the following: verbal reprimand, conference, office referral, parent call, note, or email.
 - 3. Staff member will direct student to new location and coordinate supervision. Student is the responsibility of the designated staff member.
 - 4. Depending on the severity, student may be escorted to the new location.
 - 5. While removed from class, student is expected to complete assigned work and meet other conditions for readmission.
 - 6. Staff member may coordinate with the case manager if the student being removed from class is on an Individual Learning Plan (IEP).
 - 7. On-going issues should be referred to the building administration, student assistance team, and/or other designated district employee.

8) Dismissal

- a) "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- b) Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any reasonable school board regulation, including those found in this policy;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

c) Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation

standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension – EM-020.15-F1.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

d) Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

EM-020.15

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who

may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

9) Admission or Readmission Plan

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

10) Notification of Policy Violations

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

11) Student Discipline Records

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

12) Disabled Students

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

13) Open Enrolled Students

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

14) Distribution of Policy

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

15) Review of Policy

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Rationale: *School District 622 – North St. Paul-Maplewood-Oakdale shall ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.*

Adoption and Revision History	Incorporated Policies
506 STUDENT RIGHTS AND RESPONSIBILITIES This Policy Adopted: January 27, 1998; Revised: January 25, 2005; Rescinded: August 19, 2008	MSBA 506
EM-020.15 STUDENT DISCIPLINE & NOTICE OF SUSPENSION This Policy Adopted: May 20, 2008; Revised: July 20, 2010; Revised: November 22, 2011; July 23, 2013; Revised: May 27, 2014; Revised:	

Administrative Rule, Regulation and Procedure: NA

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.26 (School Preassessment Teams)
- Minn. Stat. § 121A.27 (School and Community Advisory Team)
- Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
- Minn. Stat. §§ 121A.582 (Reasonable Force)
- Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
- Minn. Stat. § 123A.05 (Area Learning Center Organization)
- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
- Minn. Stat. Ch.125A (Students With Disabilities)
- Minn. Stat. Ch. 260A (Truancy)
- Minn. Stat. Ch. 260C (Juvenile Court Act)
- 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
- 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 501 (School Weapons)
- MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student’s Person)
- MSBA/MASA Model Policy 503 (Student Attendance)
- MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Student Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections,
and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
**Clark County Nevada School District Policy P-5136, Personal Technology and
Communication Devices**
**Central Bucks Pennsylvania School District Policy 829, Personal Electronic Communication
Devices**

VII. C. 1. REVISE POLICY

A major function of the School Board is reviewing, revising, and adopting District #622 policies. The policy below is proposed for revision to incorporate updates on student use of personal electronic devices. Changes also reflect updates to cross references.

Therefore, the Assistant Superintendent recommends the following resolution:

BE IT RESOLVED that the School Board of Independent School District #622 hereby revises the following policy: EM-020.15 (Student Discipline & Notice of Suspension).

MOTION:

SECOND:

VII. C. 2. ADOPTION OF HIGH SCHOOL COURSE PROPOSALS BEGINNING FALL 2015

November 2014

The Curriculum Office proposes the following changes to District 622 high school course offerings beginning Fall 2015.

DISTRICT 622 HIGH SCHOOL COURSE PROPOSALS BEGINNING FALL 2015

- 1) How to Build Almost Anything A, B, and C - Technology Education Department**
 - a. Elective course(s) for 10th, 11th, or 12th graders
 - b. Students may select one or more trimesters
 - c. Continuation of STEM programming currently in Grades K-9

- 2) Advanced Placement Psychology - Social Studies Department**
 - a. Elective, two-trimester course
 - b. Recommended for both high schools, proposed offering at North High School for Fall 2015

- 3) Employment Development - Student Services Department**
 - a. Currently offered to special education students
 - b. Proposed as an offering for at-risk students
 - c. Registration approval required

The District 622 Curriculum Coordinator and the 622 Advisory Committee recommend the above changes to high school course offerings for Fall 2015.

Therefore, the Assistant Superintendent recommends the following resolution:

BE IT RESOLVED, that the School Board of ISD 622 adopt the course curricula beginning Fall 2015 for:

- How to Build Almost Anything, Technology Education Department
- AP Psychology, Social Studies Department
- Employment Development, Student Services Department

MOTION:

SECOND:

**High School Course Proposals for 2015-2016
New Course Approval**

1) How to Build Almost Anything A, B, and C - Technology Education Department

Characteristics of the course:

- a. Elective course(s)
- b. Students may select one or more trimesters
- c. Prerequisite - 9th Grade Engineering & Earth Science (2 trimesters) and Engineering & Physical Science (1 trimester), required 9th grade science courses
- d. Resources for equipment for both high school technology education departments through the 3M STEM grant awarded January 2014
- e. High school technology education teachers participated in FABLab training in Mahtomedi for 10 days during summer of 2014

Rationale of the course:

This course is an introduction to personal/industrial digital fabrication. The FabLab is designed to allow participants to explore their interests in a variety of fields including graphic design, art, business, computer-assisted design (CAD), physical and natural science, mathematics, and engineering. Over the course of this class, the student will learn to use commercially available technologies such as, Milling Machines, Plasma CNC's, 3D Printers, Engraving/Embossing, and other rapid prototyping technologies to conceptualize, design and fabricate ideas.

2) Advanced Placement Psychology - Social Studies Department

Characteristics of the course:

- a. Elective, 2-trimester course
- b. No prerequisite
- c. Students may select Psychology or AP Psychology
- d. Recommended approval for both high schools, proposed offering at North only for 2015-2016 school year

Rationale of the course:

This AP course will provide students with an opportunity to learn Psychology at a college level. Intro to Psychology is a required class in many academic fields, and will cater to the diversity of students at North. AVID and AFL strategies will be instrumental in the instruction methods used for this course.

3) Employment Development - Student Services

Characteristics of the course:

- a. 1-trimester elective, with option for an additional trimester
- b. Registration approval by guidance and/or student services
- c. Currently Employment Development vocational seminar class is offered to special education students
- d. Proposed as an offering to students who meet at-risks criteria
- e. Content - students assess personal skills, abilities, as they relate to career exploration and development through on-the-job training as well as classroom instruction

Rationale of the course:

Currently the Employment Development vocational seminar class is offered to special education students with needs in the area of employment and/or post-secondary education/training. Beginning 2014-15 we would like to make this class available to our students who meet the at-risk criteria. It is our belief that students who take this class will have a greater motivation to attend school, gain employability skills, and will be provided with support/guidance in identifying a career path of interest. This class can be taken for up to three trimesters in a year. Students who would like to participate in the work experience On the Job Training (OJT) class must have Employment Development in their schedule at least the first trimester of their enrollment in OJT each year. If it is only taken one trimester and they want to continue taking the OJT class, the student will be expected to meet/check in with Guidance and the OJT Coordinator at least monthly.

The OJT course serves as a hands-on application of the content/skills learned in the Employment Development class.

VII. C. 2. RESOLUTION FOR THE ADOPTION AND REVISION OF K-12 PHYSICAL EDUCATION & HEALTH AND K-12 MUSIC CURRICULUM OUTCOMES BEGINNING FALL 2015

November 2014

As part of the District 622 Curriculum Process, the Curriculum Office proposes the following refinements to District 622 Curriculum Outcomes for K-12 Physical Education & Health and K-12 Music beginning Fall 2015.

The Physical Education and Health Teams at all levels, elementary, middle school, and high school, have reviewed and refined all course outcomes as part of the on-going District 622 Curriculum Improvement Process.

The Music Teams at all levels, elementary, middle school, and high school, have reviewed and refined all course outcomes as part of the on-going District 622 Curriculum Improvement Process.

The completed curriculum documents are available for viewing in the Curriculum Office and will be posted to the District 622 website upon approval.

The District Curriculum Coordinator and the 622 Advisory Committee recommends the above changes to the District 622 curricular outcomes for K-12 Physical Education & Health and K-12 Music be approved for Fall 2015.

Therefore, the Assistant Superintendent recommends the following resolution:

BE IT RESOLVED, that the School Board of ISD 622 adopt the K-12 Physical Education & Health Outcomes (Fall 2015) and the K-12 Music Outcomes (Fall 2015) for implementation in Fall 2015.

MOTION:

SECOND:

The District 622 Curriculum Improvement Process has a multi-year timeline. Three curricular areas, Health, Physical Education, and Music recently completed their process which culminates in the creation and approval of new curriculum documents, including student outcomes. Before coming to the School Board these outcomes go through the Curriculum Coordinating Committee (CCC) as well as the Advisory Committee.

K-12 Health Curriculum Revision

- Aligned our curriculum to the new national standards
 - Greater emphasis on cyber-bullying and Internet safety for kids
- Used District 622's results from the MN Student Survey to include more content at the high school level on mental illness
- Updated K-5 curriculum map to reflect our new technology-based resource, HealthTeacher.com, the free online curriculum developed by Children's Hospitals and Clinics. This replaces the outdated Great Body Shop curriculum
- Updated our instructional framework and practices
 - Includes major research-based initiatives in the district such as Assessment for Learning (formative assessment) and Culturally and Linguistically Responsive Teaching
- Developed District Curricular Assessment (DCAs) to monitor student attainment of standards and to continue to refine instructional practices to meet student needs

K-12 Physical Education Revision

- Aligned our curriculum to the new national standards
- Increased alignment and collaboration across 6-12
 - Use FitStats to track student fitness, grade level outcomes, motor skills, and more
 - Follows students across classes
 - Data supports individual student goal development and tracking
- Developed District Curricular Assessment (DCAs) to monitor student attainment of standards and to continue to refine instructional practices to meet student needs

K-12 Music Revision

- Aligned our curriculum to the new national standards
- Worked with Perpich Center for the Arts staff
- Updated our instructional framework and practices
 - Includes major research-based initiatives in the district such as Assessment for Learning (formative assessment) and Culturally and Linguistically Responsive Teaching
 - E.g. added a World Drumming course
- Developed District Curricular Assessment (DCAs) to monitor student attainment of standards and to continue to refine instructional practices to meet student needs