



**School District 622**  
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

*Ready for tomorrow*

# SCHOOL BOARD MEETING

## Regular Meeting

**July 21, 2015  
4:30 PM**

**Board Members:**

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

**Superintendent:**

Christine Osorio

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

***District Mission Statement:***

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

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

**Regular Meeting  
July 21, 2015  
4:30 PM**

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

**A G E N D A**

**I. Call to Order and Pledge of Allegiance**

**II. Approval of the Agenda**

**III. Public Comment**

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

**IV. Consent Agenda**

7

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

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

- |  |    |
|--|----|
| A. Minutes of June 23, 2015 Reflection Study Session | 8  |
| B. Minutes of June 23, 2015 Business Meeting         | 9  |
| C. Minutes of June 23, 2015 Work Study Session       | 14 |
| D. Minutes of July 7, 2015 Work Study Session        | 15 |
| E. Routine Personnel                                 | 16 |
| F. Bid/RFP Calendar                                  | 18 |

G. RFP Award	19
H. Disbursements	23

## V. Reports

### A. Superintendent

*My report is focused on why administration recommends going for a levy. I will discuss our financial history and outlook; programming challenges and opportunities; and how we compare to other school districts in these areas. Ultimately this is about our students having similar opportunities as students in surrounding school districts.*

## VI. Action Items

### A. Business Office

- |   |    |
|---|----|
| 1. Acknowledgment of Contributions - Hunt | 26 |
|---|----|

*\*I recommend that the list of contributions, with a year to date total of \$106,928.32 be accepted with appreciation.*

- |   |    |
|---|----|
| 2. Initial Operating Referendum Resolution Setting the Election - R. Anderson | 27 |
|---|----|

*Randy had the following comments about the Operating Referendum Resolution and the Capital Projects Levy Resolution: "At our July 7 work session, the School Board made the decision to set an election date for November 2015 that would ask the voters of ISD 622 two questions. The resolutions before you call for, approve, and set the election that will be held in November. At our August 18 special meeting, you will be asked to approve a formal resolution that will spell out the specifics of each question, election details, and the legal requirements that will be sent to Washington and Ramsey Counties and the Minnesota Department of Education."*

*\*I recommend that the School Board approves the Initial Operating Referendum Resolution Setting the Election in November 2015 which revokes the current authorization and replaces it with a new authorization with an increase of \$900 per pupil unit for a duration of ten years, including an inflationary factor.*

*\*In addition, I recommend that the School Board approves the Initial Technology Referendum (Capital Projects Levy) Resolution Setting the Election in November 2015 with authorization of approximately \$3,000,000 per year for ten years to fund the purchase, installation, and maintenance of software and technology for school instruction. This levy is dependent on Question 1 passing.*

3. Initial Technology Referendum (Capital Projects Levy) Resolution 28  
Setting the Election - R. Anderson

B. Student Services - McIntyre

1. Addition of Policy EM-020.34 (Workloads for Certain Special Education 29  
Teachers)

*Cory first presented this policy at our June 9 work study session, followed by a first reading at the June 23 business meeting. He will be asking for your approval to adopt this model caseload policy developed by the Minnesota School Boards Association. The Minnesota Administrators for Special Education also has endorsed the MSBA model policy.*

*\*I recommend that Policy EM-020.34, Workloads for Certain Special Education Teachers, be adopted as presented.*

C. School Board

1. Set Agenda & Location for July 28, 2015 Board Mini-Retreat  
*We have set our Board Mini-Retreat time of 4 - 8 p.m., but we must take action on the location and agenda.*

*\*I recommend that the July 28 Board Mini-Retreat be held in Room 202 of the District Education Center and includes the following agenda items:*

*1)Call to Order/Welcome*

- 2)Governance Review & Expectations on Superintendent/Board Relationships*
- 3)Levy Planning*
- 4)Board Goals*
- 5)Adjourn*

2. Set Special Meeting

*After Board action is taken on the levy earlier in the meeting, it will become necessary to have a special meeting where resolutions specific to the levy are proposed for action. These resolutions include items such as the appointment of an election clerk, establishment of polling places, and approval of the ballot.*

*Since we already have a work study session scheduled for August 18, it works well within our election timeline to have a special meeting prior to the work session.*

*\*I recommend that a special meeting be set for August 18, 2015 at 4:30 p.m. in the Board Room of the District Education Center and includes the following agenda item: Election Resolutions.*

3. Set Time, Location & Agenda for August 18, 2015 Work Study Session

*Our August 18 work study session date has been set, but we need to take action on the time, location and agenda.*

*With the new addition of the August 18 special meeting which has an anticipated time of 15 minutes, I propose that the work study session begin at approximately 4:45 p.m., or immediately after the special meeting adjourns.*

*At our June 23 reflection study session, we touched on Policy G-010*

*(Board Authority & Governance) and Policy G-021 (Board Officers, Committees and Liaisons) and decided to bring these back for discussion at a future meeting.*

*Now that we have the addition of Khrisslynn Goodman to the Teaching & Learning Department (she replaced Paul Brashear), Khrisslynn and I will review the Success Measures, and bring you up to speed since Paul last presented these to you on October 28, 2014.*

*Randy and Cory will present information on District's 916 Capitol View Center and include the latest student enrollment and District 622's tax impact.*

*\*I recommend that the August 18, 2015 work study session begin at approximately 4:45 p.m. or immediately following the August 18, 2015 special meeting in Room 202 of the District Education Center and include the following agenda items:*

- 1)Call to Order*
- 2)Policy G-010*
- 3)Policy G-021*
- 4)Success Measures*
- 5)Capitol View Center*
- 6)Adjourn*

**VII. Board Communications**

**VIII. Future Board Meeting Dates**

- A. July 28, 2015 Mini-Retreat 4:00 - 8:00 p.m.
- B. August 18, 2015 Work Study Session
- C. August 25, 2015 Business Meeting 6:00 p.m. (Board Room)

**IX. Adjourn**

#### IV. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

BE IT RESOLVED by the School Board of Independent School District No. 622 that Consent Agenda Items, IV.A. through IV.H., 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**

**REFLECTION STUDY SESSION  
SCHOOL BOARD  
June 23, 2015**

Chair Augé called the meeting to order at 5:02 p.m. with the following present: Chair Augé, Clerk Livingston, Treasurer Yener, Directors Anderson, Coborn, Neve, and Superintendent Phillips. Absent: Vice Chair Hunt.

Others present were: Kim Cavallaro.

In the audience: Rory Sanders.

Board Members did a brief check-in and shared news. Phillips discussed Policy G-010, Board Authority and Self Governance, and Board Members asked that the policy be discussed again at a future board meeting, along with the topic of public comment.

Augé, Livingston and Yener shared their experience of the recent NSBA conference and the group discussed the P card process. A short conversation was held regarding a procedure for Board Members to acknowledge others for life and district events.

Due to time constraints, the agenda topic of Policy G-021, Board Officers, Committees and Liaisons and the board officer succession plan was tabled to a future meeting.

The meeting adjourned at 5:55 p.m.

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Clerk

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

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

**REGULAR MEETING  
SCHOOL BOARD  
June 23, 2015**

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

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

The meeting opened with the Pledge of Allegiance led by Patty Phillips.

Augé mentioned that Hunt was absent due to a last minute conflict.

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

THAT the agenda be approved as presented.

Coborn presented Achievement Awards to Robin Nelson, Becky Buck, Bee Kong and Lori Forkner for their development of a comprehensive American Indian curriculum that supports the Minnesota Academic Standards in Language Arts, Social Studies, Science, Art, and Music through a Success for the Future grant from the Minnesota Department of Education. Coborn also presented Phillips with a Service Award for her outstanding leadership of the North St. Paul-Maplewood-Oakdale School District over the past ten years and shared highlights of her tenure. Livingston presented Phillips with a proclamation from the Minnesota Senate. Phillips addressed the Board and audience.

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

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

Phillips presented the following nine policies which require annual review: E-021 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse); E-022 (Mandated Reporting of Maltreatment of Vulnerable Adults); E-031 (Fund Balance); EM-020.6 (Family & Medical Leave Policy); EM-020.7 (Harassment & Violence Report & Religious, Racial or Sexual Harassment); EM-020.15 (Student Discipline and Notice of Suspension); EM-020.20 (Student Sex

Nondiscrimination); EM-020.21 (Internet Acceptable Use); EM-020.26 (Crisis Management Policy). Phillips did not recommend revision to any of the policies.

Phillips read the names of 37 District staff who retired this past school year. She wished them well and thanked them for their service to District 622.

R. Anderson provided a brief summary of legislation that will affect school finance during the next biennium and FY 2015-16 & FY 2016-17. He added that he will have a meeting on Thursday and he will receive updated information that he will provide to the Board.

R. Anderson presented on the 2015-2016 budget, which will be an Action Item later in the meeting.

Augé shared a District 916 report, and provided information on the regular 916 business meeting and retreat.

McIntyre provided a first reading on Policy EM-020.34 (Workload Limits for Certain Special Education Teachers). This policy will be proposed for Action at the July 21, 2015 business meeting.

Neve moved and Anderson 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>
Cub Foods	Gift card (valued at \$50.00)	Community Education Excel Awards
Pizza Ranch	13 pizzas (valued at \$153.97)	Community Education Excel Awards
Dianne and Anthony Carlson	\$75.00	Harmony ABE
Kopp Family Foundation	\$1,750.00	North High - Kopp Scholarship
Christine Warner	\$100.00	North High - Back Pack Program
Cowern PTG	\$7,672.00	Cowern - Ipads for teachers
Mingie Feng	\$25.00	Harmony ABE
Ken and Ruth Wilson	\$500.00	Harmony ABE
Richard & Shelley Renner	\$500.00	Harmony ABE
Janice Johnson	Library Books (valued at \$250.00)	Castle Elementary
Truist	\$42.32	Meals on Wheels
Perkins	Muffins (valued at \$15.96)	Oakdale Volunteer Breakfast

IHOP	Bacon, pancakes, eggs and sausage (valued at \$600.00)	Oakdale Volunteer Breakfast
Caribou Coffee	Coffee (valued at \$65.00)	Oakdale Volunteer Breakfast
Colleen Indykiewicz	\$100.00	North High Band
Christa Waymire	\$50.00	Harmony Learning Center
Cowern PTG	\$3,678.85	Cowern "Raz Kids"
Polar Plumbing	\$200.00	Cowern 3 <sup>rd</sup> grade field trip
Emily Putzler	\$50.00	Cowern Elementary
Bob Anderson	Philips HeartStart Frx AED with standard case (valued at \$1,735.00)	In memory of Jesse Lusk and Bob Anderson to Tartan High School
Lindsey Engrav	\$30.00	North High Adaptive Bowling Program
Lifetouch National School Studios	\$1,000.00	North High School Lifetouch Scholarship
Christa Misiewicz	\$100.00	North High Choir Program
Nancy Ness	\$100.00	North High BPA Club
North High School Retired Teachers Book Club	\$1,000.00	North High School Guidance Scholarship Program
American Legion Post #39	\$100.00	North High School Robotics Club
Anonymous	\$500.00	L.C. Webster classroom teacher needs

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

BE IT RESOLVED by the School Board of Independent School District 622 that the 2015-16 preliminary budget be approved as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
01 General Fund	\$127,320,913	\$124,129,775
02 Food Service Fund	\$6,137,000	\$6,212,185
04 Community Education Fund	\$8,299,372	\$8,081,363
06 Building Construction Fund	\$5,205,100	\$3,682,950
07 Debt Service Fund	\$12,717,220	\$12,264,670
09 Trust and Agency Fund	\$1,300,000	\$1,300,000
20 Self-Insured Health Fund	\$15,753,200	\$15,220,000
45 OPEB Trust Fund	\$950,000	3,242,000
47 OPEB Debt Service Fund	\$2,801,430	\$2,670,743
GRAND TOTAL ALL FUNDS	<u>\$180,484,235</u>	<u>\$176,803,686</u>

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

BE IT RESOLVED by the School Board of Independent School District 622 that the Health and Safety budgets for FY15, FY16 and FY17 be approved in the amounts presented. Be it further resolved that that there are no changes to the District's Health and Safety Policy, EM-020.32.

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

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

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a health and safety program budget for its facilities for the 2015-2016 school year in the amount of \$39,525. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

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

3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's health and safety revenue application for fiscal year 2016 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

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

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the revised population estimate of the school district (81,397) be submitted to the State Demographer for use in the community service funding formulas.

During Board Communications, the following items were shared:

- ✓ Livingston commented that the graduations were spectacular and thanked parents, guardians and community members who attended the ceremonies and support our students.
- ✓ Neve thanked Phillips for her service as Superintendent of School District 622 for the past 10 years.
- ✓ Coborn also thanked Phillips and added that it had been an honor to work with her. She thanked the retirees whose names were read earlier in the meeting and mentioned how much the Board appreciates the work everyone does to make District 622 a great place for kids.
- ✓ Augé thanked Phillips and shared a list of contributions that Phillips had made to the District; including putting a roadmap to the strategic plan, installing student board representatives, and implementing the governance model. She concluded by saying that she will miss Phillips' guidance and mentorship.

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

THAT the meeting be adjourned.

The meeting adjourned at 7:25 p.m.

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Clerk

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

**WORK STUDY SESSION  
SCHOOL BOARD  
June 23, 2015**

Chair Augé called the meeting to order at 7:32 p.m. with the following present: Chair Augé, Clerk Livingston, Treasurer Yener, Directors Anderson, Coborn, Neve, and Superintendent Phillips. Absent: Vice Chair Hunt.

Others present were: Randy Anderson, Bob Biddick, Kim Cavallaro, Keith Gray, Terri Johnson, Cory McIntyre, and Troy Miller.

Phillips and R. Anderson led a discussion on the possibility of an operating referendum and possible options were shared. Items reviewed included a comparison of District 622's referendum compared to eleven other districts; operating referendum results from 1994-2014; election history and success rates; and operating referendum simulations for new authority including the tax impact for homeowners.

The meeting adjourned at 8:55 p.m.

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Clerk

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

**WORK STUDY SESSION  
SCHOOL BOARD  
July 7, 2015**

Chair Augé called the meeting to order at 4:30 PM with the following present: Chair Augé, Vice Chair Hunt, Treasurer Yener, Directors Coborn, Neve, and Superintendent Osorio. Arriving at 4:33 PM: Clerk Livingston; arriving at 4:45 PM: Director Anderson.

Others present were: Randy Anderson, Bob Biddick, Kim Cavallaro, Keith Gray, Jo McCabe, Troy Miller, Stacy Childers, and Tom Deans.

Augé led a discussion on public comment, which was tabled to allow for levy conversation, and continued after the levy conversation was complete. This topic may be revisited at the July 28, 2015 board retreat.

R. Anderson introduced Stacy Childers from Springsted and Tom Deans from Knutson, Flynn & Deans and board members began a conversation about a possible levy. This item will be proposed for action at the July 21, 2015 board business meeting.

The meeting adjourned at 6:10 PM.

\_\_\_\_\_  
Clerk

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# Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Yassmin	Al-hadramy	Grade 1/2 Split Teacher	Webster	8/31/2015	\$36,798.00	Year
Jessica	Arver	Grade 3 Teacher	Castle	8/31/2015	\$43,284.00	Year
Eric	Berglund	Water Safety Instructor A	District Wide	6/8/2015	\$12.18	Hour
Gabrielle	Dabue	CE Marketing & Program Specialist	DEC	7/1/2015	\$38,000.00	Year
Ryan	DeLaCroix	Media EA	Tartan	9/8/2015	\$14.72	Hour
Heidi	Dreschel	Water Safety Assistant	District Wide	6/8/2015	\$8.91	Hour
Heidi	Dreschel	Water Safety Instructor A	District Wide	6/8/2015	\$12.18	Hour
Stephen	Garcia	Misc Activities	Tartan High School	6/15/2015	\$17.25	Hour
Samantha	Glowacki	Grade 3 Teacher	Carver	8/31/2015	\$41,239.00	Year
Mackenzie	Grant	Water Safety Instructor C	District Wide	6/8/2015	\$13.11	Hour
Kelly	Herrera	Spanish Teacher	Tartan	8/31/2015	\$40,405.00	Year
Sarah	Jorgenson	Water Safety Instructor A	District Wide	6/8/2015	\$12.18	Hour
Kelly	Kavanagh	Grade 6 Teacher	Skyview Middle	8/31/2015	\$22,470.60	Year
Alexis	Kelly	Water Safety Assistant	District Wide	5/7/2015	\$8.91	Hour
Charles	Kollasch	PT Driver	Bus Garage	9/8/2018	\$19.00	Hour
Andrew	Kremer	Sound & Light Technician	Tartan High School	5/30/2015	\$15.00	Hour
Katelyn	Krummel	Water Safety Assistant	District Wide	6/8/2015	\$8.91	Hour
Maria	Lofstuen	Grade 4 Teacher	Castle	8/31/2015	\$39,399.00	Year
Christine	Lorentzen	Water Safety Instructor A	District Wide	6/8/2015	\$12.18	Hour
Elizabeth	Ly	OJT Student	DEC	6/18/2015	\$10.25	Hour
Jonashka	Maldonado	Youth Enrichment Instructor	District Wide	6/8/2015	\$8.00	Hour
Linda	Martin	Language Arts Teacher	Tartan	8/31/2015	\$31,823.40	Year
Colleen	Monahan	Parent Volunteer Coordinator	Carver Elementary	9/8/2015	\$13.80	Hour
Lori	Pevon	Community Ed Clerk (Gr. 4, 12 mo, part-time)	DEC	8/17/2015	\$17.82	Hour
Brandin	Radcliff	Boys Baseball Coach	North	3/16/15	\$1,200.00	Assignment
Kristin	Radermacher	Math Teacher	Tartan	8/31/2015	\$50,399.00	Year
Molly	Roettger	Water Safety Instructor A	District Wide	6/8/2015	\$12.18	Hour
Erica	Tesdell	French Teacher	Maplewood/Skyview Middle	8/31/2015	\$32,401.00	Year
Jason	Walters	Teaching & Learning Programs Clerk (Gr. 5, 12 mo, part-time)	DEC	7/1/2015	\$17.27	Hour
Arrianna	Weldon	Youth Enrichment Instructor	District Wide	6/8/2015	\$8.00	Hour

# Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Ruth	Paisley	ECSE Supervisor (1 FTE)	ECFE Supervisor (.6 FTE)	7/1/2015	\$63,975.60	Year
Hillary	Pechacek	CE Site Manager - 10 Month	CE Site Manager - 12 Month	7/1/2015	\$36,388.62	Year
Karen	Peters	10 Month Driver/Custodian	PT Driver	9/8/2015	\$20.61	Hour
Linda	Powers	11 Month Driver/Custodian	PT Driver	9/9/2015	\$20.13	Hour
Alicia	Waeffler	Multi Level Systems Coord (240 Days)	MTSS & Federal Programs Coordinator (261 Days)	7/1/2015	\$87,000.00	Year

## Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Brittany	Enslin	CID Para	Castle	Unpaid	9/1/15 - 11/6/15

## Resignation

First Name	Last Name	Assignment	Building	Effective
Jameson	Bast	Art Teacher	Tartan	6/15/2015
Diane	Berlin	FT Driver/Custodian	Bus Garage	6/30/2015
Laura	Griebenow	CID Teacher	Castle	7/10/2015
Margaret	Helwig	SPED Teacher	North/Tartan	7/13/2015
Shelby	Johnson	English Learner Teacher	Webster	7/14/2015
Denise	Knutson	Community Ed Clerk (Gr. 4, 12 mo, full-time)	DEC	7/31/2015
Angela	LaBounty	Assistant Principal	Maplewood	7/31/2015
Frederman	Moreno Parra	World Language Teacher	Tartan	6/5/2015
Laurie	Pichert	School Social Worker	Cowern	6/24/2015
Therese	Rasch	Parent Volunteer Coordinator	Carver Elementary	6/5/2015

## Termination

First Name	Last Name	Assignment	Building	Effective
Clarissa	Herrera	Grant Support A	Skyview Middle School	6/5/2015
Jeannine	Nakpil	Equity Specialist	DEC	6/30/2015

## BID/RFP CALENDARS

<u>NAME OF BID</u>	<u>BID OPENING</u>	<u>BOARD MEETING</u>

<u>NAME OF RFP</u>	<u>RFP DUE DATE/TIME</u>	<u>BOARD MEETING</u> (if applicable)
<b>PLAYGROUNDS – BEAVER LAKE AND WEBSTER ELEMENTARY</b>	7/1/2015 10:00 A.M.	7/21/2015

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

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

IV. G. BID/REQUEST FOR PROPOSAL (RFP) AWARDS

Sealed Request for Proposals (RFPs) were solicited as required by law for goods and services listed below. The RFPs were opened and tabulated by the Business Office and are recommended for award to the lowest responsible contractors. RFP tabulations are on file in the Business Office.

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

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

<u>For</u>	<u>Vendor</u>	<u>#Bids</u>	<u>Fund</u>	<u>Amount</u>
<b>PLAYGROUNDS - BEAVER LAKE AND WEBSTER ELEMENTARY</b>				
<b><u>Beaver Lake</u></b> - Installation of playground equipment, fencing and concrete	Landscape Structures, Inc.	1	06	\$ 109,973.70
<b><u>Beaver Lake</u></b> - Playground Equipment	Flagship Recreation	1	06/09	\$ 165,026.30
<b><u>Webster Elementary</u></b> - Installation of playground equipment, fencing and concrete	Landscape Structures, Inc.	1	06	\$ 112,192.00
<b><u>Webster Elementary</u></b> - Playground Equipment	Flagship Recreation	1	06	\$ 61,368.96

# QUOTE



**Presented By:**  
 Flagship Recreation  
 4940 W. 35th Street  
 St. Louis Park MN  
 info@flagshipplay.com  
 (o) 763-550-7860  
 (f) 763-550-7864

**Project Name:** Webster Play Area BreakDown

**Project Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Bill To:** Please Advise

**Date:** 7/13/2015

**Drawing #:** \_\_\_\_\_

**Proposal #:** \_\_\_\_\_

**Lead Time:** 4 Weeks

Q	Item	Description	Unit Cost	Extended
1		<u>Landscape Structures PO</u> Playgrounds Equipment		\$ 112,192.00
1		<u>Flagship Recreation PO</u> Playground Installation		\$ 26,500.00
1		Concrete Curb		\$ 18,500.00
1		Engineered Wood Fiber		\$ 16,368.96

*SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE  
 ORDER ONLY UPON APPROVAL BY FLAGSHIP RECREATION, LLC CUSTOMER  
 RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.*

**Shipping** Included Above

**Subtotal** \$ 173,560.96

**Applicable Tax** Provide Exempt Cert.

**Installation** \_\_\_\_\_

**Total** \$ 173,560.96

7/13/2015  
 Date | Signature

\_\_\_\_\_  
 Print Name

Prices held if product ships before:  
**12/31/2015**

# QUOTE



**Presented By:**  
 Flagship Recreation  
 4940 W. 35th Street  
 St. Louis Park MN  
 info@flagshipplay.com  
 (o) 763-550-7860  
 (f) 763-550-7864

**Project Name:** Beaver lake billing break down

**Project Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Bill To:** \_\_\_\_\_ Please Advise

**Date:** 7/13/2015

**Drawing #:** \_\_\_\_\_

**Proposal #:** \_\_\_\_\_

**Lead Time:** 4 Weeks

Q	Item	Description	Unit Cost	Extended
		<b><u>Landscape Structures PO</u></b>		
1		Playground Equipment		\$ 109,973.70
		<b><u>Flagship Recreation PO</u></b>		
1		Playground Equipment Installation		\$ 19,765.00
1		Concrete Curb and Sidewalk		\$ 42,226.56
1		Playground Surfacing		\$ 61,720.60
1		Site Work and Landscaping		\$ 32,314.14
1		Music Instruments		\$ 9,000.00

*SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE  
 ORDER ONLY UPON APPROVAL BY FLAGSHIP RECREATION, LLC CUSTOMER  
 RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.*

**Shipping**

**Subtotal** \$ 275,000.00

**Applicable Tax** Provide Exempt Cert.

**Installation**

**Total** \$ 275,000.00

7/13/2015 | \_\_\_\_\_  
 Date Signature

\_\_\_\_\_  
 Print Name

Prices held if product ships before:  
**12/31/2015**

V. J. GRANT TO FUND BEAVER LAKE PLAYGROUND

Because the playground at Beaver Lake was deemed not safe for preschool children, staff applied for and received a grant from the Department of Human Services for \$137,500 to build an Early Learning Outdoor Environment. This grant is funded with state bond funds and will be available after July 1, 2015. The grant required a match from the district, which is made possible by and budgeted in the 2015-2016 Alternative Facilities Program.

THEREFORE, the Director of Community Education, Director of Student Services and Director of Business Services recommend the following resolution:

BE IT RESOLVED that ISD 622 will act as the legal sponsor for project(s) contained in the Early Childhood Learning and Child Protection Facilities Grant submitted on 1/15/15 and that Theresa Auge' is hereby authorized to apply to the Department of Human Services for funding of this project on behalf of ISD 622.

BE IT FURTHER RESOLVED that ISD 622 has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application ARE COMMITTED to the project identified.

BE IT FURTHER RESOLVED that ISD 622 has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, District 622 may enter into an agreement with the State of Minnesota for the above referenced project(s), and that ISD 622 certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that Theresa Auge' is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the School Board of ISD 622 on May 26, 2015.

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Authorized Official)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title) (Date)

\_\_\_\_\_  
(Title) (Date)

IV. H. DISBURSEMENTS

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

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

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

General Fund	\$	1,631,343.00
Food Service		301,559.00
Community Service		660,757.00
Building		134,147.00
Debt Redemption		6,350.00
Trust		309,569.00
OPEB Benefits Trust		17,727.00
		<hr/>
A/P Checks Disbursed (06-01-15 thru 06-30-15)	\$	3,061,452.00
Payroll Disbursed - Net (06-01-15 thru 06-30-15)	\$	2,739,894.00
Wire Transfers (06-01-15 thru 06-30-15)	\$	13,810,406.00
Investments on 07-14-15	\$	43,276,209.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	MATURES	AMOUNT
MSDLAF OTHER FUNDS	MM	0.02%	(BALANCE AT 07-14-15)		\$66,956.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.04%	(BALANCE AT 07-14-15)		\$17,034,577.00
P M A SECURITIES AAC 2015	VARIOUS	0.04%	(BALANCE AT 07-14-15)		\$9,487,046.00
P M A SECURITIES OPEB BONDS	VARIOUS	0.04%	(BALANCE AT 07-14-15)		\$14,994,961.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.30%	(BALANCE AT 05-31-15)		\$1,692,669.00
					<u>\$43,276,209.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

06-01-15 thru 06-30-15

DATE	FROM	TO		REASON
06/01/15	PREMIER BANK	DELTA DENTAL	\$134,186.00	MONTHLY PAYMENT
06/01/15	PREMIER BANK	HEALTH PARTNERS	\$268,770.00	HEALTH CLAIMS
06/01/15	PREMIER BANK	I R S	\$20,905.00	ACA TAX
06/01/15	PREMIER BANK	STATE OF MINN.	\$472,315.00	PAYROLL TAX
06/02/15	P M A	HEALTH PARTNERS	\$264,676.00	MEDICAL CLAIM FEES
06/02/15	PMA	HEALTH PARTNERS	\$264,496.00	MEDICAL CLAIM FEES
06/05/15	PREMIER BANK	ANNUITY COMPANIES	\$2,760,930.00	PAYROLL PAYABLES
06/08/15	PREMIER BANK	HEALTH PARTNERS	\$153,331.00	HEALTH CLAIMS
06/09/15	PREMIER BANK	BANKCARD	\$4,457.00	CREDIT CARD FEE
06/10/15	PREMIER BANK	CORPORATE HEALTH	\$28,485.00	FLEX PROCESSING
06/10/15	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/11/15	P M A	PREMIER BANK	\$2,385,000.00	A/P - P/R*
06/12/15	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/15/15	PREMIER BANK	HEALTH PARTNERS	\$301,602.00	HEALTH CLAIMS
06/15/15	PREMIER BANK	I R S	\$337,853.00	PAYROLL TAX
06/16/15	PREMIER BANK	STATE OF MINN.	\$50,978.00	PAYROLL TAX
06/17/15	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
06/19/15	PREMIER BANK	ANNUITY COMPANIES	\$46,116.00	PAYROLL PAYABLES
06/22/15	PREMIER BANK	ANNUITY COMPANIES	\$191,445.00	PAYROLL PAYABLES
06/22/15	PREMIER BANK	HEALTH PARTNERS	\$173,890.00	HEALTH CLAIMS
06/22/15	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/24/15	PREMIER BANK	CORPORATE HEALTH	\$90,202.00	FLEX PROCESSING
06/25/15	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
06/29/15	P M A	PREMIER BANK	\$2,475,000.00	A/P - P/R*
06/30/15	PREMIER BANK	CORPORATE HEALTH	\$9,952.00	FLEX PROCESSING
06/30/15	PREMIER BANK	HEALTH PARTNERS	\$248,745.00	HEALTH CLAIMS
06/30/15	PREMIER BANK	I R S	\$614,986.00	PAYROLL TAX
06/30/15	PREMIER BANK	MISCELLANEOUS	\$3,086.00	MISCELLANEOUS
		TOTAL	<u>\$13,810,406.00</u>	

\* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

VII. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS

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

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

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

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Target Corporation	\$500.00	Castle School Use
ECMC Group, Inc.	\$32,816.00	Maplewood Middle School
ECMC Group, Inc.	\$72,500.00	Go Grant! Maplewood Middle School
Kelly Kruzel	\$1,000.00	Harmony Learning Center Music Program
Kelly Kruzel	\$50.00	Harmony Learning Center - Supplies for Mr. Sahli's Classroom
Cowern PTG	18 Fintie Apple iPad cases (valued at \$215.82)	Cowern Elementary - Cases for iPads
Susan Purvis	\$20.00	Gladstone - Meals on Wheels
Truist	\$42.32	Gladstone - Meals on Wheels

MOTION:

SECOND:

Total fiscal year 2015-2016 monetary contributions: \$106,928.32

VI. A. 2. INITIAL OPERATING REFERENDUM RESOLUTION SETTING THE ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 622 that the school board adopt a resolution calling for a referendum election in November 2015 revoking the current authorization and replacing it with a new authorization with an increase of \$900 per pupil unit. This new authorization will have a duration of ten years with a factor for inflation.

MOTION:

SECOND:

VI. A. 3. INITIAL TECHNOLOGY REFERENDUM (CAPITAL PROJECTS LEVY)  
RESOLUTION SETTING THE ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 622 that the school board adopt a resolution calling for a Capital Projects referendum election in November of 2015 with authorization of approximately \$3,000,000 per year to fund the purchase, installation, and maintenance of software and technology for school instruction.

MOTION:

SECOND:

VI. B. 1. ADOPT POLICY

School districts are required to by Minnesota Rule 3525.2340, Subp. 4.B. to have a policy for determining the workload limits of special education staff who provide special education services to students who receive direct special education services 60% or less of their instructional day. Proposed Policy EM-020.34, Workload Limits for Certain Special Education Teachers, is the model policy developed by the Minnesota School Boards Association (MSBA). The Minnesota Administrators for Special Education also has endorsed the MSBA policy.

Therefore, the Superintendent of Schools recommends the following resolution:

BE IT RESOLVED that the School Board of Independent School District #622 hereby adopts Policy EM-020.34, Workload Limits for Certain Special Education Teachers.

MOTION:

SECOND:

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

<b>Policy Title</b>	<b>Policy Level</b>	<b>Date Approved/Revised</b>
<b>Workload Limits for Certain Special Education Teachers</b>	<b>EM-020.34</b>	

I. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

II. GENERAL STATEMENT OF POLICY

A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.

B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

III. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

**Rationale:** *The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.*

Adoption and Revision History	Incorporated Policies
Policy EM-020.34 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS This Policy Adopted:	MSBA 427

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

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
 Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")  
 Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**Cross References:** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
 MSBA/MASA Model Policy 608 (Instructional Services – Special Education)