



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

*Ready for tomorrow*

# SCHOOL BOARD MEETING

## Regular Meeting

**December 13, 2016  
6:00 PM**

**Board Members:**

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

**Superintendent:**

Christine Osorio

622 Education Center  
2520 East 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  
December 13, 2016  
6:00 PM**

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

**A G E N D A**

- I. Call to Order and Pledge of Allegiance**
- II. Approval of the Agenda**
- III. Public Comment**  
*An opportunity for public to comment on items pertaining to the agenda. Speakers shall complete a registration card and will have between two and four minutes, depending on the number of speakers, to speak on an agenda topic. The Public Comment section of the meeting shall last no longer than thirty minutes.*
- IV. Consent Agenda** 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 November 22, 2016 Business Meeting** 11
- B. Routine Personnel** 16
- C. Disbursements** 20
- V. Reports**
  - A. Student Board Representatives**
  - B. Superintendent**

C. Business Office

1. 2016 Payable 2017 Tax Levy - R. Anderson 24

*Director of Business Services Randy Anderson will be working through our 2016 Payable 2017 Property Tax Levy during this portion of the meeting before the School Board takes action on it later on in the meeting. This Levy Report and the opportunity for public discussion replaces what previously occurred at a separate meeting in December called "Truth in Taxation." Prior to adoption of the tax levy (during the Action portion of the meeting), we are required by MN Statute to discuss the levy, our 2016-2017 budget, and give the public the opportunity to comment. Randy shared this levy information with you at the October 11 work session as well at the September 27 business meeting when you adopted the Proposed 2016 Payable 2017 Tax Levy. Randy's powerpoint entitled "Levy and Budget - Discussion with the Public" is attached in BoardBook.*

2. Opportunity for Public Discussion of Tax Levy - R. Anderson

*Community members wishing to speak to the 2016 Payable 2017 Property Tax levy may fill out a card separate and distinct from the public comment portion of the meeting. Following Director Anderson's presentation, we will welcome feedback from those in attendance at the meeting.*

3. FY 2016 Audit - Eichten 42

*The accounting firm of Malloy, Karnowski, and Radosevich (MMKR), performed the audit according to their planned scope and timing previously discussed and coordinated with District management. Jim Eichten from MMKR will be on hand to present the audit and answer any questions.*

*At your spots at the meeting will be the following three bound books prepared by MMKR: Management Report; Financial Statements & Supplemental Information; and Extracurricular Student Activity Accounts. We will be sending you the information electronically as*

*well in a separate email as they are too large for Board Book.*

*An audit summary with audit findings is incorporated in the Management Report. Highlights of that report are as follows:*

\*The District was issued an unmodified opinion on the District's financial statements which means that the financial statements "give a true and fair view" in all material respects in accordance with applicable financial reporting standards.

\*No deficiencies in the District's internal control over financial reporting that are considered to be material weaknesses.

\*There were no instances of non-compliance that are required to be reported under Government Auditing Standards.

\*The Schedule of Expenditures of Federal Awards is fairly stated in relation to the basic financial statements.

\*The results of audit tests indicate that the District has complied, in all material respects, with the types of compliance requirements applicable that could have a direct and material effect on each of its major federal programs.

\*During the audit it was noted that the District does not have documented written controls to ensure compliance with the U.S. Office of Management and Budget's Uniform Guidance which is a new requirement. This has been listed as a significant deficiency and approximately 90% of all school districts received this finding.

\*In accordance with Minnesota Statutes, the District's school board has elected not to exercise control over the transactions of the extracurricular student activity accounts maintained at various District sites. One deficiency was noted in the accounting of the District's extracurricular student activity programs. These are explained on page 2 of the Management Report.

\*All significant transactions have been recognized in the financial statements in the proper period.

\*No difficulties in dealing with management were encountered during

the auditing process.

\*The overall fund balance increased from \$3,975,251 to \$12,983,917 of which \$3,186,500 was from the sale of Valley Crossing Community School. The unassigned fund balance which the District can use at its discretion increased from \$3,165,529 to \$7,219,266, an increase of \$4,053,737 which exceeds the projected amount of \$3,789,894.

\*The District has adopted an unassigned fund balance policy of 5 - 7% of the annual budget. On June 30, 2016, the unassigned fund balance of the General Fund was 5.6% of current year expenditures.

\*All other Funds including Food Service, Community Service, Construction, and Debt Service performed as predicted in the budgeting process.

\*More detailed information on the District's 2015-16 audits is contained in the Financial Statements, Management Report, and Extracurricular Student Activity Report.

***Randy would like to recognize Ed McCarthy and Janet Doman for their outstanding work in overseeing the audit process.***

#### D. Teaching & Learning

##### 1. JROTC - Miller/Wilkinson//Buesgens

***JROTC Leaders, Dave Wilkinson and Brian Buesgens will be sharing a short video highlighting their program. The video has many action pictures with a voice over sharing interesting facts about our program. Three of our current JROTC cadets will be attending the meeting (they hope to lead the Pledge). The leaders and cadets are excited to answer any questions.***

#### VI. Action Items

##### A. Business Office

##### 1. Acknowledgment of Contributions - Yener

***\*I recommend that we accept with appreciation the contributions***

*presented by Treasurer Yener for a 2016-2017 total of \$39,544.76.*

2. Approval 2016 Payable 2017 Tax Levy - R. Anderson 58

*The final property tax levy must be certified to the counties and the Minnesota Department of Education (MDE) by December 28, 2016. Therefore, a final decision on the levy must be made at the December 13 business meeting. The public will be given an opportunity to comment on the levy prior to approval.*

*The total levy amount recommended by administration for approval is \$47,731,230. This total amount is an increase of \$6,503,899 or 15.78% from last year's levy amount. This increase is primarily due to the passage of the District's operating referendum.*

*\*I recommend that the 2016 Payable 2017 Tax Levy be approved.*

3. Acceptance FY 2016 Audit Report - R. Anderson 59

*Our auditor, Jim Eichten, shared the 2015-2016 Audit Report and answered questions during the discussion portion of the meeting. The Board is required to take action on accepting the 2015-2016 Audit and will do so during this portion of the meeting.*

*\*I recommend that the 2015-2016 Audit be approved as presented.*

4. Policy Addition E-096 (Procuring Materials & Services) - R. Anderson 60

*You first heard about this policy at the November 15 work session and discussed it again for a first reading at the November 22 business meeting.*

*Per statute, school districts must establish a procurement policy to ensure goods and services are purchased in a prompt, cost effective, and legal manner. In addition, school districts that receive federal grant money must now be in audit compliance within the Federal Uniform Guidance which requires school districts to have a prescribed procurement policy and procedures in place when using federal grant money to purchase goods and services. Policy E-096, Procuring*

*Materials & Services, fulfills that requirement.*

*\*I recommend that Policy E-096 be adopted as presented.*

5. Hometown Solar Grant - R. Anderson

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*This grant application is for the Minnesota Municipal Power Agency's (MMPA) Hometown Solar Grant. The purpose of the grant program is to provide an educational asset to MMPA member communities and to help teach local youth first-hand how sunlight is converted into electricity, as well as the unique characteristics of solar power. The grant is for the cost and construction of a 5 kilowatt solar panel installation (Solar Facility) within the vicinity of North Senior High School. The solar panel will be used in conjunction with North's education curriculum and the Solar Facility will be used to support learning opportunities in the classroom, with real time and historical data from an online dashboard.*

*\*I recommend that the resolution for the North Senior High School Grant Application of the Minnesota Municipal Power Agency's Hometown Solar Grant be approved.*

B. Human Resources

1. 2017-2018 School Calendar - Gray

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*The 2017-2018 Calendar had a first reading at the November 22 business meeting, and action is requested at this time.*

*As you recall, a joint committee led by district administration and teachers works each year to recommend a district calendar to the Board. This fall the committee used the monthly Employee News to survey 622 staff and gather broad input before proposing this calendar to the Board. This proposed calendar looks quite similar to the calendar adopted last year. As you may remember from last year, our calendar was altered to improve delivery of staff development by moving a day out of Welcome Back Week and adding another professional development day during the school*

*year. We also reduced by one student contact day for 16-17.*

*Given the success of last year's calendar, our committee recommends we keep the same format for 17-18. This proposal continues to leave us with 172 contact days, equal to Mahtomedi and Stillwater, and still well above the state requirement of 165 days.*

*The School Board must also take action to have business and school on Columbus Day and Veteran's Day in accordance with state statute.*

*\*I recommend that the 2017-2018 School Calendar & Resolution to Conduct Business on Columbus Day & School on Veteran's Day be approved.*

C. Superintendent

1. Strategic Plan Recommendation - Osorio

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*I will share a powerpoint with the Board to walk through the phases of development thus far with the Strategic Plan. After my presentation, Board members will be asked to vote on a resolution to approve the Strategic Plan one-pager which includes Core Values, Mission, Mission Outcomes, and Strategies.*

*Once the Board approves this initial plan, we will present all action plans, timelines, and accountability measures to Board in February.*

*\*I recommend that the Strategic Plan Recommendation be approved as presented.*

D. School Board

1. Set Special Meeting

*This special meeting is required for three specific purposes; oath of office, election of officers, and acting on organizational resolutions.*

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

2. Set Time, Location and Agenda for January 10, 2017 Work Study Session

*We have already set the date for the January 10 work session, but we need to take action on the time, location and agenda.*

*Since the special meeting that precedes the work session has a suggested start time of 4:30 p.m., I recommend that the work session begins at approximately 4:45 p.m., or immediately after the adjournment of the special session. Suggested agenda items include: Ice Breaker, Superintendent Check In, a Facility Analysis presentation with Randy Anderson and a representative from the architectural firm LHB, a Review of the 2017-2018 Enrollment & Financial Projections with Randy, and a first glimpse of Transportation Policy Revisions with Randy as well as a revision of Policy E-008 (Gifts to & Solicitation by Employees & School Board Members).*

*\*I recommend that the January 10, 2017 work study session begins immediately following the January 10, 2017 special meeting (approximate start time of 4:45 p.m.) in Room 202 of the District Education Center with the following agenda items: 1)Ice Breaker; 2)Superintendent Check In; 3)Facility Analysis; 4)Review of 2017-2018 Enrollment & Financial Projections; and 5)Policy Revisions.*

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

- A. January 10, 2017 Work Study Session
- B. January 24, 2017 Business Meeting 6:00 p.m. (Board Room)

## **VIII. Board Communications**

*An opportunity for Board Members to share relevant information from*

*partnerships, assigned meetings or community events.*

**IX. Adjourn**

#### IV. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

BE IT RESOLVED by the School Board of Independent School District No. 622 that Consent Agenda Items, IV.A. through IV.C., 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  
November 22, 2016**

Chair Coborn called the meeting to order at 6:01 p.m. with the following present: Chair Coborn, Vice Chair Hunt, Clerk Neve, Treasurer Yener, Directors Augé, Livingston, Superintendent Osorio, and Student Board Representative Larsen. Absent: Director Anderson, and Student Board Representative Ato.

Others present were: Troy Miller, Assistant Superintendent; and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance led by Bryan Munter.

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

THAT the agenda be approved as presented.

During the Public Comment portion of the meeting, Rory Sanders addressed the Board with comments from the November 15, 2016 special meeting; and specifically thanked staff members for their work with the recent passage of the levy.

The Consent Agenda was considered. Hunt asked that Item IV. D., Routine Personnel, be removed for discussion. Augé moved and Yener seconded the following resolution, which carried on a 6 - 0 vote:

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

(Anderson arrived)

Hunt commented on Consent Agenda Item IV.D., Routine Personnel, stated that his wife had been hired for a position, and therefore would be abstaining from voting on the item. Neve moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote with Hunt abstaining:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the following Consent Agenda Item, IV.D., be approved as written, and a copy of the agenda item is attached to the minutes.

North High Student Board Representative Shelby Larsen read Ato's report in her absence and mentioned the following items for Tartan High School: North/Tartan adaptive soccer team went to the State Championship last week and had an overall tremendous season; the fall musical, Little Mermaid, was a huge success and the next production will be Into the Woods; the winter semi-formal dance is on December 9 at the National Guard Blackhawk Hanger by the International Airport; Holiday Helping Hands is underway and third hour classes are adopting families in the community for the holidays; Students Against Destructive Decisions celebrated Chemical Health Week by making the student population aware of the horrific effects of drug and alcohol usage; Band had a terrific start to their performance season with their first concert last Thursday; and BPA hosted a blood drive today.

Larsen continued with her North High report: Student Council hosted a Sadie's Dance last Friday; the group was also busy collecting money to send gifts to current soldiers and wounded warriors in honor of Veteran's Day; Yeah for Toys has begun and loose change is being gathered and added up to provide gifts for families during the holidays; National Honor Society and Student Council have tutoring during 4<sup>th</sup> hour reading time on Tuesdays and Thursdays after school; Adaptive Soccer had a great season; Girls Swimming had 2 students that both swam in the state meet at the U of M; fall sports are coming to an end and winter sports are just beginning; Footloose was an excellent show; Debate Club has been going on; Math Team is up and running; a new homework policy is in place and everyone is excited to see how this brand new idea works to help students meet homework deadlines; and the administrative team has been meeting monthly with student leadership groups with a purpose to unite all school groups together so that everyone can do their best.

Osorio started her report with a Veteran's Day video which highlighted the numerous celebrations that took place in District 622 schools. She then shared her goals for the 2016-2017 school year, noting that she had first presented them to board members for their feedback at the November 15, 2016 work study session.

Osorio showed a message that she will be sending out to all families via School Messenger tomorrow which expresses gratitude and highlights recent successes.

Miller introduced North High Athletic Director Jed Helwig and Tartan High Athletic Director Bryan Munter highlighted student activities and athletics at our high schools. They showed a video that captured the following: Choir; North/Tartan Paul Allen Show; Leadership Council; North/Tartan Basketball Games (along with Dance and Band); North/Tartan Adaptive Soccer; School Plays; and participation rates. Munter and Helwig talked about Senior Passes; Girls Hockey Co-op; and school spirit.

Coborn took a moment to share the Board's desire to affirm that District 622 has high expectations for students and staff to be welcoming to all. She asked Hunt to read Policy E-044, Respect in the Workplace, which captured the Board's sentiment.

Osorio presented a first formal reading of Policy E-096, Procuring Materials & Services. She noted that R. Anderson had reviewed the policy at the November 15 work session and that the policy would be proposed for action at the December 13, 2016 business meeting.

Osorio shared the 2017-2018 school calendar for a first reading. Action on the calendar will be proposed at the December 13, 2016 business meeting.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 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>
Christa Waymire	\$50.00	John Glenn CREED program
City of Maplewood	\$1,280.00	Weaver - Deep Portage Transportation
Bolton & Menk, Inc.	\$500.00	Weaver - Deep Portage Transportation
Cowern PTG	\$2,100.00	Cowern - Wolfridge Bus
Anonymous	Children's sweatpants (valued at \$100.00)	Eagle Point Health office
Lemonz, Inc.	\$2,684.00	North High - National Honor Society
Cowern PTG	\$2,126.00	Cowern - multiple grade level field trips
Truist	\$42.32	Meals on Wheels
Michael Testa	\$50.00	Meals on Wheels
Michael & Elizabeth Horn	Wii gaming system, 10 Wii games, 2 Wii controllers, 2 steering wheels, 2 nunchucks, 2 controller covers	District 622 - Next Step Program
Kittie Kisby	\$40.00	John Glenn
Christa Waymire	\$50.00	John Glenn CREED program

Hunt moved and Augé seconded, which carried on a 7 - 0 vote:

BE IT RESOLVED that the School Board of Independent School District #622 hereby adopts Policy E-094 (Staff Notification of Violent Behavior by Students); and Policy E-095 (Post-Issuance Debt Compliance).

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

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

- E-011 (Student Surveys)
- EM-020.15 (Student Discipline & Notice of Suspension)

Curriculum and Staff Development Coordinator Penny Baker presented high school course proposals and name changes beginning Fall 2017. Anderson moved and Augé seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED, that the School Board of ISD 622 adopt the course curricula and course name changes beginning Fall 2017 for:

- New Course Proposals
  - AP Environmental Science
  - CIS Exploring the Teaching Profession
  - CIS Teacher Cadets
  - Strategies for College Reading A/B
- Course Name Changes

Current	Proposed
Digital Fabrication A: Introduction	How to Make Almost Anything 'A': Intro
Digital Fabrication B: Mechanical	How to Make Almost Anything 'B': Mechanical
Digital Fabrication C: Electrical	How To Make Almost Anything 'C': Electrical
New Technologies in Art I	Graphics Arts I
New Technologies in Art 2	Graphics Arts 2
Intermediate Algebra	Algebra 3

Coborn asked board members to set a work study session for discussing audit and budget related questions. She also noted the need to set the location and agenda for the December 13, 2016 reflection study session. Neve moved and Hunt seconded the following motion, which carried on a 7 - 0 vote:

THAT a work study session be held on December 13, 2016 from 4:30 - 5:00 p.m. in Room 202 of the District Education Center with the following agenda item: Audit/Budget Discussion; followed by the December 13, 2016 reflection study session beginning at 5:00 p.m. in Room 202 of the District Education Center and including the following agenda items: 1)Ice Breaker; 2)Superintendent Check-In; 3)Reports (Committees, Liaisons, Training, Conferences); 4)Board Officer Succession; and 5)Board Committees.

During Board Communications, the following items were shared:

- ✓ Yener mentioned that comments made in the Superintendent's Report and the reading of the Respect in the Workplace policy was important to be stated and not considered to be political as incidents have occurred in the District since Election Day and the statements read were relevant.
- ✓ Neve shared news from the recent Tartan Joint Powers meeting that she had attended with Augé. She said it was a great discussion and good things are

happening. She added that a tour of the facilities including the arena and the “bubble” were given after the meeting.

- ✓ Hunt reported that he will be attending MSBA’s delegate assembly in December with Augé and Yener to discuss legislative items. They will report on their work at a future board meeting.
- ✓ Livingston read a “Sainted” item from last week’s Pioneer Press that was written by community member Denny Fendt that addressed the recent passage of the levy.
- ✓ Anderson thanked voters in the District for being informed about issues and he shared his appreciation for their support of the levy. He said that he was honored to be in a district where there is large civic involvement.
- ✓ Augé thanked everyone for their gallant efforts to be informed. She reminded everyone to be careful with the inclement weather approaching.
- ✓ Coborn wished everyone safe travels and a nice holiday.

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

THAT the meeting be adjourned.

The meeting adjourned at 7:29 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).

# Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Brad	Markfort	Boys Basketball - Assistant Coach	North	11/21/16	\$4,507.65	assignment
Jeremy	Abrego	Boys Basketball - Assistant Coach	North	11/21/16	\$3,477.33	assignment
Anthony	Acosta	Sound & Light Technician	North	11/1/16	\$17.25	hour
Phillip	Albert	Girls Basketball - Head/Assistant Coach	Skyview Middle	11/7/16	\$2,203.60	assignment
Mannuel	Alderete	Behavior Intervention Assistant	Webster	12/5/16	\$21.85	hour
Akeelah	Anderson	AC OJT Student Worker	Cowern	11/28/16	\$10.25	hour
Ashlie	Anzel	Girls Basketball - Head Coach	North	11/14/16	\$6,439.50	assignment
Timothy	Baden	Boys Swimming - Assistant Coach	North	11/28/16	\$4,056.89	assignment
Todd	Baker	9Month- PT Night Custodian	District Wide	12/6/16	\$16.58	hour
Arianna	Baxter	Water Safety Aid	District Wide	11/17/16	\$9.50	hour
Tess	Behrens	Boys Swimming - Head Coach	North	11/28/16	\$5,409.18	assignment
andrew	Berreth	Behavior Intervention Assistant	Oakdale	11/21/16	\$21.85	hour
Susan	Braaten	Girls Basketball - JV Coach	Tartan	11/14/16	\$3,734.91	assignment
Sally	Butwin	SPED Resource Teacher	John Glenn/North	12/5/16	\$46,033.52	year
Judy	Cameron	FSIII - Cafeteria Assistant (Short Hour)	North	12/5/16	\$13.11	hour
Neal	Carlson	Boys Hockey - Assistant Coach	North	11/14/16	\$4,507.65	assignment
Michelle	Ciceron	MN Para	Oakdale	11/28/16	\$15.91	hour
Christopher	Cook	1:1 SPED Para	John Glenn/Bus Garage	11/28/16	\$14.51	hour
Matthew	Cory	Boys Swimming - Head Coach	Tartan	11/28/16	\$5,924.34	assignment
Thomas	Cummings	Boys and Girls Wrestling - Assistant Coach	John Glenn	10/31/16	\$1,552.00	assignment
Benjamin	Dahlen	Boys Hockey - Assistant Coach	North	11/14/16	\$4,378.86	assignment
Jahleel	Davis	In-house Basketball Coach	Webster	10/3/16	\$2,000.00	assignment
Jahleel	Davis	SPED Building Para	Webster	11/7/16	\$14.51	hour
Madisyn	Edmisten	AC OJT Student Worker	Castle	11/28/16	\$10.25	hour
Lisa	Ernst	Enrichment Instructor	Skyview Middle	12/10/16	\$22.26	hour
Jaynell	Feider	Girls Swimming - Assistant Coach	Tartan	8/15/16	\$2,064.64	assignment
Kelsey	Field	Dance Line	Tartan	9/6/16	\$3,270.00	assignment
Kayla	Finn	Building EA	Castle	11/16/16	\$14.57	hour
Robert	Franzwa	Boys Wrestling - Assistant Coach	Tartan	11/21/16	\$3,477.33	assignment
Allison	Gargulak	Boys Swimming - Assistant Coach	Tartan	11/28/16	\$1,159.11	assignment
Adam	Ghormley	Boys and Girls Wrestling - Head Coach	Skyview Middle	11/7/16	\$2,467.20	assignment
Adam	Ghormley	Boys Wrestling - Assistant Coach	North	11/21/16	\$2,550.00	assignment
Daniel	Glass	Theater Accompanist	Tartan	10/17/16	\$1,170.00	assignment
Gavin	Graham	Girls Basketball - Assistant Coach	John Glenn	10/31/16	\$1,940.00	assignment
Brady	Grewe	Girls Basketball - Head Coach	John Glenn	10/31/16	\$2,467.20	assignment

Mike	Hall	Girls Hockey - Assistant Coach	Tartan	10/31/16	\$4,378.86	assignment
Allison	Hannon	Girls Skiing - Head Coach	North	11/14/16	\$4,894.02	assignment
Amy	Hansen	SPED Resource Teacher	Castle/Eagle Point	11/21/16	\$25,796.53	year
Wade	Hausken	Boys Skiing - Assistant Coach	North	11/14/16	\$2,962.17	assignment
Steven	Haverty	9Month- PT Night Custodian	District Wide	12/6/16	\$16.58	hour
Lisa	Heart	Girls Gymnastic - Head Coach	Tartan	11/14/16	\$6,954.66	assignment
Daniel	Hubin	Girls Gymnastic - Assistant Coach	Tartan	11/14/16	\$3,992.49	assignment
Joseph	Janquart	Boys Basketball - Head Coach	North	11/21/16	\$6,697.08	assignment
Megan	Jaworski	ECSE Teacher	Gladstone	12/1/16	\$40,999.58	year
Michael	Jett	SPED Building Para	Tartan	12/6/16	\$14.85	hour
Malaine	Johnson	FAN Para	Cowern	12/6/16	\$15.91	hour
Phillip	Jorgenson	Sound & Light Technician	North	11/1/16	\$15.00	hour
Jack	Jurgensen	PT Arena Worker	Arenas	11/21/16	\$9.85	hour
Noah	Kaiser	Boys Basketball - Assistant Coach	North	11/21/16	\$4,378.86	assignment
Wilson	Kass	AC OJT Student Worker	Eagle Point	11/28/16	\$10.25	hour
Thomas	Keefer	Boys and Girls Wrestling - Assistant Coach	John Glenn	10/31/16	\$1,940.00	assignment
Lori	Kolberg	Math Class Size Reduction Teacher	Webster	11/8/16	\$12,462.00	year
Kendra	Krepel	Girls Gymnastics - Assistant Coach	North	11/14/16	\$3,219.75	assignment
Ronald	Kruschwitz	Girls Basketball - Assistant Coach	John Glenn	10/31/16	\$1,144.60	assignment
Michael	Larson	Boys Hockey - Assistant Coach	Tartan	11/14/16	\$294.38	assignment
Ryan	Larson	Girls Basketball - Head Coach	John Glenn	10/31/16	\$2,467.20	assignment
Trista	Larson	Girls Gymnastics - Co-Head Coach	North	11/14/16	\$5,216.00	assignment
Colin	Leitch	Boys Hockey - Assistant Coach	Tartan	11/14/16	\$3,992.49	assignment
Candace	Leuthe	Building EA	North	12/7/16	\$14.72	hour
Kendrick	Livers	Girls Basketball - Assistant Coach	Tartan	11/14/16	\$4,250.07	assignment
Charles	Lloyd	Boys Wrestling - Assistant Coach	North	11/21/16	\$4,250.07	assignment
Abigail	Luger	Girls Basketball - Assistant Coach	North	11/14/16	\$4,121.28	assignment
Jared	Lyle	Boys Wrestling - Assistant Coach	North	11/21/16	\$4,765.23	assignment
Alexandra	McCabe	Girls Gymnastics - Assistant Coach	North	11/14/16	\$3,348.54	assignment
Erin	McCabe	Girls Gymnastics - Co-Head Coach	North	11/14/16	\$5,216.00	assignment
Matthew	McCabe	Boys Basketball - Assistant Coach	North	11/21/16	\$4,636.44	assignment
Prudence	McQuiston	Girls Hockey - Assistant Coach	North	11/21/16	\$3,541.73	assignment
Alyssa	Meech	Girls Gymnastics - Assistant Coach	Tartan	11/14/16	\$4,378.86	assignment
Jeffrey	Melson	Girls Basketball - Assistant Coach	Tartan	11/14/16	\$4,507.65	assignment
David	Michaelson	Girls Basketball - Assistant Coach	North	11/14/16	\$3,477.33	assignment

Denver	Moeller	Boys Wrestling - Head Coach	North	11/21/16	\$6,568.29	assignment
Troy	Morisette	Boys Wrestling - Assistant Coach	Tartan	11/21/16	\$3,000.00	assignment
Andrew	Navis	Boys Hockey - Head Coach	North	11/21/16	\$5,151.60	assignment
Israel	Neumann	Girls Basketball - Head/Assistant Coach	Skyview Middle	11/7/16	\$2,203.60	assignment
Timothy	Obr	Girls Basketball - Head Coach	Tartan	11/14/16	\$6,954.66	assignment
Lisa	Pavel	Lunch/Playground Monitor	Cowern	11/21/16	\$15.02	hour
Nathaniel	Peasley	Boys Hockey - Head Coach	North	11/14/16	\$6,697.08	assignment
David	Perkins	Football Official	Tartan	10/3/16	\$66.00	per game
Amy	Peterson	Math Class Size Reduction Teacher	Richardson	11/28/16	\$22,782.81	year
Sarah	Peterson	Student Services Program Supervisor	DEC	12/5/16	\$112,000.00	year
Diane	Pottratz	Boys Swimming - Assistant Coach	North	11/28/16	\$3,928.10	assignment
Rebecca	Pratts	Girls Dance - Head Coach	Tartan	10/24/16	\$4,765.23	assignment
Rachel	Price	Girls Dance - Assistant Coach	Tartan	10/24/16	\$3,477.33	assignment
Colleen	Rafferty	Enrichment Instructor	Skyview Middle	12/10/16	\$19.88	hour
Adam	Readinger	Sound & Light Technician	North	11/1/16	\$15.00	hour
Joseph	Recchio	Boys Wrestling - Heach Coach	Tartan	11/21/16	\$6,697.08	assignment
Amanda	Richie	Girls Dance - Assistant Coach	Tartan	10/24/16	\$3,090.96	assignment
William	Robertson	Sound & Light Technician	North	11/1/16	\$15.00	hour
Stephen	Romanchuk	Boys Hockey - Head Coach	Tartan	11/14/16	\$7,341.03	assignment
Joseph	Rubbelke	Boys Hockey - Assistant Coach	North	11/14/16	\$2,303.00	assignment
Ray	Sierakowski	Boys Hockey - Assistant Coach	Tartan	11/14/16	\$5,280.39	assignment
Jacoby	Simes	In-house Basketball Coach	Webster	10/3/16	\$2,000.00	assignment
Amber	Stavig	Girls Basketball - Assistant Coach	North	11/14/16	\$4,378.86	assignment
Robert	Tallarico	Boys Hockey - Assistant Coach	Tartan	11/14/16	\$2,318.22	assignment
Kyle	Taylor	Boys and Girls Wrestling - Head/Assistant Coach	Skyview Middle	11/7/16	\$2,203.60	assignment
Peter	Toy	Boys Hockey - Assistant Coach	North	11/14/16	\$2,303.00	assignment
Nathan	Trulen	Boys Wrestling - Assistant Coach	Tartan	11/21/16	\$3,900.00	assignment
Matthew	Trulen	Boys Wrestling - Assistant Coach	Tartan	11/21/16	\$4,346.66	assignment
Spencer	Waldvogel	Boys Basketball - Assistant Coach	North	11/21/16	\$4,121.28	assignment
Diane	Wales	Head Basketball Coach	Webster	10/3/16	\$3,000.00	assignment
Michael	Wales	Traveling Basketball Coach	Webster	10/3/16	\$3,000.00	assignment
Antawan	Walker	Misc Activities	North	9/30/16	\$17.25	hour
Greg	Weier	Girls Skiing - Assistant Coach	Tartan	11/14/16	\$1,996.24	assignment
Greg	Weier	Boys Skiing - Assistant Coach	Tartan	11/14/16	\$1,996.24	assignment
Darrell	Zeske	Misc Activities	Skyview Middle	11/7/16	\$17.25	hour
Theresa	Zietlow	1:1 SPED Para	John Glenn	11/21/16	\$15.55	hour

## Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Denise	Baker	Lunch/Playground Monitor .08	Lunch/Playground Monitor .09	11/16/16	\$14.33	hour
Rebecca	Boehm	Lunch/Playground Monitor .08	Lunch/Playground Monitor .09	11/16/16	\$16.36	hour
Chris	Galbraith	Boys Soccer - Head Coach	Boys Soccer - Head/Assistant Coach	11/28/16	\$7,984.98	assignment
Debra	Gibson	Lunch/Playground Monitor .08	Lunch/Playground Monitor .09	11/16/16	\$13.70	hour
Kionna	Hampton	Intervention EA .15	CREED Para .27	11/28/16	\$15.91	hour
Elizabeth	Hubert	Lunch/Playground Monitor .08	Lunch/Playground Monitor .09	11/16/16	\$14.33	hour
Lori	Kolberg	MTSS Intervention EA .21	MTSS Intervention EA .04	11/8/16	\$13.82	hour
Kate	Laufenberg	MN Para .13 & SPED Bldg Para .13	SPED Bldg Para .25	12/6/16	\$15.91	hour
Richard	Martines	Boys Soccer - JV Coach	Boys Soccer - JV/Assistant Coach	11/28/16	\$4,024.68	assignment
Corliss	Schug	CREED Para .27	SPED Bldg Para .27	11/21/16	\$15.91	hour
Mary	Stowers	Lunch/Playground Monitor .09	Lunch/Playground Monitor .10	11/7/16	\$17.86	hour

## Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Jinger	Bruz	Speech Pathologist	John Glenn	Child Care	1/20/17 - 2/3/17

## Resignation

First Name	Last Name	Assignment	Building	Effective
April	Bartone	PT Bus Driver	Bus Garage	11/29/2016
Natasha	Halseth	HR Specialist	DEC	12/2/2016
Jodi	Hietpas	Chaperone	Skyview Middle	11/14/16
Lynda	Johnson	SPED Resource Teacher	Webster	12/8/2016
Michael	Larson	Boys Hockey - Assistant Coach	Tartan High School	12/5/16
Candace	Leuthe	FAN Para	North	12/2/2016
Alyssa	McGaughey	Lunch/Playground Monitor	Webster	11/18/2016
Kellie	Nelson	Grade 4 Teacher	Cowern	12/5/2016
Awil	Omar	Grant Support A	North	10/29/2016
Sarah	Steele	CREED Para	Skyview Elementary	12/9/2016
Sarah	Steele	Adv. Conn. SN CC Para	Eagle Point	12/9/2016
Anita	Traynor	LPN	Webster	12/30/16
Marguerite	Williams	ABE Facilitator	Harmony	11/29/2016

## Termination

First Name	Last Name	Assignment	Building	Effective
Marchellose	Williams	1:1 SPED Para	John Glenn	11/17/2016

IV. 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	\$	1,419,109.00
Food Service		381,373.00
Community Service		817,133.00
Building		0.00
Debt Redemption		450.00
Trust		122,239.00
Internal Service Fund Health Insurance		0.00
OPEB Benefits Trust		15,166.00
		<hr/>
A/P Checks Disbursed (11-01-16 thru 11-30-16)	\$	2,755,470.00
Payroll Disbursed - Net (11-01-16 thru 11-30-16)	\$	4,394,658.00
Wire Transfers (11-01-16 thru 11-30-16)	\$	17,069,655.00
Investments on 12-05-16	\$	44,257,792.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	MATURES	AMOUNT
MSDLAF OTHER FUNDS	MM	0.47%	(BALANCE AT 12-02-16)		\$206,807.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.67%	(BALANCE AT 12-02-16)		\$30,675,106.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.34%	(BALANCE AT 12-02-16)		\$12,036,523.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.32%	(BALANCE AT 12-02-16)		\$1,339,356.00
					<u>\$44,257,792.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

11-01-16 thru 11-30-16

DATE	FROM	TO		REASON
11/01/16	PREMIER BANK	DELTA DENTAL	\$133,789.00	MONTHLY PAYMENT
11/01/16	PREMIER BANK	STATE OF MINN.	\$139,576.00	PAYROLL TAX
11/04/16	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
11/07/16	PREMIER BANK	ANNUITY COMPANIES	\$747,380.00	PAYROLL PAYABLES
11/07/16	PREMIER BANK	HEALTH PARTNERS	\$211,505.00	HEALTH CLAIMS
11/09/16	PREMIER BANK	CORPORATE HEALTH	\$20,502.00	FLEX PROCESSING
11/10/16	P M A	PREMIER BANK	\$4,050,000.00	A/P - P/R*
11/14/16	PREMIER BANK	HEALTH PARTNERS	\$462,904.00	HEALTH CLAIMS
11/15/16	PREMIER BANK	CORPORATE HEALTH	\$13,541.00	FLEX PROCESSING
11/15/16	PREMIER BANK	I R S	\$792,573.00	PAYROLL TAX
11/15/16	PREMIER BANK	I R S	\$50,247.00	ACA TAX
11/16/16	P M A	PREMIER BANK	\$240,000.00	A/P - P/R*
11/16/16	PREMIER BANK	STATE OF MINN.	\$124,543.00	PAYROLL TAX
11/17/16	P M A	HEALTH PARTNERS	\$235,662.00	MEDICAL CLAIM FEES
11/17/16	PREMIER BANK	ANNUITY COMPANIES	\$239,335.00	PAYROLL PAYABLES
11/17/16	PREMIER BANK	PITNEY BOWES	\$3,050.00	POSTAGE
11/18/16	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
11/18/16	PREMIER BANK	I R S	\$90,595.00	PAYROLL TAX
11/21/16	PREMIER BANK	HEALTH PARTNERS	\$164,211.00	HEALTH CLAIMS
11/21/16	PREMIER BANK	STATE OF MINN.	\$13,702.00	PAYROLL TAX
11/28/16	P M A	PREMIER BANK	\$5,615,000.00	A/P - P/R*
11/29/16	PREMIER BANK	CORPORATE HEALTH	\$54,734.00	FLEX PROCESSING
11/29/16	PREMIER BANK	HEALTH PARTNERS	\$297,758.00	HEALTH CLAIMS
11/30/16	PREMIER BANK	ANNUITY COMPANIES	\$550,218.00	PAYROLL PAYABLES
11/30/16	PREMIER BANK	I R S	\$810,715.00	PAYROLL TAX
11/30/16	PREMIER BANK	MISCELLANEOUS	\$8,115.00	MISCELLANEOUS
		TOTAL	<u>\$17,069,655.00</u>	

\* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

11-01-16 thru 11-30-16

DATE	FROM	TO		REASON
11/17/16	P M A	HEALTH PARTNERS	\$235,662.00	MEDICAL CLAIM FEES
11/04/16	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
11/10/16	P M A	PREMIER BANK	\$4,050,000.00	A/P - P/R*
11/16/16	P M A	PREMIER BANK	\$240,000.00	A/P - P/R*
11/18/16	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
11/28/16	P M A	PREMIER BANK	\$5,615,000.00	A/P - P/R*
	P M A	PREMIER BANK		A/P - P/R*
11/07/16	PREMIER BANK	ANNUITY COMPANIES	\$747,380.00	PAYROLL PAYABLES
11/17/16	PREMIER BANK	ANNUITY COMPANIES	\$239,335.00	PAYROLL PAYABLES
11/30/16	PREMIER BANK	ANNUITY COMPANIES	\$550,218.00	PAYROLL PAYABLES
	PREMIER BANK	ANNUITY COMPANIES		PAYROLL PAYABLES
11/09/16	PREMIER BANK	CORPORATE HEALTH	\$20,502.00	FLEX PROCESSING
11/15/16	PREMIER BANK	CORPORATE HEALTH	\$13,541.00	FLEX PROCESSING
11/29/16	PREMIER BANK	CORPORATE HEALTH	\$54,734.00	FLEX PROCESSING
	PREMIER BANK	CORPORATE HEALTH		FLEX PROCESSING
11/01/16	PREMIER BANK	DELTA DENTAL	\$133,789.00	MONTHLY PAYMENT
	PREMIER BANK	HEALTH PARTNERS		HEALTH CLAIMS
11/07/16	PREMIER BANK	HEALTH PARTNERS	\$211,505.00	HEALTH CLAIMS
11/14/16	PREMIER BANK	HEALTH PARTNERS	\$462,904.00	HEALTH CLAIMS
11/21/16	PREMIER BANK	HEALTH PARTNERS	\$164,211.00	HEALTH CLAIMS
11/29/16	PREMIER BANK	HEALTH PARTNERS	\$297,758.00	HEALTH CLAIMS
11/15/16	PREMIER BANK	I R S	\$792,573.00	PAYROLL TAX
11/18/16	PREMIER BANK	I R S	\$90,595.00	PAYROLL TAX
11/30/16	PREMIER BANK	I R S	\$810,715.00	PAYROLL TAX
11/15/16	PREMIER BANK	I R S	\$50,247.00	ACA TAX
11/30/16	PREMIER BANK	MISCELLANEOUS	\$8,115.00	MISCELLANEOUS
11/17/16	PREMIER BANK	PITNEY BOWES	\$3,050.00	POSTAGE
	PREMIER BANK	PITNEY BOWES		POSTAGE
11/01/16	PREMIER BANK	STATE OF MINN.	\$139,576.00	PAYROLL TAX
11/16/16	PREMIER BANK	STATE OF MINN.	\$124,543.00	PAYROLL TAX
11/21/16	PREMIER BANK	STATE OF MINN.	\$13,702.00	PAYROLL TAX
		TOTAL	<u>\$17,069,655.00</u>	

\* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS



School District 622

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# LEVY and BUDGET - Discussion with Public

December 13, 2016

# Minnesota Taxation Law

- Pursuant to MN law, school districts are required to discuss the levy and budget at a regular school board meeting and allow the public to speak.
- The District can approve the levy at the same meeting.



# FY 2016-2017 Budget

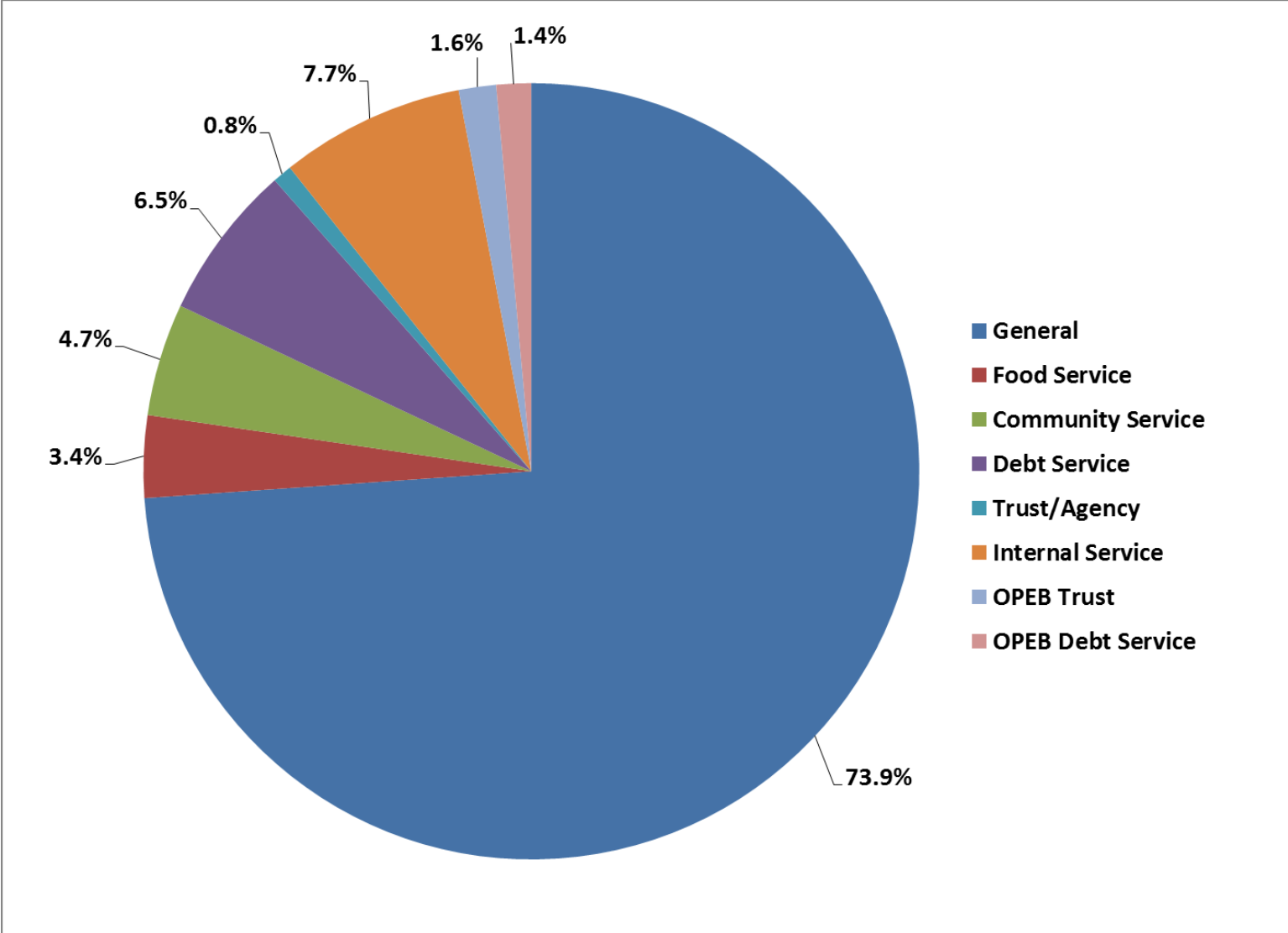


# 2016-17 Revenue – All Funds

FUND	2015-2016 BUDGET	2016-2017 BUDGET	INC/DEC
GENERAL FUND	\$ 129,117,669.00	\$ 136,190,368.00	\$ 7,072,699.00
FOOD SERVICE FUND	\$ 6,137,000.00	\$ 6,321,300.00	\$ 184,300.00
COMMUNITY SERVICE FUND	\$ 8,656,360.00	\$ 9,176,700.00	\$ 520,340.00
CONSTRUCTION FUND	\$ 5,246,800.00	\$ -	\$ (5,246,800.00)
DEBT SERVICE FUND	\$ 12,717,220.00	\$ 12,095,017.00	\$ (622,203.00)
TRUST & AGENCY FUND	\$ 1,400,000.00	\$ 1,500,000.00	\$ 100,000.00
INTERNAL SERVICE FUND	\$ 15,929,705.00	\$ 15,915,000.00	\$ (14,705.00)
OPEB TRUST FUND	\$ 1,023,906.00	\$ 1,025,000.00	\$ 1,094.00
OPEB DEBT SERVICE FUND	\$ 2,801,430.00	\$ 2,724,887.00	\$ (76,543.00)
<b>TOTAL REVENUE - ALL FUNDS</b>	<b>\$ 183,030,090</b>	<b>\$ 184,948,272</b>	<b>\$ 1,918,182.00</b>

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# 2016-17 Revenue – All Funds

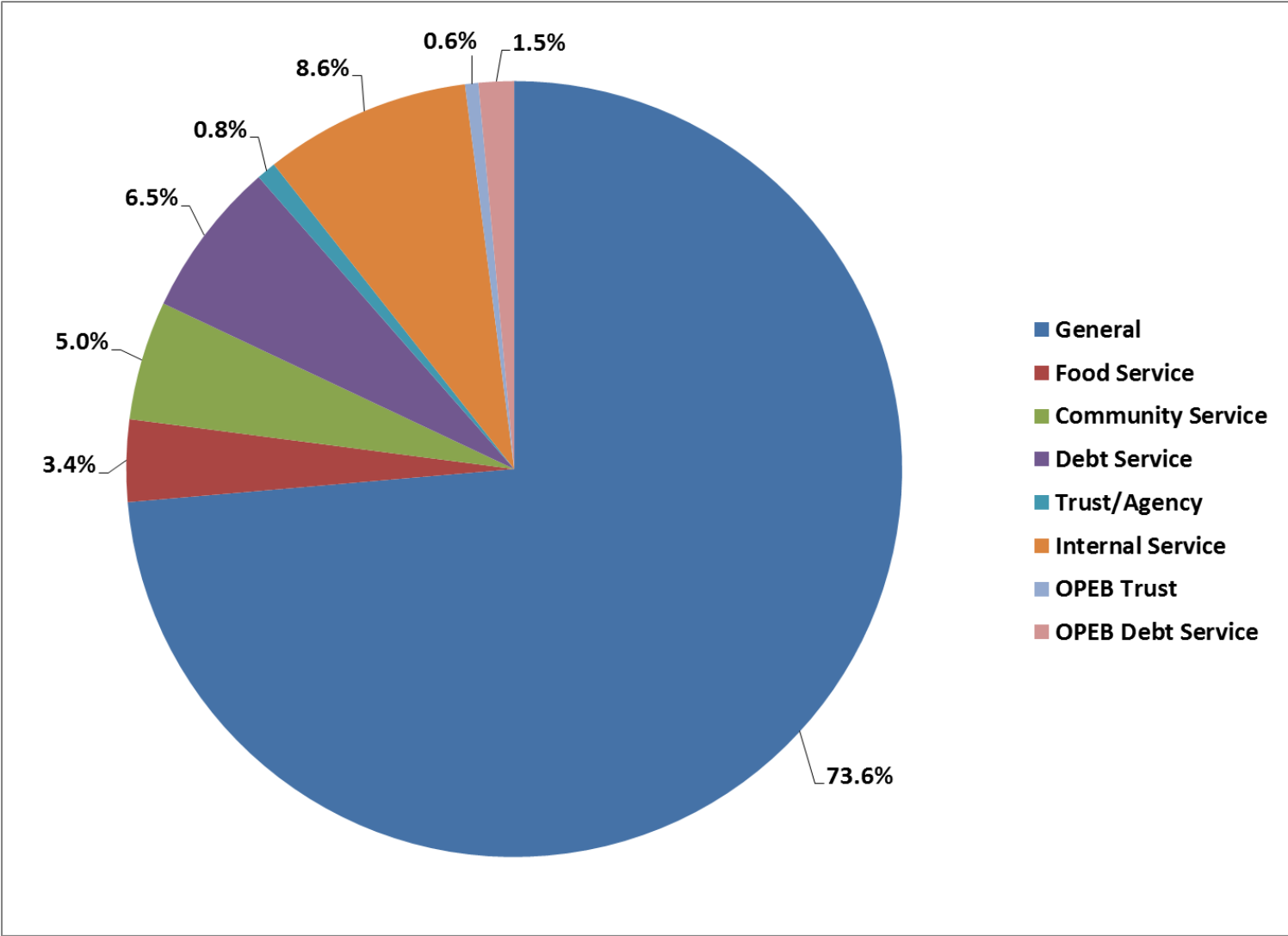


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# 2016-17 Expenses – All Funds

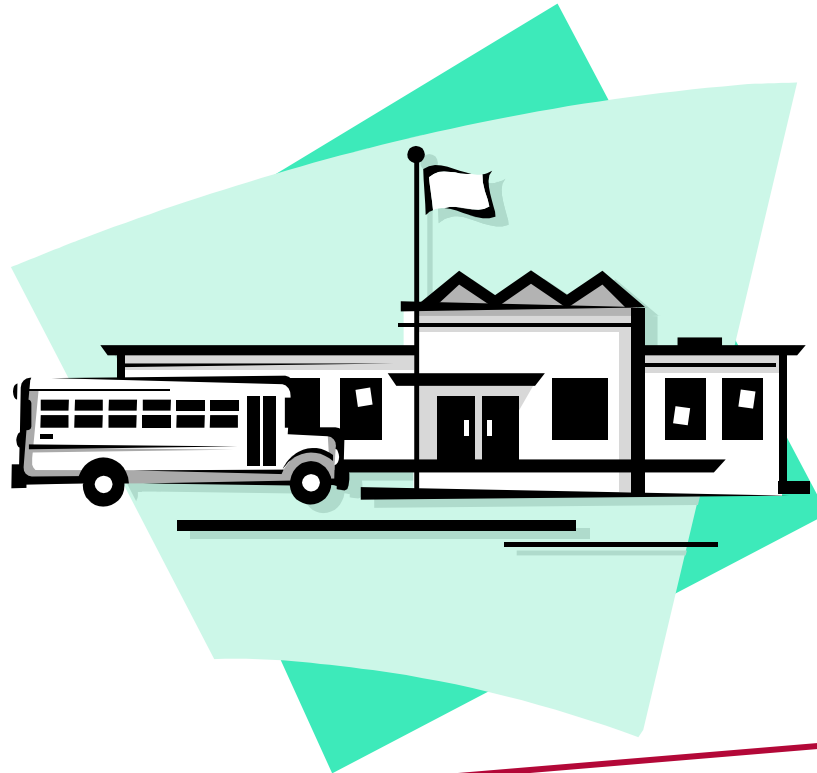
FUND	2015-2016 BUDGET	2016-2017 BUDGET	INC/DEC
GENERAL FUND	\$ 125,617,775.00	\$ 136,423,779.00	\$ 10,806,004.00
FOOD SERVICE FUND	\$ 6,212,185.00	\$ 6,317,167.00	\$ 104,982.00
COMMUNITY SERVICE FUND	\$ 8,381,287.00	\$ 8,653,249.00	\$ 271,962.00
CONSTRUCTION FUND	\$ 4,580,570.00	\$ -	\$ (4,580,570.00)
DEBT SERVICE FUND	\$ 12,264,670.00	\$ 11,971,317.00	\$ (293,353.00)
TRUST & AGENCY FUND	\$ 1,300,000.00	\$ 1,500,000.00	\$ 200,000.00
INTERNAL AGENCY FUND	\$ 13,766,472.00	\$ 14,195,000.00	\$ 428,528.00
OPEB TRUST FUND	\$ 2,879,861.00	\$ 2,875,000.00	\$ (4,861.00)
OPEB DEBT SERVICE FUND	\$ 2,670,743.00	\$ 2,676,783.00	\$ 6,040.00
<b>TOTAL EXPENSES - ALL FUNDS</b>	<b>\$ 177,673,563</b>	<b>\$ 184,612,295</b>	<b>\$ 6,938,732</b>

# 2016-17 Expenses – All Funds



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# Pay 2017 Levy Information



# A School District Tax Levy is Set by:

- State Formula
- Voter Approval
- School Board

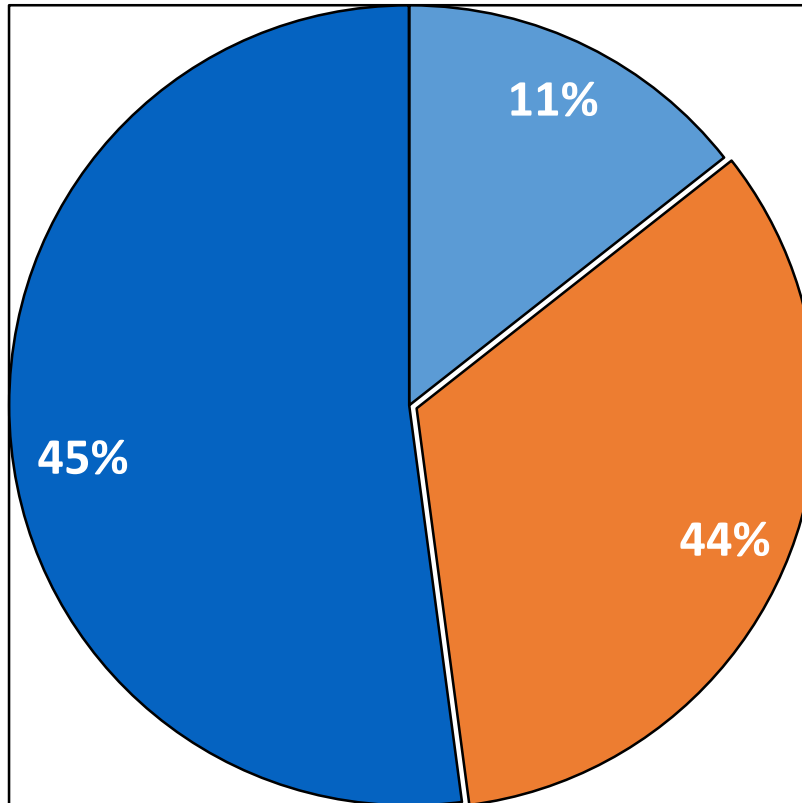


# Factors Impacting Tax Changes

- **Issues Driven by State Level Decisions**
  - State Formula
  - Legal Compliance (Health & Safety)
  - Legislative Action / Tax Policy
- **Issues Determined by District Voters**
  - Building Bond Referendum
  - General Fund Operating Levy Referendum
- **Local Factors**
  - Property Assessor / Market Value of Properties
  - Housing Market
  - Commercial Market
  - School Board i.e. Deferred Maintenance



# District Levy Authority



# Levy Impacts – Significant Highlights

- Increase in Voter Approved Operating Referendum, overall impact \$6,775,672
- Increase due to addition of Long Term Facilities “pay as you go” levy \$592,300 for MDE approved projects
- Increase in Lease Levy \$286,873, Intermediate 916 projects, purchase of 916 additions
- Decrease in Debt Service (\$914,455), bond refunding, debt falling off
- Decrease Debt Service Excess (\$200,514), we generated more which lowered debt payments – a MDE calculation.
- State equalization change - Operating Capital (\$308,075)

# General Fund Levy

FUND	COMPONENT	PAYABLE	PAYABLE	AMOUNT OF CHANGE	PERCENT CHANGE	State	Local	Voter / Other
		2016 FOR FY2017	2017 FOR FY2018					
37	EQUITY LEVY	\$ 1,835,363	\$ 1,277,055	\$ (558,308)		x		O
	TRANSITION LEVY	158,243	153,492	(4,751)		x		O
	REFERENDUM LEVY-MARKET VALUE	4,525,492	12,013,188	7,487,697			x	V
	OPEB PAY AS YOU GO	508,453	600,000	91,547			x	O
	OPERATING CAPITAL LEVY	1,319,609	1,011,534	(308,075)		x		O
	ALT TEACHER COMP - Q-COMP	958,973	933,138	(25,835)			x	O
	REEMPLOYMENT LEVY	135,000	135,000	0		x		O
	INTEGRATION LEVY	650,655	670,521	19,866		x		O
	CAREER AND TECHNICAL LEVY	361,670	410,742	49,072		x		O
	ICE ARENA	57,892	69,506	11,615			x	O
	SAFE SCHOOLS LEVY	424,498	411,446	(13,051)		x		O
	SAFE SCHOOLS INTERMEDIATE 916	153,291	148,578	(4,713)		x		O
	LEASE LEVY - DISTRICT	1,051,064	1,211,274	160,210			x	O
	LEASE LEVY - INTERMEDIATE 916	267,817	394,480	126,663			x	O
	LONG TERM FACILITIES MAINTENANCE (LTFM)	6,707,700	7,300,000	592,300			x	O
	LTFM - HEALTH & SAFETY	767,752	767,752	0			x	O
	LTFM - INTERMEDIATE 916	0	51,183	51,183				
	STUDENT ACHIEVEMENT - GENERAL OTHER	255,970	123,393	(132,577)		x		O
	LOCAL OPTIONAL	4,999,638	4,845,921	(153,717)			x	O
	ECON DEV ABATEMENT - WOODBURY	343,518	383,626	40,108		x		O
PRIOR YRS ADJUSTMENT	(211,692)	104,256	315,948		x		O	
<b>TOTAL GENERAL FUND</b>		<b>\$ 25,270,906</b>	<b>\$ 33,016,086</b>	<b>\$ 7,745,181</b>	<b>30.65%</b>			

School District 622

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# Community Service & Debt Service Levy

FUND	COMPONENT	PAYABLE	PAYABLE	AMOUNT OF CHANGE	PERCENT CHANGE	State	Local	Voter / Other
		2016 FOR FY2017	2017 FOR FY2018					
COMMUNITY SERVICE	BASIC	\$ 571,769	\$ 571,769	\$ -		x		O
	EARLY CHILDHOOD	290,040	288,746	(1,294)		x		O
	SCHOOL AGE CARE	750,000	600,000	(150,000)			x	O
	HOME VISIT LEVY	6,578	5,587	(990)			x	O
	ADULTS WITH DISABILITIES	7,767	7,767	0		x		O
	PRIOR YEAR ADJUSTMENT	178,522	(67,463)	(245,985)		x		O
	<b>TOTAL COMMUNITY SERVICE FUND</b>		<b>\$ 1,804,676</b>	<b>\$ 1,406,406</b>	<b>\$ (398,269)</b>	<b>-22.07%</b>		
DEBT SERVICE	K-12	\$ 11,965,814	\$ 11,052,493	\$ (913,321)			x	V/O
	LESS: DEBT SERVICE EXCESS	(670,481)	(801,474)	(130,993)		x		O
	LESS: DEBT SERVICE LTFM ADJUSTMENT		(1,151)			x		O
	ABATEMENT ADJUSTMENTS	133,530	363,142	229,612		x		O
	<b>TOTAL DEBT SERVICE FUND</b>	<b>\$ 11,428,863</b>	<b>\$ 10,613,010</b>	<b>\$ (815,853)</b>	<b>-7.14%</b>			
OPEB	OPEB DEBT SERVICE	\$ 2,789,622	\$ 2,788,488	\$ (1,134)			x	O
	LESS: DEBT SERVICE EXCESS	(101,294)	(170,815)	(69,521)		x		O
	ABATEMENT ADJUSTMENTS	34,559	78,055	\$ 43,496		x		O
	<b>TOTAL OPEB DEBT SERVICE FUND</b>	<b>\$ 2,722,887</b>	<b>\$ 2,695,728</b>	<b>\$ (27,159)</b>	<b>-1.00%</b>			
<b>GRAND TOTAL ALL FUNDS</b>		<b>\$ 41,227,331</b>	<b>\$ 47,731,230</b>	<b>\$ 6,503,899</b>	<b>15.78%</b>			

School District 622


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# Levy Without Referendum Increase

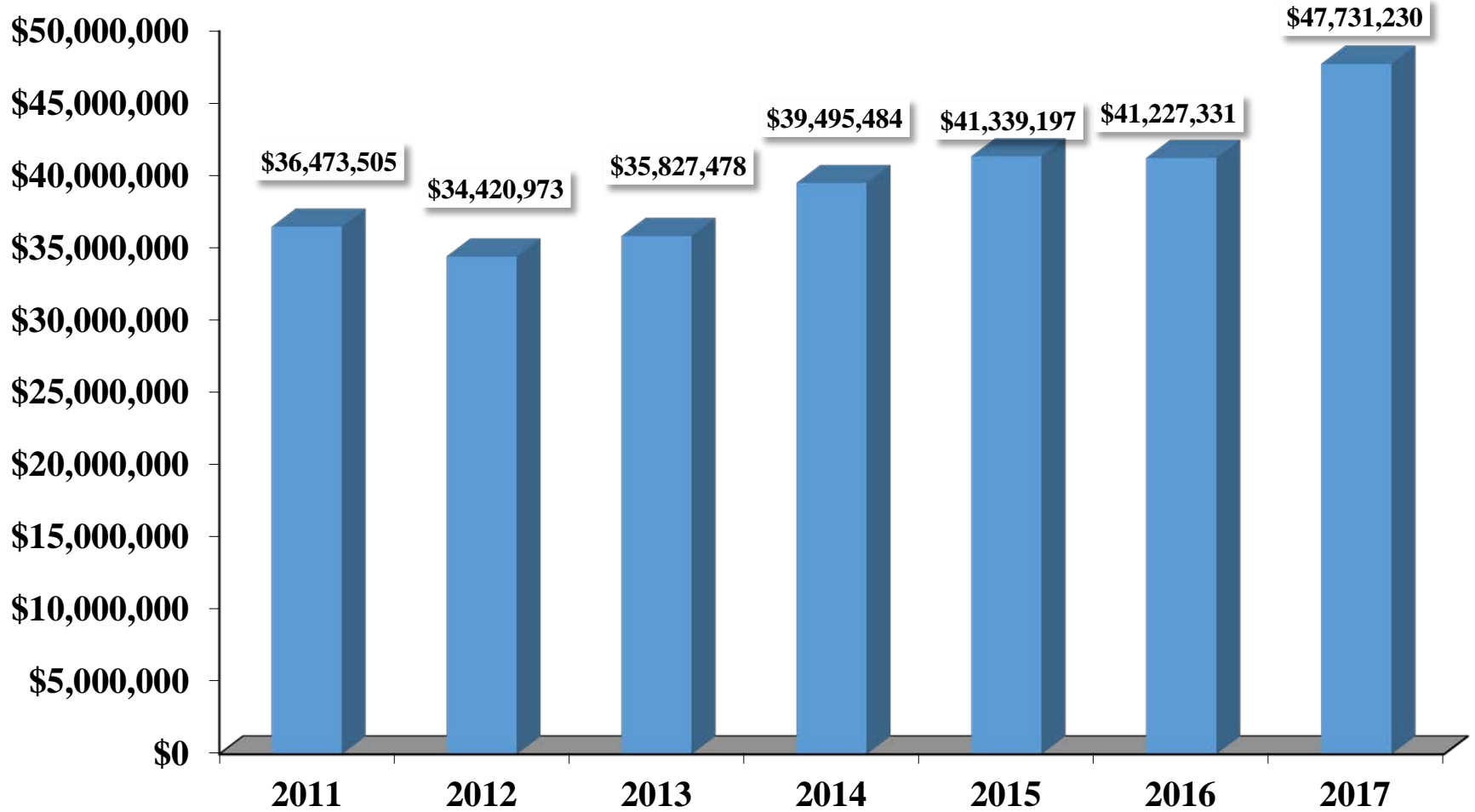
FUND	PAYABLE 2016 FOR FY2017	PAYABLE 2017 FOR FY2018	AMOUNT OF CHANGE	PERCENT CHANGE
GENERAL	\$ 25,270,906	\$ 26,324,965	\$ 1,054,059	4.17%
COMMUNITY SERVICE	\$ 1,804,676	\$ 1,413,317	\$ (391,359)	-21.69%
DEBT SERVICE	\$ 11,428,863	\$ 10,613,010	\$ (815,853)	-7.14%
OPEB	\$ 2,722,887	\$ 2,695,728	\$ (27,159)	-1.00%
	\$ 41,227,331	\$ 41,047,019	\$ (180,312)	-0.44%

# Estimated Referendum Increase - Tax Impact

Type of Property	Estimated Market Value	Estimated Taxes for Referendum Only*
	\$100,000	\$98
	125,000	123
	150,000	147
	175,000	172
<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Typical Residential Homestead Valuation in the School District                 </div> 	<b>190,000</b>	<b>187</b>
	200,000	196
	250,000	245
	300,000	295
	350,000	344
Residential Homesteads, Apartments, and Commercial-Industrial Property	400,000	393
	450,000	442
	500,000	491
	600,000	589
	700,000	687
	800,000	785
	900,000	884
	1,000,000	982
	1,250,000	1,227
	1,500,000	1,473
	2,000,000	1,963

# 7 YEAR LEVY HISTORY

41

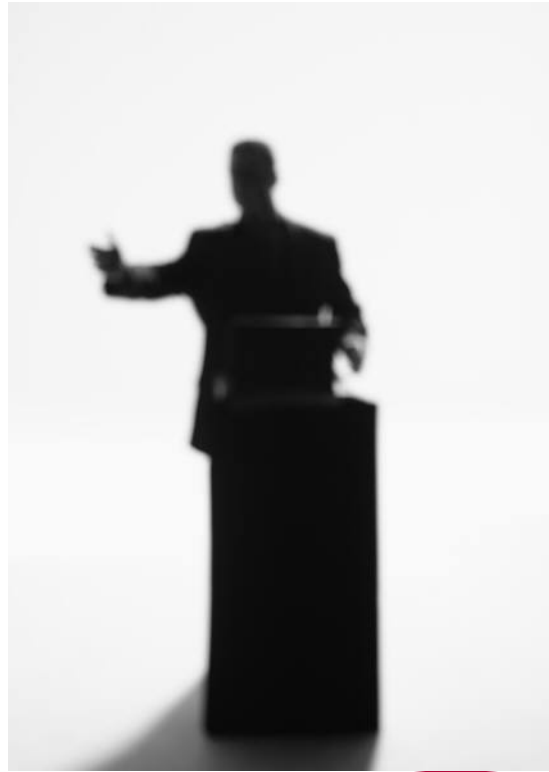


School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

# Public Comment



**INDEPENDENT SCHOOL DISTRICT NO. 622  
NORTH ST. PAUL – MAPLEWOOD –  
OAKDALE, MINNESOTA**

**Audit Report  
Year Ended June 30, 2016**



# AUDITOR'S ROLE

- **Opinion on Financial Statements**
  - **District Audit**
  - **Student Activities Audit**
- **Internal Controls and Compliance**
  - **Financial Statement Audits**
  - **Federal “Single Audit”**
  - **State Laws and Regulations**
  - **Manual for Activity Fund Accounting**



# AUDIT RESULTS

## ■ District Audit

### ■ Opinion on Basic Financial Statements

- Unmodified

### ■ Internal Control Opinions

- No Findings

### ■ Compliance Reports

- No Findings

## ■ Single Audit of Federal Awards

- During our audit, we noted that the District did not have documented written controls to ensure compliance with the OMB's Uniform Guidance cash management, allowable costs, subrecipient monitoring, and financial management standards.



# AUDIT RESULTS

## ■ Student Activity Audit

### ■ Opinion on Student Activity Financial Statements and Internal Reports

- Our opinion was qualified for a limitation related to the completeness of cash receipts reported. The reported cash balances and cash receipts and disbursements are fairly presented.

### ■ Compliance Reports

- We noted 3 of 52 student activity accounts had negative fund balances at June 30, 2016.

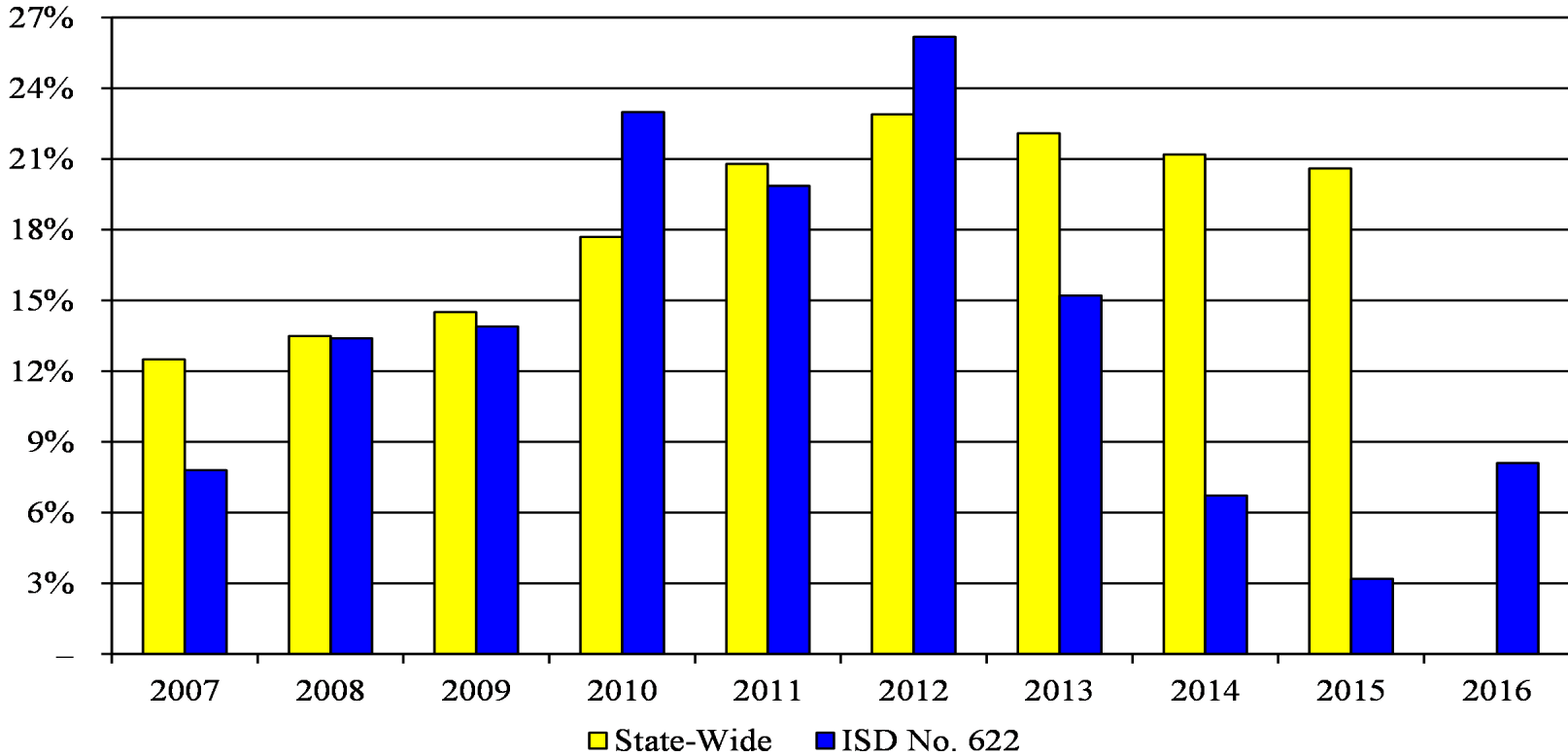
# GENERAL EDUCATION AID— BASIC FORMULA ALLOWANCE

<u>Fiscal Year</u> <u>Ended June 30,</u>	<u>Formula Allowance</u>	
	<u>Amount</u>	<u>Percent Increase</u>
2007	\$ 4,974	4.0 %
2008	\$ 5,074	2.0 %
2009	\$ 5,124	1.0 %
2010	\$ 5,124	— %
2011	\$ 5,124	— %
2012	\$ 5,174	1.0 %
2013	\$ 5,224	1.0 %
2014	\$ 5,302	1.5 %
2015	\$ 5,831	2.0 % *
2016	\$ 5,948	2.0 %
2017	\$ 6,067	2.0 %

\* The \$529 increase in 2015 was offset by changes to pupil weightings and the general education aid formula that reduced the increase to the equivalent of \$105, or 2.0 percent, state-wide.

# STATE-WIDE FUND BALANCES

State-Wide Unrestricted Operating Fund Balance  
 as a Percentage of Operating Expenditures



# REVENUE PER ADM SERVED

## Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 622 – N. St. Paul		
	2014	2015	2014	2015	2014	2015	2016
<b>General Fund</b>							
Property taxes	\$ 972	\$ 1,657	\$ 1,285	\$ 2,187	\$ 1,074	\$ 1,732	\$ 1,724
Other local sources	480	489	397	387	219	193	217
State	9,036	8,967	9,257	9,030	9,082	9,073	9,649
Federal	458	441	480	447	429	388	398
<b>Total General Fund</b>	<b>10,946</b>	<b>11,554</b>	<b>11,419</b>	<b>12,051</b>	<b>10,804</b>	<b>11,386</b>	<b>11,988</b>
<b>Special revenue funds</b>							
Food Service	504	522	500	516	533	568	567
Community Service	553	551	667	651	707	752	788
Debt Service Fund	1,090	1,061	1,187	1,127	1,065	1,110	1,141
<b>Total revenue</b>	<b>\$ 13,093</b>	<b>\$ 13,688</b>	<b>\$ 13,773</b>	<b>\$ 14,345</b>	<b>\$ 13,109</b>	<b>\$ 13,816</b>	<b>\$ 14,484</b>
<b>ADM served per MDE School District Profiles Report (current year estimate)</b>					<b>11,253</b>	<b>11,212</b>	<b>11,141</b>

Note: Excludes the Capital Projects – Building Construction and Post-Employment Benefits Debt Service

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE

# EXPENDITURES PER ADM SERVED

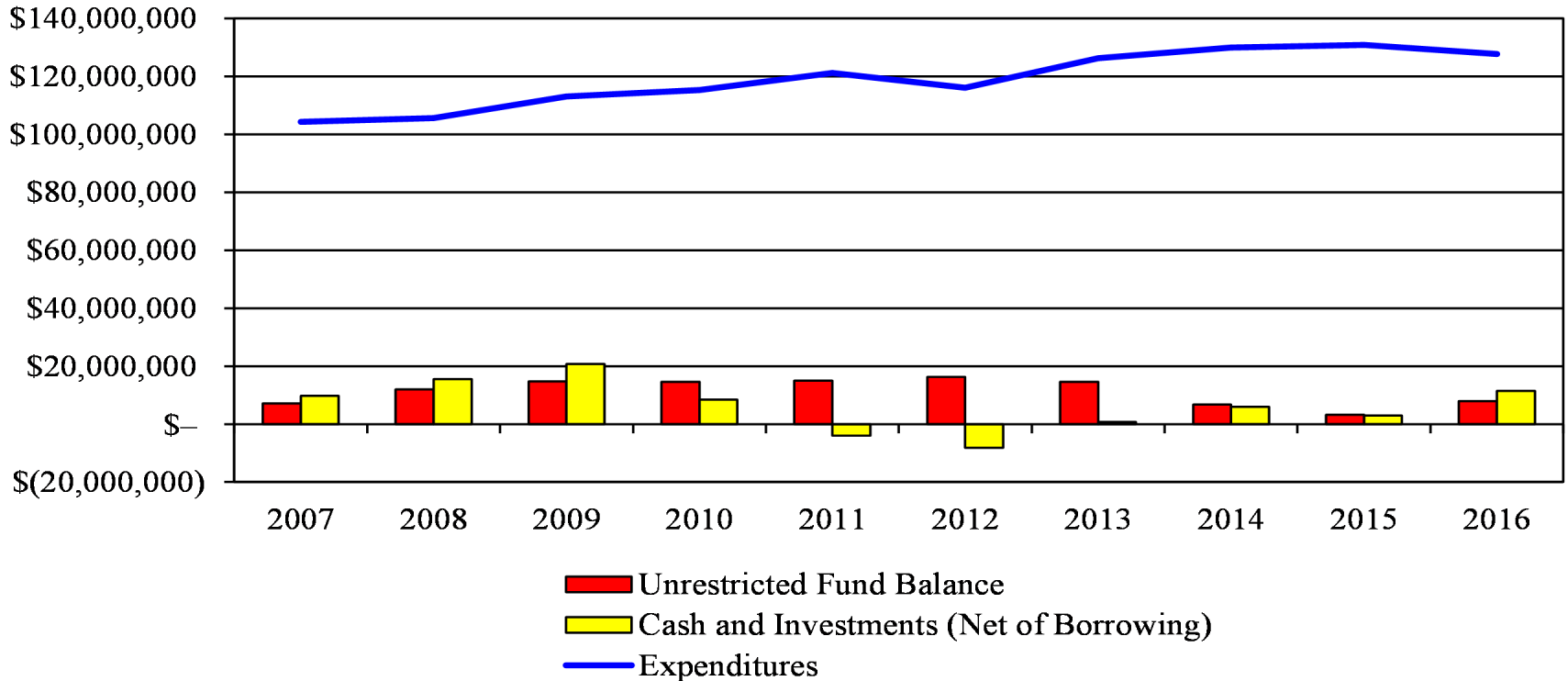
## Governmental Funds Expenditures per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 622 – N. St. Paul		
	2014	2015	2014	2015	2014	2015	2016
<b>General Fund</b>							
Administration and district support services	\$ 882	\$ 941	\$ 886	\$ 951	\$ 914	\$ 969	\$ 927
Elementary and secondary regular instruction	5,091	5,301	5,408	5,635	5,276	5,307	5,250
Vocational education instruction	140	147	130	136	209	231	228
Special education instruction	1,987	2,058	2,144	2,196	2,161	2,235	2,408
Instructional support services	536	586	630	689	632	557	530
Pupil support services	950	992	1,019	1,072	969	1,002	919
Sites and buildings and other	881	881	843	832	981	1,031	989
<b>Total General Fund – noncapital</b>	<b>10,467</b>	<b>10,906</b>	<b>11,060</b>	<b>11,511</b>	<b>11,142</b>	<b>11,332</b>	<b>11,251</b>
General Fund capital expenditures	512	581	442	493	401	342	215
<b>Total General Fund</b>	<b>10,979</b>	<b>11,487</b>	<b>11,502</b>	<b>12,004</b>	<b>11,543</b>	<b>11,674</b>	<b>11,466</b>
<b>Special revenue funds</b>							
Food Service	513	528	512	523	524	550	563
Community Service	556	546	674	642	711	720	709
Debt Service Fund	1,469	1,489	1,636	1,701	1,142	1,119	1,100
<b>Total expenditures</b>	<b>\$ 13,517</b>	<b>\$ 14,050</b>	<b>\$ 14,324</b>	<b>\$ 14,870</b>	<b>\$ 13,920</b>	<b>\$ 14,063</b>	<b>\$ 13,838</b>
<b>ADM served per MDE School District Profiles Report (current year estimated)</b>					<b>11,253</b>	<b>11,212</b>	<b>11,141</b>

Note: Excludes the Capital Projects – Building Construction and Post-Employment Benefits Debt Service Funds.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE

General Fund – Financial Position  
 Year Ended June 30,



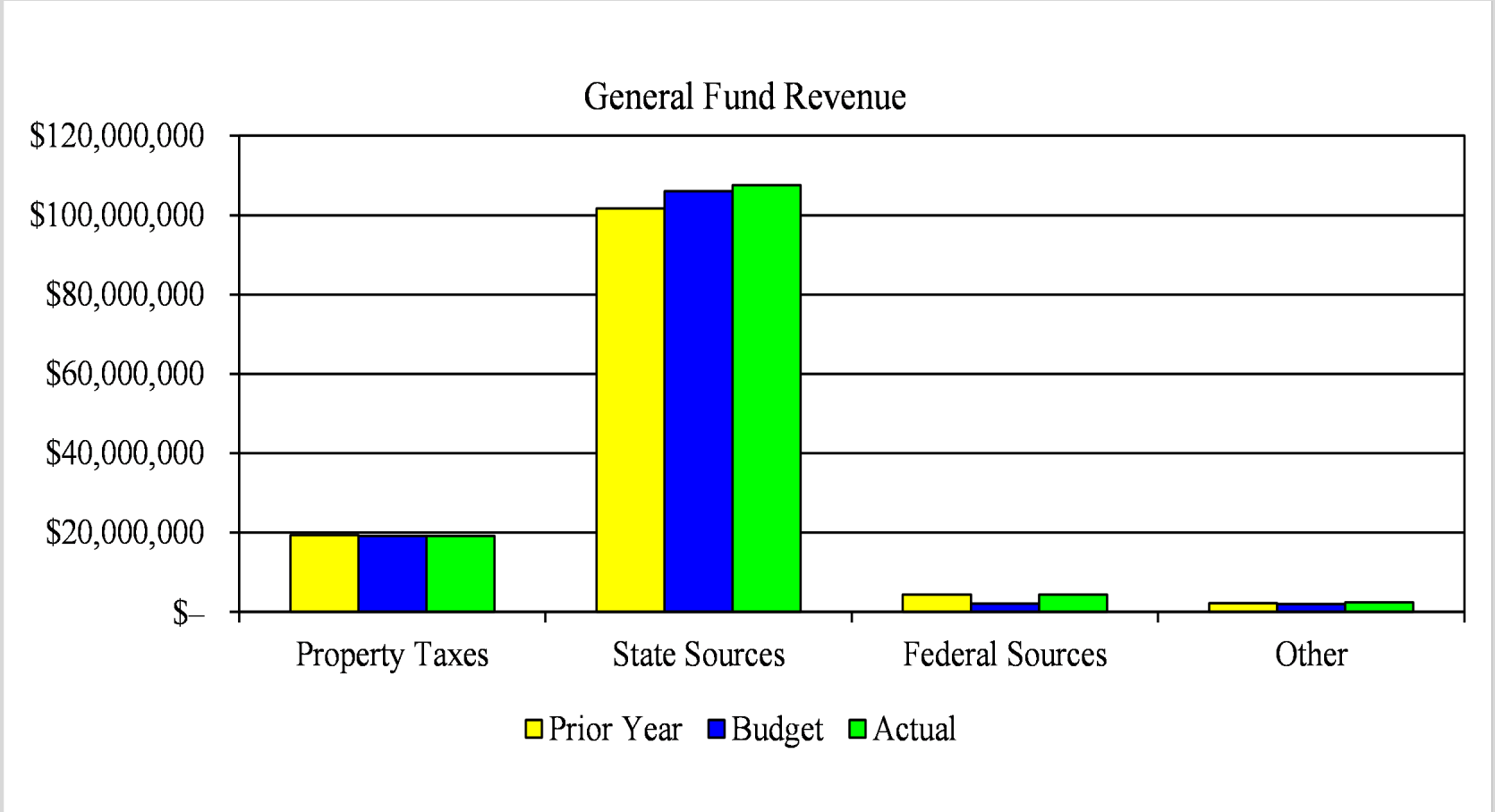
# GENERAL FUND FINANCIAL POSITION

	Year Ended June 30,				
	2012	2013	2014	2015	2016
Nonspendable fund balances	\$ 353,634	\$ 300,392	\$ 219,027	\$ 123,613	\$ 110,472
Restricted fund balances (1)	1,042,296	662,931	207,614	686,109	4,965,791
Unrestricted fund balances					
Committed	719,451	—	—	—	—
Assigned	6,945,944	906,131	2,416,709	—	688,388
Unassigned	16,356,881	13,624,343	4,334,489	3,165,529	7,219,267
<b>Total fund balance</b>	<b>\$ 25,418,206</b>	<b>\$ 15,493,797</b>	<b>\$ 7,177,839</b>	<b>\$ 3,975,251</b>	<b>\$ 12,983,918</b>
Unrestricted fund balances as a percentage of expenditures	<u>20.7%</u>	<u>11.5%</u>	<u>5.2%</u>	<u>2.4%</u>	<u>6.2%</u>
Unassigned fund balances as a percentage of expenditures	<u>14.1%</u>	<u>10.8%</u>	<u>3.3%</u>	<u>2.4%</u>	<u>5.7%</u>

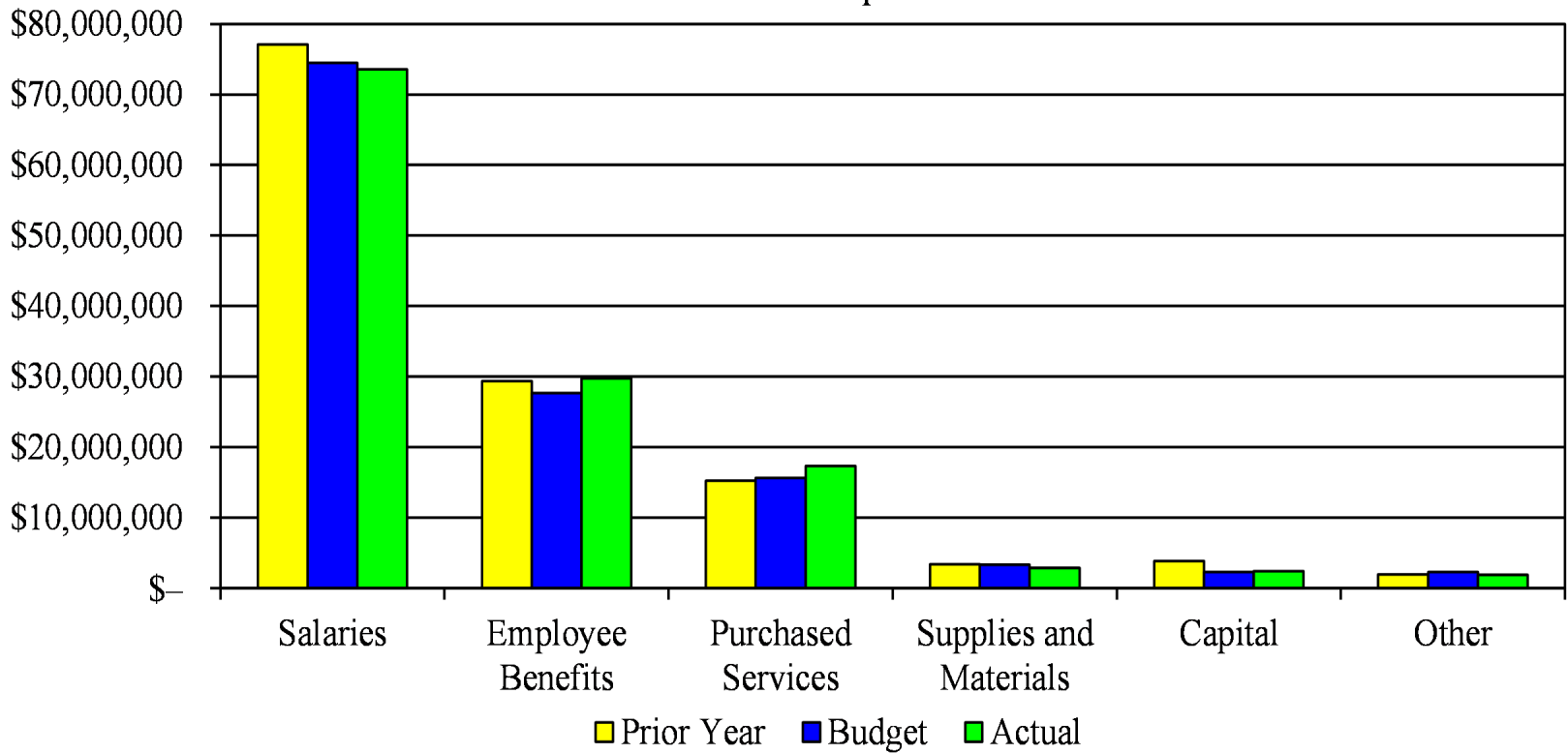
(1) Includes deficits in restricted fund balance accounts allowed to accumulate deficits under UFARS, which are part of unassigned fund balance on the accounting principles generally accepted in the United States of America-based financial statements.

# GENERAL FUND REVENUE

53

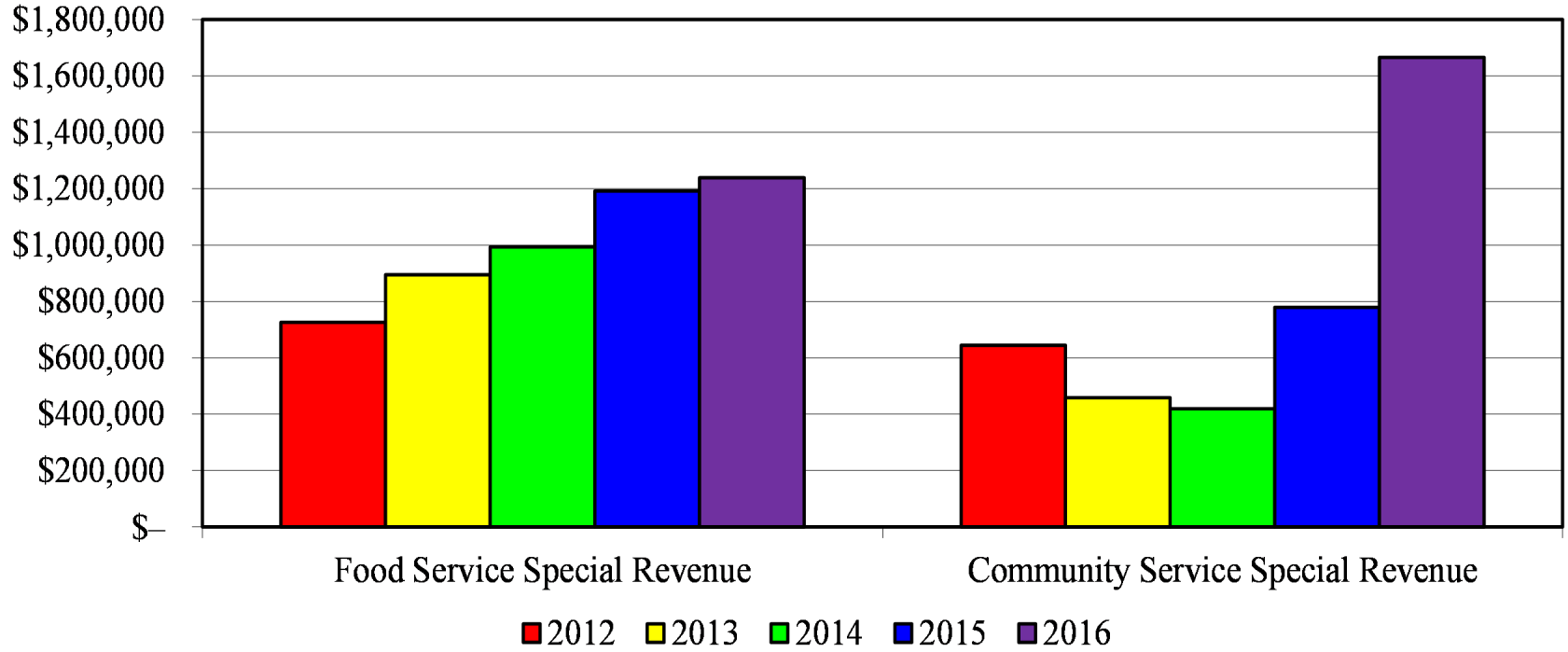


General Fund Expenditures



55

### Other Operating Funds Fund Balances





# ACCOUNTING AND AUDITING UPDATES

## Governmental Accounting Standards Board (GASB) Statement 74 - Financial Reporting for Postemployment Benefit Plans Other than Pension Plans (OPEB)

- **Clean Opinion on Financial Statements**
- **One Single Audit Finding**
- **One Student Activity Finding**
- **Implemented Recommendations from Prior Year Audit**
- **Improvement in Financial Position**
- **Financial Results Reflect Adherence to Budget**

VI. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS

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

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

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

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

MOTION:  
SECOND:

Total fiscal year 2016-2017 monetary contributions: \$39,544.76

VI. A. 2. ADOPTION OF 2016 PAYABLE 2017 PROPERTY TAX LEVY

The final property tax levy must be certified to the county auditor by December 28, 2016.

Attached is a proposed final certification in the total amount of \$47,731,230.

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 2016 Payable 2017 property tax levy is adopted in the total amount of \$47,731,230 and, further, that the School Board Clerk is authorized to sign the document used to certify the property tax levy to the county auditors and the Minnesota Department of Education.

MOTION:

SECOND:

VI. A. 3. ACCEPTANCE OF THE FISCAL YEAR 2016 AUDIT REPORT

Representatives of Malloy, Montague, Karnowski, Radosevich and Co. P.A. will be present to discuss and answer questions regarding the 2015-2016 financial statements and related reports.

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 audit reports for the fiscal year ending in June 30, 2016 presented by Malloy, Montague, Karnowski, Radosevich and Co. P.A. be accepted as presented.

MOTION:

SECOND:

VI. A. 4. ADOPT POLICY

School Districts that receive federal grant money must now be in audit compliance within the Federal Uniform Guidance which requires school districts to have a prescribed procurement policy and procedures in place when using federal grant money to purchase goods and services.

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

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

MOTION:

SECOND:

**ENDS**

<b>Policy Title</b>	<b>Policy Level</b>	<b>Date Approved/Revised</b>
<b>Procuring Materials and Services</b>	<b>E-096</b>	

1) General Statement of Policy

- A. In an effort to obtain the lowest price for quality products and services, the Procurement Department will initiate and conduct negotiations concerning the purchase of materials, equipment, supplies and services for the District.

When purchasing materials or services with a value between \$10,000 and \$100,000, it is required to obtain two price quotations. Exceptions to the two quotation requirement may be made for purchased materials and services with a value between \$10,000 and \$25,000 with pre-authorization from the Director of Business Services.

- B. Existing law and regulation requires strict bidding process to be followed when purchasing materials or services valued at more than \$100,000. All Purchase Orders over \$100,000 must be approved by the School Board.

2) Exemption

- A. Professional services, (e.g. financial, legal, architectural services), are exempt from the bid law and this policy.

3) Process and Procedures

- A. All District purchasing of goods and services will follow procedures and process, as outlined in School District 622 Procurement Procedure Manual and PM101-PM112 attachments located on the ISD 622 website <http://www.isd622.org> under Business Services/Procurement Department.

**Rationale:** *The mission of the Procurement Department is to facilitate the strategic acquisition of goods and services for ISD 622 while upholding the highest legal and ethical standards of responsible business and procurement practices with the well-being of students a basic principle in all decision making and actions.*

Adoption and Revision History	Incorporated Policies
<b>Policy E-096 PROCURING MATERIALS AND SERVICES This Policy Adopted:</b>	

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

**Legal References:** Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

**Cross References:**

VI. A. 5. This resolution is part of the grant application for the Minnesota Municipal Power Agency's Hometown Solar Grant. The grant is for the cost and construction of a 5 kilowatt solar panel installation within the vicinity of North Senior High School. The solar panel will be used in conjunction with North's education curriculum. This resolution is part of the grant application process.

**Resolution for Independent School District #622  
Minnesota Municipal Power Agency  
Hometown Solar Grant Program**

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

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

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

**BE IT RESOLVED:**

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

MOTION:

SECOND:

VI. B. 1. ADOPTION OF 2017-2018 SCHOOL CALENDAR

The proposed 2017-2018 school calendar has been reviewed and is recommended by the District's Calendar Committee (Keith Gray, Megan Yang, Mary Dvorak, Greg Nelson, Shawn Bromeland, Carolyn Jones, Dan Cahill, Rory Sanders, Mary Glagavs) to the School Board for adoption. Additionally, in order to conduct school district activities on Columbus Day and Veterans Day, the District must pass a resolution to authorize such action.

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

MOTION:

SECOND:

## Calendar Counter 2017-2018 District Wide

M T W T F				M T W T F				M T W T F				M T W T F				Total Days Taught	Holidays	EM Days	Comp/ Q Comp Days	Prof Days	Non-Work/ Contract Day	Total			
<i>August</i>				PR	PR	Q	PR	NW	CH																
				28	29	30	31	1	4	5	6	7	8	11	12	13	14	15	<b>9</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>15</b>
18 19 20 21 22				25	26	27	28	29	Oct					Q											
									2	3	4	5	6	9	10	11	12	13	<b>19</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>20</b>
EM EM				PR				Nov																	
16 17 18 19 20				23	24	25	26	27	30	31	1	2	3	6	7	8	9	10	<b>17</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>20</b>
				CH CH				Dec				PR													
13 14 15 16 17				20	21	22	23	24	27	28	29	30	1	4	5	6	7	8	<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>20</b>
				NW CH CD NW NW CD				CH Jan																	
11 12 13 14 15				18	19	20	21	22	25	26	27	28	29	1	2	3	4	5	<b>13</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>19</b>
				MLK								Feb PR													
8 9 10 11 12				15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>20</b>
				CH				Mar PR																	
5 6 7 8 9				12	13	14	15	16	19	20	21	22	23	26	27	28	1	2	<b>18</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>20</b>
				PR				Spring Break				CH													
5 6 7 8 9				12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<b>14</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>21</b>
<i>April</i>																									
2 3 4 5 6				9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>
				May								PR													
30 1 2 3 4				7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>20</b>
CH June																									
28 29 30 31 1				4	5	6	7	8									<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>10</b>		
																<b>172</b>	<b>8</b>	<b>2</b>	<b>4</b>	<b>10</b>	<b>9</b>	<b>205</b>			

66

**Total Contract Days = 194**

1st trimester end date - 12/01/17  
 2nd trimester end date - 03/08/18  
 3rd trimester end date - 06/07/18

- CD = Comp Day
- CH = Contract Holiday
- EM = Education Minnesota
- MLK = Martin Luther King Day
- PR = Professional Day (conf/staff dev/report cards)
- Q = Q Comp/teacher training
- NW = Non Work Day

Student Contact Days Per Trimester		
T1	=	58
T2	=	57
T3	=	57



# North St. Paul-Maplewood-Oakdale 2017-2018 School Year

July 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Aug 28-Aug 31** *Opening Days [order tbd]*  
**Building Staff Development**  
**District Staff Development**  
**Q Comp Day #1**

Sept 4 Labor Day [no school]  
Sept 5 First day of school grades 1-12

Sept 6 First day of kindergarten

**Oct 6** **K-12 [no school]**

**Q Comp Day #2**

**Oct 19-20** **EM Break [no school]**

**Oct 27** **K-12 [no school]**

**6-12 Building Staff Dev.**

**K-5 Goal Setting Conferences (full day)**

Nov 23-24 Thanksgiving [no school]

Dec 1 End of 1<sup>st</sup> trimester K-12  
(58 days)

Dec 4 **K-12 [no school]**

**K-12 Staff Dev./Report Card Prep.**

Dec 22- Jan 1 Winter Break [no school]

Jan 2 Classes resume

Jan 15 Martin Luther King Day [no school]

**Feb 2** **K-12 [no school]**

**K-12 District/Building Staff Dev.**

Feb 19 President's Day [no school]

**Mar 2** **K-12 [no school]**

**K-12 District Building Staff Dev.**

**K-5 Conference Prep (half day)**

Mar 8 End of 2<sup>nd</sup> trimester K-12 (57 days)

**Mar 9** **K-12 [no school]**

**6-12 Bldg. Staff Dev./Report Card Prep.**

**K-5 Conferences [full day]**

Mar 26-30 Spring Break [no school]

Mar 30 Contract Holiday

April 2 Classes resume

**May 25** **K-12 [no school]**

**K-12 District/Building Staff Dev.**

May 28 Memorial Day [no school]

June 7 End of 3<sup>rd</sup> trimester K-12 (57 days)

June 8 Term Transition

VI. C. 1. APPROVAL OF THE DISTRICT 622 STRATEGIC PLAN

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

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

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

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

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

Therefore, the Superintendent recommends the following resolution:

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

MOTION:

SECOND:

# District 622 Strategic Plan

## December 13, 2016

### Core Values

We believe that:

- Strong communities are inclusive and value diversity.
- Trust and transparency are essential to healthy and enduring relationships.
- Continuous learning and service to others are imperative to individual and community progress.
- Individuals learn and thrive through connections in a safe, caring, and supportive environment.
- Every individual has incredible potential and equal intrinsic value.
- High expectations with appropriate supports result in growth.
- School, family, and community partnerships enhance and support learning.

### Our Mission

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

### Mission Outcomes

1. Each learner will use creativity, critical thinking, and intercultural competence to address real world challenges.
2. Each learner will develop and embrace their identity, strengths, interests, and self-advocacy skills to actively navigate their learning pathway.
3. All students are ready for kindergarten.
4. All third grade students are proficient readers.
5. All eighth grade students are proficient mathematicians.
6. All students graduate from high school.
7. All students attain college and career readiness.
8. Close achievement gaps for all student groups.

### Strategies

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



School District 622  
NORTH ST. PAUL | MAPLEWOOD | OAKDALE  
*Ready for tomorrow*

# District 622 Strategic Plan

Recommendation to the School Board  
December 2016

Christine Osorio - Superintendent

# Agenda

Purpose for Strategic Plan

Guiding Principles

Process for Gathering Community Input and Collaboration

Presentation of Key Elements of the Strategic Plan

Recommendation for Board Approval

Timeline/ Next Steps

Questions/Feedback

# Purpose

The strategic plan will provide direction for the School Board regarding governance and budget priorities.

It will also guide the work of staff at the district, site, and team level.

Further, the strategic plan will allow us to clearly communicate to our community our priorities and direction as well as provide a tool for public accountability.

# Principles that Guided Our Planning

Engage multiple perspectives representative of our community population

Ensure input from all staff within the work day; create safe spaces for authentic input

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Tap into informal leaders from all stakeholder groups

Clear decision making process with roles of various stakeholders clearly communicated

Recognize/celebrate success and what is working

# Strategic Plan Kickoff - World Cafe

How would you want District 622 graduates to describe their experience in our schools?

What changes would District 622 need to make in order to achieve what you just described?

What do you really value about our schools that you would not want to see change as we plan our future?

What are the greatest untapped resources of our staff and community that will contribute to the success of our students?

**Nearly 1,000 internal and external stakeholders answered these questions!**

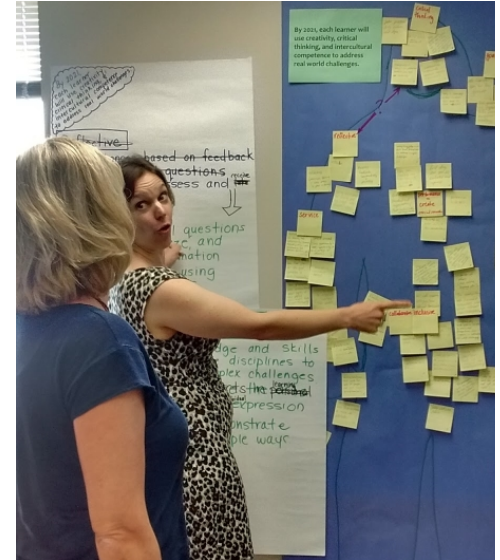




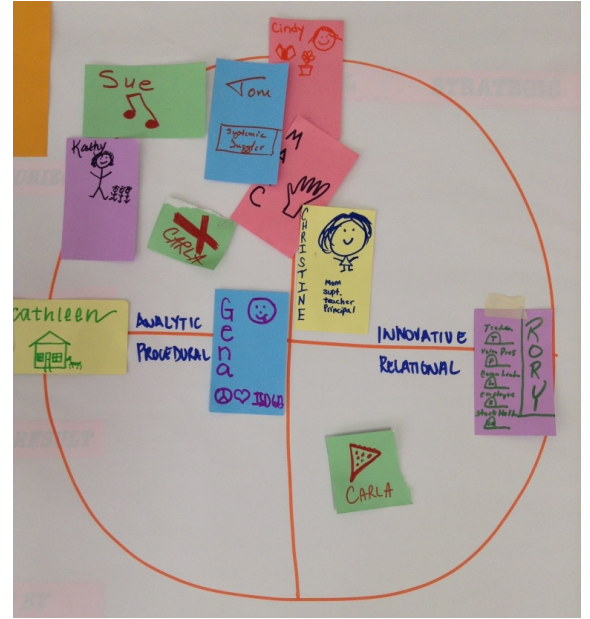


“When we all work together, we can do amazing things!”

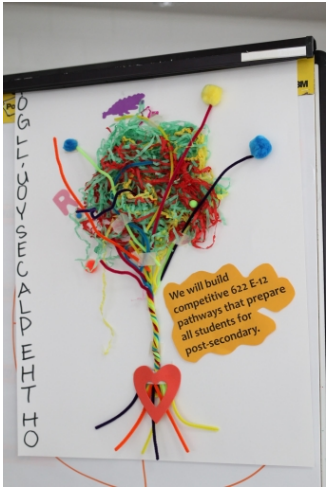
- Core Planning Team Member



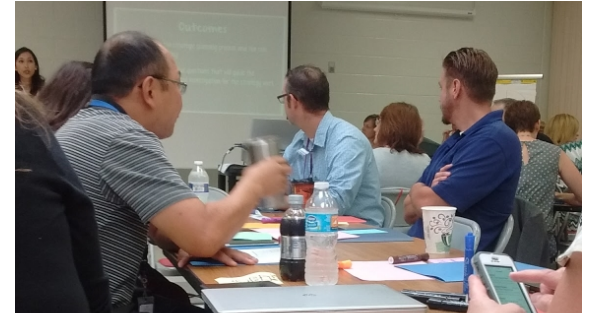
# Measurement Team



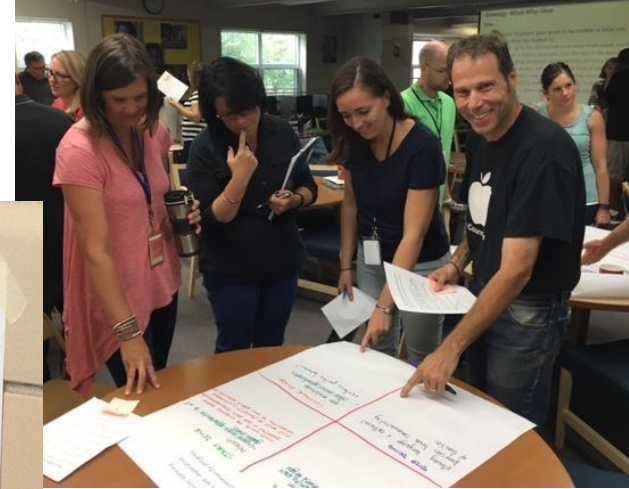
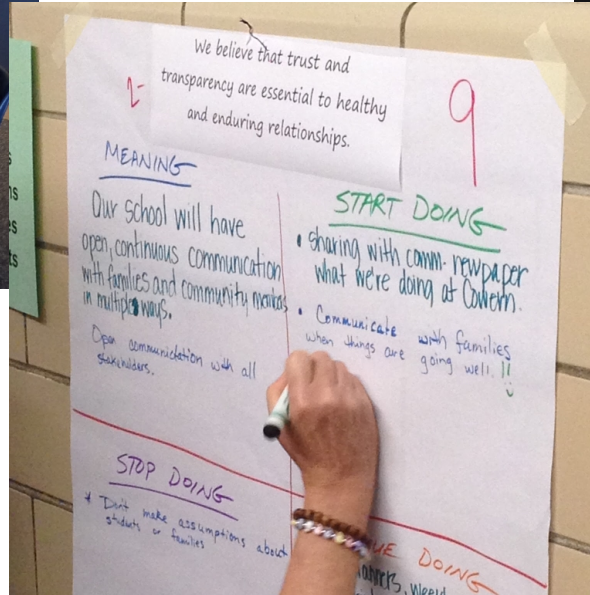
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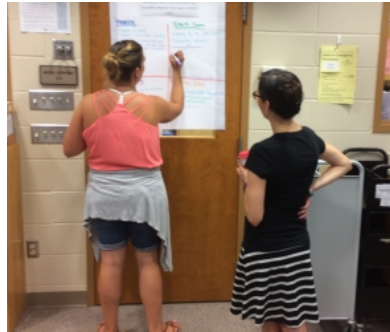
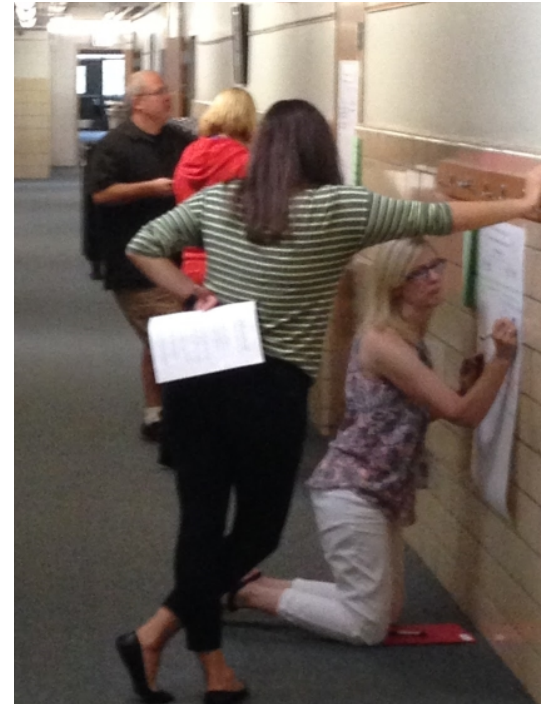
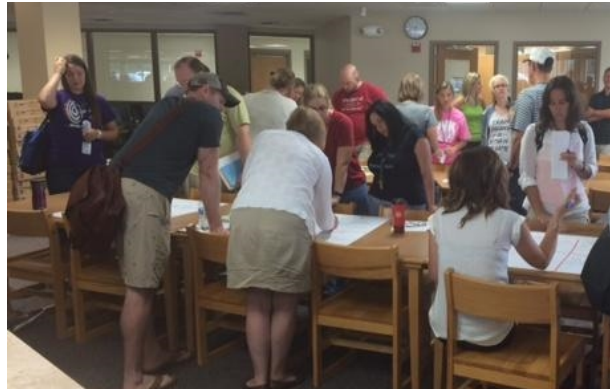
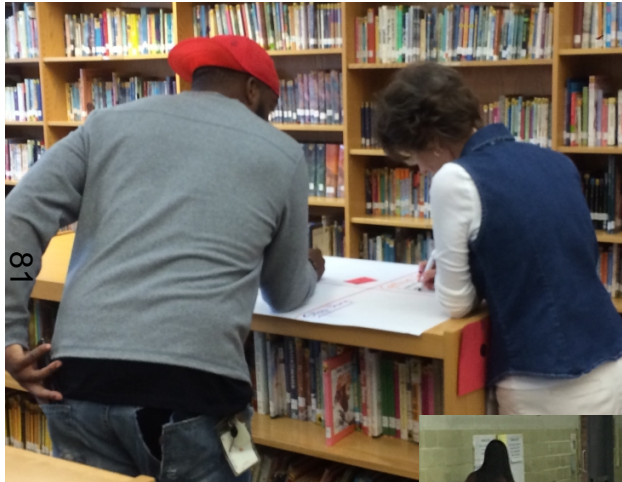
# Action Teams



# Sites Diving In to Our Core Values



# Sites Diving In to Our Core Values



# Sites Diving In to Our Core Values



# Elements of the Strategic Plan for Board Approval

Core Values

Mission

Mission Outcomes

Strategies

# Core Values

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# Strategies

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4. We will build competitive 622 E-12 pathways that prepare all students for post-secondary.

# Principles to Guide Implementation

Action plans are aligned to the vision, goals, and strategies

Continuous improvement – ongoing monitoring and adjusting of goals, strategies, and action plans



Ongoing two way communication between stakeholders and decision makers  
Courage to release things we have done for years; “Let it go!”

Clear roles and accountability

# Next Steps for Implementation and Accountability

Once approved by the School Board, timelines and action plans will be finalized by early winter and shared with stakeholders

Cabinet members will be individually assigned to oversee implementation

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Action plans created with the goal of accomplishing all end results by 2021

Select end results will be identified for phase one completion by Fall 2018

# Questions . . .