



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

*Ready for tomorrow*

# SCHOOL BOARD MEETING

## Regular Meeting

**March 28, 2017  
6:00 PM**

**Board Members:**

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

**Superintendent:**

Christine Osorio

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

*District Mission Statement:*

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

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

**Regular Meeting  
March 28, 2017  
6:00 PM**

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

**A G E N D A**

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

**II. Approval of the Agenda**

**III. Public Comment**

*An opportunity for public to comment on items. 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 a topic. The Public Comment section of the meeting shall last no longer than thirty minutes.*

**IV. Consent Agenda**

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

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

- |  |    |
|--|----|
| A. Minutes of February 24 - 25, 2017 Board Retreat | 10 |
| B. Minutes of February 28, 2017 Business Meeting   | 12 |
| C. Routine Personnel                               | 17 |
| D. Bid Calendar                                    | 19 |
| E. Bid Award                                       | 21 |
| F. Disbursements                                   | 27 |

## V. Reports

A. Student School Board Representatives

B. Superintendent - *Osorio*

C. Teaching & Learning

1. American Indian Update - *Kong/Nelson*

*Statue Statute, Section 124D.78, mandates the formation of an American Indian Parent Advisory Committee for school districts in which there are ten or more American Indian children enrolled. In addition, statute calls for American Indian Parent Advisory Committees to annually submit an assessment of educational services available to American Indian students.*

*The ISD 622 American Indian Parent Advisory Committee has submitted a resolution for school board action which stated that some of the District's educational programs were inadequate in meeting the needs of American Indian students. The template for this resolution is from the Minnesota Department of Education.*

*Bee Kong and Robin Nelson will present a short report during this portion of the meeting, followed by proposed action on the resolution during the Action portion later on this evening. Highlights of their report will touch on these topics:*

*The ISD 622 American Indian Parent Committee recognized progress from past years, particularly in the areas of curriculum development (ensuring that the curriculum website is appropriate/relevant) and professional development (providing staff with training and how to implement online curriculum). Minnesota Comprehensive Assessment (MCA) proficiency scores in mathematics and reading have also improved. However, they still remain low when compared to other student groups.*

*We are fortunate to have a group of committed American Indian parents who work in partnership with us to improve the achievement of our students. ISD 622 is proud of our American Indian Education Program, and we look forward to collaborating with district leaders and staff to continue making progress during this coming year.*

D. Community Education - Johnson/Sanders

1. Early Childhood

30

*Early Childhood and Family Programs Supervisor Heather Sanders will share a few highlights within District 622's programs and services for our youngest learners. A short video will be shared, which captures the essences of Early Childhood Family Education (ECFE), Early Childhood Screening, and District 622 Preschool. Heather will share some participation data, as well as a few highlights of the program.*

*Highlights include: numbers served; promoting all programs together in one catalog for the first time; chosen by MDE to receive Voluntary Pre-K funding which allows us to serve more students; adding preschool at Carver and Castle Elementary schools next year; and piloting a Summer Blast opportunity for qualifying children entering kindergarten to learn school skills.*

E. Business Office - R. Anderson

31

1. 2017-2018 Capital Budget

*It's that time of year again when we start preparing for the approval of our 2017-2018 budget. The first piece of the puzzle is the capital allocation for the District.*

*Attached are the various Building and District initial capital allocations. The Building and Athletic allocations are based on the projected building enrollment that is being used by Teaching & Learning for staffing. The allocation rate per student is the same as it*

*is for the current 2016-2017 budget.*

*You will see that the overall capital budget is increasing by approximately \$60,000 due mainly to the increase in lease levy for the new Intermediate 916 facilities that are being constructed and the District's purchase of the Oakdale and John Glenn additions.*

*The 2017-2018 capital budget also reflects the one-time use of \$250,000 to add courts at John Glenn Middle School - this facility will also be used in the future by North High School tennis teams for practice and matches.*

*Randy will present this topic earlier in the evening at our work session; we will review for the public during this portion of the meeting, and he will be looking for your approval later on in this business meeting.*

## **VI. Action Items**

### **A. Business Office**

1. Acknowledgment of Contributions - *Hunt* 34  
*\*I recommend that the list of contributions, with a year to date total of \$73,398.20 be accepted with appreciation.*
2. Approval of 2017-2018 Capital Budget - *R. Anderson* 35  
*Randy is looking for your approval on the 2017-2018 Capital Expenditures Budget.*  
*\*I recommend that the 2017-2018 Capital Expenditure Budget be approved as per the 2017-2018 Capital Budget Plan.*
3. Resolution Providing for the Sale of General Obligation Alternative 36  
Facilities Refunding Bonds, Series 2017A- *R. Anderson*  
*We will be refinancing an existing issue of our Alt Facilities General Obligation bonds totaling \$7,090,000, Series 2008A. The resolution will approve setting the sale which will occur in April and also*

*obligates the District on the payment of the principal and interest on these bonds.*

*The existing bonds carry a stated interest rate of 4% with the projected rate for the sale of the refunding bonds being somewhere around 1.10 - 2.50% At this time, the total projected interest savings over the life of the bonds is approximately \$560,000.*

*\*I recommend that the Resolution Providing for the Sale of General Obligation Alternative Facilities Refunding Bonds, Series 2017A, be approved.*

B. Human Resources - Gray

1. Severance of Teacher & Extracurricular Assignments 48

*Each year we sever extracurricular and added work assignments from the teacher contract effective at the end of the school year so we are protected from adverse costs if funding is reduced next year.*

*\*I recommend that the Severance of Added Teacher and Extracurricular Assignments resolution be approved.*

2. Adopt Criteria for Discontinuance of Licensed Positions 49

*This is another resolution we put before you for adoption each year. We review staffing needs and adjust certified staff through termination or placement on unrequested leave of absence for those personnel we will not need due to program reductions, declining enrollment, or lack of funds. This resolution formally establishes the aforementioned criteria.*

*\*I recommend that the Discontinuance of Licensed Positions resolution be approved.*

C. Superintendent - Osorio

1. Revise Policies 50

*This is the second formal reading for the proposed revision of three*

*policies; E-081, EM-020.19, and EM-020.20.*

*\*I recommend that Policies E-081 (Strategic Plan); EM-020.19 (Student Disability Nondiscrimination); and EM-020.20 (Student Sex Nondiscrimination) be revised as presented.*

a. E-081 (Strategic Plan)	52
b. EM-020.19 (Student Disability Nondiscrimination)	53
c. EM-020.20 (Student Sex Nondiscrimination - Title IX - & Unlawful Sex Discrimination Towards a Student Report Form)	55
D. Teaching & Learning	
1. American Indian Resolution - <i>Mau</i>	59
E. School Board	

1. Set Closed Session

*As we begin our contract negotiations with the teacher bargaining group, I would like to suggest a brief closed session prior to the start of the April 11 work session to discuss teacher contract negotiation parameters.*

*\*I recommend that a closed session begin at 4:30 p.m. on April 11, 2017 in Room 201A of the District 622 Education Center for the purpose of discussing contract negotiations.*

2. Set Time, Location, and Agenda for April 11, 2017 Work Study Session
- We have set the date of our April 11, 2017 work study session, but we need to set the time, location and agenda. Due to the proposed closed session prior to this meeting, I am proposing at 4:45 p.m. start time. Suggested agenda items include: Ice Breaker, Superintendent Check-In, MN Student Survey (flipped session by Khriisslyn Goodman), Policy Addition - Uniform Grant Guidance Policy Regarding Federal Revenue Sources, and AVID Program.*

*\*I recommend that we begin April 11, 2017 work study session at 4:45 p.m. in Room 202 of the District Education Center and include*

*the following agenda items: 1)Ice Breaker; 2)Superintendent Check-In; 3)Minnesota Student Survey; 4)Policy Addition; and 5)AVID Program.*

3. Superintendent Contract Amendment

66

*Per my contract, Section VIII., Salary, it states that "...the parties shall endeavor to agree by April 1 of the third year of this contract on the amount of the salary for the 2017-18 school year."*

*At our recent Board Retreat, we discussed an amendment to my contract to allow for education reimbursement as I pursue my doctorate degree in lieu of a salary increase. Board members were agreeable to this option and I would like to formally and publicly propose the amendment to my contract.*

*Upon consultation with Cathy Miller, MSBA's Director of Legal and Policy Services, her recommendation is that amendments be done with the same formalities as the contract. Therefore, since the Board approved my contract, the Board needs to approve the amendment. A resolution is not necessary and a memorandum of understanding can be used; however, for transparency purposes, I am proposing the attached resolution. Cathy further states that a Closed Session for discussion is not needed due to the previous conversation at the Retreat.*

*\*I recommend that the Superintendent Contract Amendment be approved.*

VII. Board Communications

VIII. Future Board Meeting Dates

A. April 11, 2017 Work Study Session

B. April 25, 2017 Business Meeting 6:00 p.m. (Board Room)

#### IV. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

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

**SCHOOL BOARD RETREAT  
February 24 - 25, 2017**

Chair Coborn called the meeting to order at 4:00 PM with the following present: Chair Coborn, Vice Chair Yener, Clerk Neve, Directors Anderson, Augé, and Superintendent Osorio. Arriving at 4:10 PM: Treasurer Livingston. Absent: Director Hunt.

In the audience: Rory Sanders.

Coborn opened up the session with an icebreaker, followed by Osorio providing an update and her goals for the retreat.

Board Members checked in with individual reports from their respective liaison roles and recent events.

(Dinner break from 6:05 - 6:54 PM)

Upon reconvening at 6:54 PM, Augé led an ice breaker and Osorio reviewed the strategic plan, the work that has been thus far, and next steps.

Board governance was discussed, including the role of student board representatives.

The retreat adjourned at 9:06 PM.

Chair Coborn called the meeting to order at 8:09 AM on February 25, 2017 with the following present: Chair Coborn, Vice Chair Yener, Clerk Neve, Treasurer Livingston, Directors Anderson, Augé, and Superintendent Osorio. Absent: Director Hunt.

In the audience: Rory Sanders.

Yener facilitated an ice breaker. A continued discussion of board governance occurred, with board members reviewing the following topics: public engagement activities, Policy G-010 (Board Authority and Self Governance), and public comment.

(Break from 10:15 - 10:30 AM)

Upon reconvening at 10:30 AM, Osorio facilitated a discussion and board members conversed on the future of facilities planning, reviewed spring budget staffing guidelines and considerations, reviewed communications planning with increased posts to social media, and participated in a demo of a new Blackboard application.

The retreat adjourned at 12:07 PM.

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Clerk

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

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

**REGULAR MEETING  
SCHOOL BOARD  
February 28, 2017**

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

Others present were: Keith Gray, Director of Human Resources; Randy Anderson, Director of Business Services; Troy Miller, Assistant Superintendent; Tricia Hughes, Director of Student Services, Peter Mau, Supervisor of Educational Programs; and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance led by Bee Kong.

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

THAT the agenda be approved as presented.

Coborn noted that Augé was absent due to a work commitment.

Coborn stated that the public comment portion of the meeting had a slight revision to allow for citizens to sign up and provide comments regardless of whether or not a topic is on the agenda.

Yener moved and Neve 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.F., be approved as written, and a copy of the agenda items is attached to the minutes.

Yener read the Tartan High student report on behalf of Student Board Representative Phoebe Ato: Student CeCe Boyle went to state in Nordic skiing for the third straight year and was also Tartan's first ever Individual Conference Champion; CeCe also has the honor of being Tartan's Athena Award winner; Marco Hernandez is Tartan's 2017 Rotary Student of the Year; Adam Revoir received a community service award; Knowledge Bowl is competing in the regional tournament; 19 Juniors will be attending the Leadership Conference tomorrow with Youth Frontiers; Maplewood Mall has an art show this weekend which highlights student artists in District 622 and provides an opportunity for the community to purchase student art work; Incoming Week went very well and featured a talent show, volleyball tournament, and

pep fest; Tartan played North in a boys/girls basketball double header on February 21 with over 200 band members from both high schools and all 3 middle schools entertaining the crowd; North/Tartan Fusion Drumline also played between games; and winter activities are wrapping up with most spring sports starting on March 20.

Osorio reported on Strategic Plan action plans, timelines, and accountability measures. She noted that she first presented this at the February 7, 2017 work session and that the board had an in-depth conversation on the topic at their February 24 - 25, 2017 board retreat.

Mau shared a video on Starbase, a program that four or five sites annually send a group of fourth and fifth graders to participate in STEM activities. Mau introduced Curriculum and Staff Development Coordinator Penny Baker, who answered questions from the board.

Mau introduced Educational Equity Coordinator Bee Kong who presented on the progress of the three-year achievement integration plan from the 2015-2016 school year. He also shared the process used to develop the next three year plans and goals.

Osorio presented a first formal reading of policies E-081 (Strategic Plan); EM-020.19 (Student Disability Nondiscrimination); and EM-020.20 (Student Sex Nondiscrimination - Title IX - & Unlawful Sex Discrimination Towards a Student Report Form). These policies were reviewed at the February 7, 2017 work session and will be proposed for action at the March 28, 2017 business meeting.

Livingston moved and Neve 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 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>
Patrick Gerdes	\$75.00	CREED program - John Glenn
Kevin & Michelle Gerdes	\$50.00	CREED program - John Glenn
Grand Tech, Inc.	\$100.00	CREED program - John Glenn
Kelsey McDonough	\$50.00	CREED program - John Glenn
Christa Waymire	\$75.00	CREED - John Glenn Middle School
Gen YOUth Foundation	\$3,750.00	Maplewood - I Cook You Dish Class
Steve & Mary Ann Miller	\$500.00	Maplewood Middle School
Paul & Peggy Ellefson	\$45.00	Meals on Wheels in Memory of Bonnie Ellefson
Mike & Stacie Hafner	\$200.00	Meals on Wheels in Memory of Gigi Fitzpatrick
Scott & Julie Wasiluk	\$20.00	Meals on Wheels

Michael T. Testa	\$50.00	Meals on Wheels
Robert Malm	\$100.00	Meals on Wheels
Truist	\$42.32	Meals on Wheels
Ronald & Sonya Czerepak	\$500.00	Meals on Wheels
Daniel & Kristen Elo	Coats, jackets, hats and gloves (valued at \$75.00)	Castle Elementary
Silver Lake Methodist Church	2 dozen hats, scarves and mittens	Castle Elementary
Stephanie & Richard Mann	\$50.00	Community Bridge
Diane DuFresne	\$750.00	North High - Brown Bag Program
T.A. Schifsky & Sons, Inc.	\$200.00	North High - Festival of Cultures
Northern Lights Chiropractic, Ltd.	\$50.00	North High - Festival of Cultures
Larson Engineering of Minnesota	\$50.00	North High - Robotics Program
House of Prayer	Sweatshirts, sweatpants, undergarments, socks and hats (valued at \$400.00)	Cowern Elementary
Amy Coborn	25 cases of water (valued at \$75.00)	Cowern Elementary - Title I Parent Night
Maplewood Bakery	25 dozen cookies (valued at \$100.00)	Cowern Elementary - Title I Parent Night
Sabbath Christian Fellowship	\$2,000.00	Nutrition Services Department - to reduce negative student meal accounts

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

BE IT RESOLVED by the School Board of Independent School District 622 that the administration's budget rightsizing plan totaling \$1,000,000 in reductions be approved for the 2017-2018 fiscal year.

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

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

- E-008 (Gifts to and Solicitation by Employees and School Board Members)
- E-026 (Transportation of Public School Students)
- E-028 (Field Trips)

Livingston moved and Anderson seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District 622 that the Student Services 2017-18 school year of 320.20 iFTE be approved.

Anderson moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District 622 that administration proceed with staff, student, and community conversations around District 622 facility planning, and return to the Board at a future date to report on key findings and recommendations.

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

BE IT RESOLVED by the School Board of Independent School District 622 that the District 622 Achievement and Integration 3-Year Plan for school years 2017-2018 through 2019-2020 be approved.

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

BE IT RESOLVED by the School Board of Independent School District 622 that the District 622 Budget Plan for Achievement and Integration for 2017-2019 be approved.

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

BE IT RESOLVED by the School Board of Independent School District 622 that the 2017-2018 Regular Education 376.70 iFTE be approved.

Anderson 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 622 that the 2016-2017 School Calendar be revised to reflect April 19, 2017 as a full school day for eleventh graders only at the high school level for the purpose of ACT testing; AND THAT the 2017-2018 School Calendar be revised to reflect April 3, 2018 as a full school day for eleventh graders only at the high school level for the purpose of ACT testing.

Coborn asked board members to set the agenda for the March 28, 2017 reflection study session. Yener moved and Livingston seconded the following motion, which carried on a 6 - 0 vote:

THAT the March 28, 2017 Reflection Study Session which begins at 5:00 p.m. in Room 202 of the District 622 Education Center contain the following agenda items: 1)Ice Breaker; 2)Superintendent Check In; and 3)Reports.

During Board Communications, the following items were shared:

- ✓ Livingston commented that it was an interesting coincidence that ACTs were discussed at the evening's board meeting as the Senate had a hearing today on

- the topic of ACTs vs. MCAs. Livingston thanked her board colleagues and Osorio for a very robust and fruitful conversation at their recent board retreat.
- ✓ Anderson thanked the students, staff and principals of Tartan and North High for his great experience during recent tours of the buildings.
  - ✓ Coborn echoed Livingston’s comments about the board retreat and said that they had spent a significant amount of time at the retreat and a lot of hard work was accomplished.

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

THAT the meeting be adjourned.

The meeting adjourned at 7:21 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
Ibrahim	Ali	Somali Bicultural Liason	District Wide	3/20/2017	\$21.85	Hour
Andrew	Bailey	CID Para	North	3/21/17	\$15.19	Hour
Kara	Campeau	CID Para	Eagle Point Elementary	2/27/2017	\$15.91	Hour
Robert	Carter	EBD Para	Harmony Learning Center	2/13/17	\$15.19	Hour
Charles	Dawson	Para - Hall Monitor	Tartan	2/22/2017	\$15.02	Houa
Ryan	Delacroix	Theater Play Director	Tartan	3/6/17	\$3,934.00	assignment
Allison	Eilers	Transportation Coordinator	Bus Garage	2/21/17	\$50,000.00	Annually
Fehintola	Kasali	Part-Time Bus Driver	Bus Garage	2/28/2017	\$19.00	Hour
Dean	Kneeland	CE Buidling Supervisor	District Wide	3/2/2017	\$16.58	Hour
Alexandra	Kotlarek	Theater Costumer	Tartan	3/6/2017	\$877.00	assignment
Alex	Leitch	Boys Hockey - Assistant Coach	Tartan	3/7/2017	\$386.37	assignment
Melanie	Meyer	Theater Asst Play Director	Tartan	3/6/17	\$1,639.00	assignment
Marvin	Powell	Boys Hockey - Assistant Coach	Tartan	3/7/2017	\$515.16	assignment
Kelli	Rayl	Clerk IV - FT 12 month	DEC	3/6/17	\$16.71	Hour
Kecia	Rehkamp	Theater Costumer	Tartan	3/6/2017	\$877.00	assignment
Megan	Smith	LPN	Webster Elementary	3/20/2017	\$20.50	Hour
Steven	Tacheny	Part-Time Bus Driver	Bus Garage	3/13/2017	\$19.00	Hour
Amy	Zurawski	Adv. Conn. SN CC Para	Cowern Elementary	2/13/17	\$14.51	Hour

## Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Grant	Cartee	Full time Bus Driver 12 month	Night custodian	3/1/17	\$17.73	hour
Laue	Karen	Adv. Conn. CC Para .13	Adv. Conn. CC Para .08	1/30/17	\$15.74	hour
Sean	Kelly	CID Para .25	CID Para .25 & Adv. Conn. CC Para .08	2/13/2017	\$12.76	hour
Jeanelle	Kummer	ECSE Para .20	Preschool EA .24	3/20/17	\$14.57	hour
Mary	Russ	Playground Monitor .07	Adv. Conn. CC Para ..25	2/1/17	\$11.91	hour
Mary	Russ	Adv. Conn. CC Para .25	Adv. Conn. CC Para .25 & Playground Monitor .06	2/13/17	\$13.70	hour
Lynn	Soler	LPN .29	LPN .27	4/3/17	\$20.50	hour

## Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Allison	Hannon	Language Arts Teacher	North High School	CC LOA	4/11/17 - 6/12/17
Brooke	Nelson	MN Teacher	Oakdale Elementary	CC LOA	4/3/17 - 4/14/17

## Resignation

*	First Name	Last Name	Assignment	Building	Effective
*	Christine	Ballack	Teacher on LOA	District-wide	4/30/2018
	Mark	Brandwein	Kindergarten Teacher	Richardson	6/12/2017
	Nicole	Dockham	Teacher on LOA	District-wide	6/12/2017

	Kari	Enright	Teacher on LOA	District-wide	6/12/2017
	Vanessa	Haltvick	Teacher on LOA	District-wide	6/12/2017
	Heather	Lloyd	Teacher on LOA	District-wide	6/12/2017
	Isaak	Rooble	Somali Bicultural Liason	District-wide	2/13/2017
*	Carol	Seidenkranz	Social Worker	John Glenn Middle School	6/12/2017
	Rebecca	Shoff	CC Para	Eagle Point Elementary	1/13/2017
	Kelly	Turbett	Preschool EA	Gladstone	3/6/2017
	Martha	Vang	Building Para	Cowern Elementary	3/24/2017
*	Karen	Wollak	Assistant Principal	North	6/1/2017

## Termination

First Name	Last Name	Assignment	Building	Effective
Karen	Peters	Student Contact Driver	Bus Garage	3/8/2017
Meredith	Weincouff	Avid Tutor	District-wide	3/3/2017

## BID/RFP CALENDARS

<u>NAME OF BID</u>	<u>BID OPENING</u>	<u>BOARD MEETING</u>
Fire Alarm Systems Upgrades Project	January 19, 2017	March 28, 2017
Polar Arena Ice System, Rink Floor and Lighting Upgrades	March 9, 2017	March 28, 2017
Asbestos Operations and Maintenance	March 14, 2017	March 28, 2017
Site Lighting Project – Carver & Tartan	March 16, 2017	March 28, 2017
Tartan High School Site Improvements and Concession Stand	February 28, 2017	April 25, 2017
Site Improvements - Eagle Point & Gladstone	March 21, 2017	April 25, 2017
Tartan High School Elevator Modernization Project	March 28, 2017	April 25, 2017
77 Passenger Buses and 30 Passenger Buses	March 30, 2017	April 25, 2017

<u>NAME OF RFP</u>	<u>RFP DUE DATE/TIME</u>	<u>BOARD MEETING</u> (if applicable)
Copier Equipment and Service RFP	March 31, 2017 2:00 PM	April 25, 2017

*“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. E. BID AWARDS

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

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

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

<u>For</u>	<u>Vendor</u>	<u>#Bids</u>	<u>Fund</u>	<u>Amount</u>
<b><u>Fire Alarm System Upgrades Project</u></b> North High School Skyview Community School	ECSI	3	01	\$436,195.00
<b><u>Polar Arena Ice Systems, Rink Floor &amp; Lighting Upgrades</u></b>	Minnesota Ice LLC	3	01	\$1,562,056.00
<b><u>Site Lighting Project</u></b>	Peoples Electric Company	2	01	\$188,360.00
<b><u>Asbestos Operations and Maintenance</u></b>	Titan Environmental, Inc.	5	01	\$150,000.00*

\* Blanket purchase order based on an average of past usage. Dollar amount not to be considered an exact amount.

# ENVIRONMENTAL PROCESS, INC.

715 Florida Ave. S., Suite 111  
Golden Valley, MN 55426  
763-398-3040  
epimpls@go-epi.com

Fax: 763-398-0121  
Phone: 888-733-3050  
www.go-epi.com

18382 FM 302, Suite 103  
Canyon Lake, TX 78133  
830-935-4909  
epitx@go-epi.com



March 16, 2017

Independent School District #622  
Attn: Mr. Greg Nash  
2520 East 12<sup>th</sup> Avenue  
North St. Paul, MN 55109

Re: **District Wide  
Asbestos Operations and Maintenance  
Bid Recommendation, EPI #17-840**

Dear Mr. Nash:

Environmental Process, Inc. (EPI) reviewed the District Wide Asbestos Operations and Maintenance project work scope with Mr. Bill Freudenberg of Titan Environmental, Inc. and there were no questions or issues that would preclude Titan from accepting award of this project.

For Independent School District #622 Titan has successfully completed the Cowern Summer 2001 boiler asbestos operations and maintenance and exterior building roof flashing asbestos abatement, Oakdale Winter 2002 Floor Tile, Webster Winter 2002 Floor Tile, Weaver Spring 2003 Incinerator, Weaver Summer 2003 Deferred Maintenance, John Glenn Winter 2003 Pool Tag Board, Beaver Lake Summer 2004 Floor Tile/Mastic, District Education Center Spring 2006 Deferred Maintenance, 2006 through 2008 District Wide Operations and Maintenance contract, Castle Winter 2008, Castle Spring 2008, Castle Summer 2008, Tartan Spring 2009, Tartan Interior and Exterior Summer 2009, Richardson/Carver/ and Tartan Summer 2010; Tartan/Maplewood Spring, and Harmony/Eagle Point Summer 2011 Deferred Maintenance; 2012/2013, 2013/2014, 2015/2016, 2016/2017 District Wide O&M; and Spring 2016 Cowern Crawl Space asbestos abatement projects.

The attached Base Bid and Alternate #1 unit rates include the cost of the payment and performance bonds. The base bid reflects unit rates for the contract period from July 1, 2017 through June 30, 2018. Alternate #1 reflects unit rates for a second contract year. EPI recommends that the base bid unit rates per the attachments be accepted from Titan for the contract period from July 1, 2017 through June 30, 2018 and that ISD#622 hold the option open to exercise renewal of the contract for a second year until thirty (30) days prior to expiration of the first year contract. EPI will execute contracts upon authorization to award. If you have any questions, please contact me at 763-398-3045.

Cordially,  
Environmental Process, Inc.

Scott S. Norton  
Project Designer

Attachments: Bid Summary  
Titan Proposal  
Affidavit of Non-Collusion  
Contractor Responsibility Affidavit  
Bid Bond



**PERFORMANCE  
DRIVEN DESIGN.**  
LHBcorp.com

January 25, 2017

Mike Boland  
Maintenance/Operations Health & Safety Supervisor  
2520 East 12<sup>th</sup> Avenue  
North St. Paul, MN 55109

**FIRE ALARM SYSTEM UPGRADES: NORTH HIGH SCHOOL; SKYVIEW  
COMMUNITY SCHOOL  
BID RESULTS**

Dear Mr. Boland,

The bid opening for the above-reference project was held on January 19, 2017 at 2:00 p.m. at the ISD 622 District Office. The School District received three bids as shown below:

Name	Base Bid	Alternate #1
ECSI, LLC	\$436,195.00	\$545,338.00
Egan Company	\$770,928.00	\$1,664,629.00
Life Safety Systems, Inc.	\$2,068,660.00	\$2,405,170.00
Engineer's Estimate	\$375,000	

The lowest bid was received from ECSI with a base bid amount of \$436,195.00. All of the bids were reviewed and no errors were identified. We followed up with each of the contractors to discuss the wide range of values to determine if there was document discrepancy. Based on these conversations the difference was based on the clarification/interpretation of the Class A System with a Survivability Level of 1 requirement. This item was brought up and discussed as part of the Pre-Bid Meeting held on January 13, 2017 and clarified in Addendum No. 3 issued January 16, 2017 with LHB's interpretation of the Code and what expectations were. With recent positive experience on Webster Elementary School Fire Alarm upgrades and review with ECSI, LHB recommends that the School District award the contract for the Fire Alarm Upgrades to North High School and Skyview Community School to Electronic Communication Systems, LLC (ECSI).

LHB

Nathan Wriedt, P.E., RCDD  
Electrical Engineer

21 West Superior Street, Suite 500 | Duluth, MN 55802 | 218.727.8446  
701 Washington Avenue North, Suite 200 | Minneapolis, MN 55401 | 612.338.2029  
63 East Second Street, Suite 150 | Superior, WI 54880 | 715.392.2902

March 10, 2017

Michael McDevitt  
Minnesota Ice LLC.  
13540 Flagstaff Avenue  
Apple Valley, MN 55124

SUBJECT INTENT TO AWARD

Dear Michael:

This is to advise you of our intent to award MN Ice LLC. a contract for the Polar Arena Ice System, Rink Floor and Lighting Upgrades Project, in accordance with your bid of March 9, 2017. The amount of your base bid was \$1,502,206.00, and the District selected Alternative 1 for a cost of \$59,850.00 making the total cost of the contract \$1,562,056.00.

This contract will be submitted for approval to our school board at their March 28, 2017 business meeting. Please work with Greg Nash our Purchasing Supervisor on the specifics of the contract and any bonding that needs to occur per the project specifications.

Please feel free to call or email me with any questions.

Sincerely,



Randy Anderson  
Director of Business Services



March 21, 2017

Mike Boland  
Maintenance/Operations Health & Safety Supervisor  
2520 East 12<sup>th</sup> Avenue  
North St. Paul, MN 55109

**SITE LIGHTING: SOW#1 – CARVER ELEMENTARY SCHOOL; SOW#2 – TARTAN HIGH SCHOOL BID RESULTS**

Dear Mr. Boland,

The bid opening for the above-reference project was held on March 16, 2017 at 2:00 p.m. at the ISD 622 District Office. The School District received two bids as shown below:

<b>BIDDERS Name/Address/Phone</b>	<b>SCOPE #1 CARVER ES Base Bid</b>	<b>SCOPE #1 ALT 1-1 Carver ES Additional Lighting</b>	<b>SCOPE #2 TARTAN HS Base Bid</b>	<b>SCOPE #2 ALT 2-1 Tartan HS Additional Lighting</b>
Forest Lake Contracting	\$34,000.00	\$51,000.00	\$77,000.00	\$111,000.00
Peoples Electric Company	\$18,748.00	\$44,232.00	\$69,433.00	\$55,947.00

The lowest bid was received from Peoples Electric Company with a base bid amount of \$88,181.00. All of the bids were reviewed and no errors were identified. We followed up with each of the contractors to discuss the wide range of values to determine if there was document discrepancy. Based on these conversations, it was determined that Forest Lake Contracting had added in the base bid value into the alternate values, thus the difference that is shown. LHB recommends making a selection on the base bid values and follow up of references. After review of the bid results and previous good experiences with Peoples Electric Company, LHB recommends that the School District award the contract for base bid work of the Site Lighting to Peoples Electric Company. As the base bid value is less than the budgeted amount (construction value estimate was \$175,000), the Owner has the option to select the alternates at their discretion.

LHB

A handwritten signature in black ink, appearing to read "N. Wriedt".

Nathan Wriedt, P.E., RCDD  
Electrical Engineer

c: LHB File # 160521.50

O:\16Proj\160521\50\05\700 Bidding\703 Bids\20170321 Recomendation of Bid Award.docx

IV. F. 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	\$	1,645,581.00
Food Service		339,181.00
Community Service		132,680.00
Building		0.00
Debt Redemption		6,181.00
Trust		66,574.00
Internal Service Fund Health Insurance		58,815.00
OPEB Benefits Trust		1,244.00
		<hr/>
A/P Checks Disbursed (02-01-17 thru 02-28-17)	\$	2,250,256.00
Payroll Disbursed - Net (02-01-17 thru 02-28-17)	\$	4,488,506.00
Wire Transfers (02-01-17 thru 02-28-17)	\$	14,894,800.00
Investments on 03-10-17	\$	35,139,271.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	AMOUNT
MSDLAF OTHER FUNDS	MM	0.74%	(BALANCE AT 03-08-17)	\$213,834.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.78%	(BALANCE AT 03-08-17)	\$21,385,062.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.10%	(BALANCE AT 03-08-17)	\$12,102,031.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.25%	(BALANCE AT 03-08-17)	\$1,438,344.00
				<u>\$35,139,271.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

02-01-17 thru 02-28-17

DATE	FROM	TO		REASON
02/01/17	P M A	HEALTH PARTNERS	\$235,659.00	MEDICAL CLAIM FEES
02/01/17	PREMIER BANK	DELTA DENTAL	\$131,804.00	MONTHLY PAYMENT
02/01/17	PREMIER BANK	STATE OF MINN.	\$126,652.00	UC TAX
02/03/17	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
02/06/17	PREMIER BANK	HEALTH PARTNERS	\$260,977.00	HEALTH CLAIMS
02/07/17	PREMIER BANK	ANNUITY COMPANIES	\$691,154.00	PAYROLL PAYABLES
02/10/17	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
02/10/17	PREMIER BANK	CORPORATE HEALTH	\$89,023.00	FLEX PROCESSING
02/13/17	P M A	PREMIER BANK	\$3,325,000.00	A/P - P/R*
02/13/17	PREMIER BANK	HEALTH PARTNERS	\$204,000.00	HEALTH CLAIMS
02/14/17	PREMIER BANK	CORPORATE HEALTH	\$21,511.00	FLEX PROCESSING
02/15/17	PREMIER BANK	IRS	\$870,109.00	PAYROLL TAX
02/16/17	PREMIER BANK	STATE OF MINN.	\$136,972.00	PAYROLL TAX
02/17/17	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
02/17/17	PREMIER BANK	ANNUITY COMPANIES	\$241,858.00	PAYROLL PAYABLES
02/21/17	PREMIER BANK	HEALTH PARTNERS	\$217,764.00	HEALTH CLAIMS
02/24/17	P M A	PREMIER BANK	\$3,700,000.00	A/P - P/R*
02/27/17	PREMIER BANK	HEALTH PARTNERS	\$225,954.00	HEALTH CLAIMS
02/28/17	PREMIER BANK	ANNUITY COMPANIES	\$554,039.00	PAYROLL PAYABLES
02/28/17	PREMIER BANK	CORPORATE HEALTH	\$13,852.00	FLEX PROCESSING
02/28/17	PREMIER BANK	IRS	\$841,055.00	PAYROLL TAX
02/28/17	PREMIER BANK	MISCELLANEOUS	\$7,417.00	MISCELLANEOUS
		TOTAL	<u>\$14,894,800.00</u>	

\* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

## **School Board Meeting Video**

Tuesday, March 28, 2017

[Community Education Video](#)

Terri Johnson

**CAPITAL EXPENDITURE BUILDING ALLOCATIONS**  
**BUILDING CAPITAL**  
**2017-2018**

SCHOOL SITES	TOTAL ENROLLMENT	ALLOTMENT/ STUDENT	ALLOCATION	INITIAL 90%
<b>ELEMENTARY SCHOOLS</b>				
ECSE - BEAVER LAKE	100.00	\$19.50	\$1,950	\$1,755
CARVER	502.00	\$19.50	\$9,789	\$8,810
CASTLE	428.00	\$19.50	\$8,346	\$7,511
COWERN	439.00	\$19.50	\$8,561	\$7,704
EAGLE POINT	458.00	\$19.50	\$8,931	\$8,038
OAKDALE	516.00	\$19.50	\$10,062	\$9,056
RICHARDSON	438.00	\$19.50	\$8,541	\$7,687
SKYVIEW	601.00	\$19.50	\$11,720	\$10,548
WEAVER	540.00	\$19.50	\$10,530	\$9,477
WEBSTER	388.00	\$19.50	\$7,566	\$6,809
<b>TOTAL ELEMENTARY</b>			<b>\$85,995</b>	<b>\$77,396</b>
<b>MIDDLE SCHOOLS</b>				
JOHN GLENN	762.00	\$27.50	\$20,955	\$18,860
MAPLEWOOD	715.00	\$27.50	\$19,663	\$17,696
SKYVIEW	814.00	\$27.50	\$22,385	\$20,147
<b>TOTAL MIDDLE SCHOOLS</b>			<b>\$ 63,003</b>	<b>\$ 56,702</b>
<b>SENIOR HIGHS</b>				
NEXT STEP TRANSITION	85.00	\$27.50	\$2,338	\$2,104
HARMONY	85.00	\$27.50	\$2,338	\$2,104
NORTH	1,803.00	\$27.50	\$49,583	\$44,624
TARTAN	1,650.00	\$27.50	\$45,375	\$40,838
NORTH ATHLETICS	1,803.00	\$15.00	\$27,045	\$24,341
TARTAN ATHLETICS	1,650.00	\$15.00	\$24,750	\$22,275
<b>TOTAL HIGH SCHOOLS</b>			<b>\$151,428</b>	<b>\$136,285</b>
<b>GRAND TOTAL</b>			<b>\$300,425</b>	<b>\$270,383</b>

**CAPITAL EXPENDITURES**  
**EQUIPMENT, TEXTBOOKS, TECHNOLOGY, SITE IMPROVEMENTS**  
**2017-2018**

ORGANIZATION/PROGRAM		ORIGINAL	REVISED	PROPOSED	\$
		BUDGET	BUDGET	BUDGET	
		2016-2017	2016-2017	2017-2018	CHANGE
<b>005</b>	<b>DISTRICT WIDE</b>				
	020 Superintendent Office	1,500	1,500	1,500	0
	030 Teaching & Learning	1,500	1,500	1,500	0
	105 Human Resources	1,500	1,500	1,500	0
	108 Hardware Purchases	40,000	40,000	40,000	0
	108 Software Licenses	40,000	40,000	40,000	0
	108 Technology Replacement Cycle	350,000	350,000	350,000	0
	108 Techs. From General to O.C.	715,000	715,000	715,000	0
108/810	Budget Adjustment - General to Capital Expenses	500,000	500,000	-	(500,000)
	110 Business Office	1,500	1,500	1,500	0
	110 Skyward Software	25,000	25,000	25,000	0
	110 Purchasing Office - district-wide copier leases	288,000	288,000	288,000	0
	203 Curriculum Replacement Cycle - Elementary	263,900	263,900	263,900	0
	211 Curriculum Replacement Cycle - Secondary	263,900	263,900	263,900	0
	258 Music/Instrumental	15,000	15,000	15,000	0
	420 Student Services - General	37,500	37,500	37,500	0
	620 Media Center Books/Materials	32,000	32,000	32,000	0
	620 Educational Media	14,000	14,000	14,000	0
	720 Health Services	2,000	2,000	2,000	0
	810 Operations & Maint. - Building Repair	110,000	110,000	110,000	0
	810 Classroom Furniture Replacement (CRS 016)	60,000	60,000	60,000	0
	850 Operations & Maint. Equipment	36,000	36,000	36,000	0
	850 Operations & Maint. Grounds	15,300	15,300	15,300	0
	850 Operations Site Improvement - John Glenn Tennis Cour	-	-	250,000	250,000
	110 Contingency	26,699	26,699	20,228	(6,471)
<b>SUB-TOTALS - DISTRICT WIDE</b>		<b>\$ 2,840,299</b>	<b>\$ 2,840,299</b>	<b>\$ 2,583,828</b>	<b>\$ (256,471)</b>
<b>SCHOOLS</b>					
	026 ECSE	1,950	1,950	1,950	0
	027 Carver	9,614	9,614	9,789	176
	028 Castle	9,419	9,419	8,346	(1,073)
	029 Cowern	9,087	9,087	8,561	(527)
	030 Eagle Point	8,892	8,892	8,931	39
	033 Oakdale	10,452	10,452	10,062	(390)
	034 Richardson	9,380	9,380	8,541	(839)
	035 Weaver	10,179	10,179	10,530	351
	036 Webster	7,820	7,820	7,566	(254)
	037 Skyview Elem.	11,739	11,739	11,720	(20)
	041 Harmony Learning Center	2,338	2,338	2,338	0
	043 Next Step - Transition	2,338	2,338	2,338	0
	054 Skyview M.S.	22,440	22,440	22,385	(55)
	055 John Glenn	20,158	20,158	20,955	798
	056 Maplewood	18,233	18,233	19,663	1,430
	057 North	48,950	48,950	49,583	633
	058 Tartan	45,705	45,705	45,375	(330)
	057 North Athletics	26,700	26,700	27,045	345
	058 Tartan Athletics	24,930	24,930	24,750	(180)
	076 Prairie Care	-	-	-	0
<b>SUB-TOTALS - SCHOOLS</b>		<b>\$ 300,320</b>	<b>\$ 300,320</b>	<b>\$ 300,425</b>	<b>\$ 105</b>
<b>GRAND TOTAL EXPENSES</b>		<b>\$ 3,140,619</b>	<b>\$ 3,140,619</b>	<b>\$ 2,884,253</b>	<b>\$ (256,366)</b>
<b>TOTAL ESTIMATED CAPTIAL REVENUE</b>		<b>\$ 2,656,891</b>	<b>\$ 2,656,891</b>	<b>\$ 2,634,253</b>	
<b>BEGINNING FUND BALANCE</b>		<b>\$ 4,146,318</b>	<b>\$ 4,146,318</b>	<b>\$ 3,662,590</b>	
<b>ESTIMATED ENDING FUND BALANCE</b>		<b>\$ 3,662,590</b>	<b>\$ 3,662,590</b>	<b>\$ 3,412,590</b>	

**CAPITAL EXPENDITURE BUDGET  
GENERAL FUND  
2017-2018  
SUMMARY SHEET**

Description	Account Code	Original FY 2016-2017	Revised FY 2016-2017	Original FY 2017-2018	\$ CHANGE
		Budget	Budget	Budget	
<b>OPERATING LEASES</b>					
Gymnastics	01 E 005 850 000 302 370	\$ 8,600	\$ 8,600	\$ 8,600	\$ -
Golf	01 E 005 850 000 302 370	\$ 2,070	\$ 2,070	\$ 4,140	\$ 2,070
Next Step Program	01 E 005 850 000 302 370	\$ 307,450	\$ 307,450	\$ 307,450	\$ -
		\$ 318,120	\$ 318,120	\$ 320,190	\$ 2,070
<b>LEASES - INTERMEDIATE 916</b>					
	01 E 005 850 000 302 370	\$ 275,000	\$ 275,000	\$ 395,000	\$ 120,000
<b>CAPITALIZED LEASES</b>					
Cowern/Richardson/Eagle Point	01 E 005 850 000 302 370	\$ 585,000	\$ 585,000	\$ 585,000	\$ -
Oakdale Wing Lease/Purchase From 916	01 E 005 850 000 302 370	\$ 58,720	\$ 58,720	\$ 100,000	\$ 41,280
John Glenn Wing Purchase From 916	01 E 005 850 000 302 370	\$ -	\$ -	\$ 115,000	\$ 115,000
Oakdale Addition	01 E 005 850 000 302 370	\$ 188,688	\$ 188,688	\$ 186,888	\$ (1,800)
Bus Garage	01 E 005 850 000 302 370	\$ 222,710	\$ 222,710	\$ 223,630	\$ 920
		\$ 1,055,118	\$ 1,055,118	\$ 1,210,518	\$ 155,401
<b>ASSESSMENTS</b>					
Woodbury - Lake Elmo Economic Developme	01 E 005 850 000 302 896	\$ 343,818	\$ 343,818	\$ 383,626	\$ 39,808
<b>SUB-TOTAL - Leases &amp; Assessments</b>		<b>\$ 1,992,056</b>	<b>\$ 1,992,056</b>	<b>\$ 2,309,334</b>	<b>\$ 317,279</b>
<b>SUB-TOTAL - District Wide and Building Allocations</b>		<b>\$ 3,140,619</b>	<b>\$ 3,140,619</b>	<b>\$ 2,884,253</b>	<b>\$ (256,366)</b>
<b>TOTAL - Lease/Capital Expenditure</b>		<b>\$ 5,132,675</b>	<b>\$ 5,132,675</b>	<b>\$ 5,193,587</b>	<b>\$ 60,913</b>

VI. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS - *Hunt*

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

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

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

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Eagle Point Parent Group	\$8,601.48	Eagle Point Elementary for field trips, school technology, curriculum and equipment
Trader Joe's - Woodbury	Flowers (valued at \$49.90)	Tartan National Honor Society Sweetheart Dance
Christa Waymire	\$75.00	John Glenn Creed program
City of Maplewood	\$2,150.00	North High Robotics Team
Daniel & Kristen Elo	Sweat pants (valued at \$35.00)	Castle Elementary
Gary Laska	\$135.00	Meals on Wheels
Joseph & Tamara Gilbert	\$45.00	Meals on Wheels
Ideal Credit Union	\$1,500.00	Meals on Wheels

MOTION:  
SECOND:

Total fiscal year 2016-2017 monetary contributions: \$73,398.20

VI. A. 2. RESOLUTION FOR ADOPTION OF THE 2017-2018 CAPITAL EXPENDITURES BUDGET

Each year the school board approves the Capital Expenditure Budget for the upcoming budget year. Attached is the proposed Capital Expenditures Budget for 2017-2018.

THEREFORE the Director of Business Services recommends the following resolution:

BE IT RESOLVED that the School Board of Independent School District No. 622 approve and adopt the 2017-18 Capital Expenditure Budget as per the attached 2017-18 Capital Budget Plan.

MOTION:

SECOND:

**VI. A. 3. Resolution for providing the sale of general obligation Alternative Facilities refunding bonds to refinance existing issues.**

The School Board has determined that it is necessary and expedient to issue \$7,090,000 General Obligation Alternative Facilities Refunding Bonds, Series 2017A to replace Series 2008A.

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2017A; AND COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE BONDS**

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

**1. Bond Authorization.** The School Board has determined that it is necessary and expedient to issue \$7,090,000 General Obligation Alternative Facilities Refunding Bonds, Series 2017A.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent municipal advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

**3. Official Statement; Negotiation of Sale.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

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

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

March 28, 2017

**Revised** Pre-Sale Report for

Independent School District No. 622  
(North St. Paul-Maplewood-Oakdale), Minnesota

\$7,105,000 General Obligation Alternative Facilities Refunding Bonds,  
Series 2017A



**Prepared by:**

Greg Crowe, CIPMA  
Senior Municipal Advisor

And

Joel Sutter, CIPMA  
Senior Municipal Advisor

## Executive Summary of Proposed Debt

Proposed Issue:	\$7,105,000 General Obligation Alternative Facilities Refunding Bonds, Series 2017A
Purposes:	<p>The proposed issue will finance a partial net cash advance refunding of the 2019 through 2028 maturities of the district's \$10,895,000 General Obligation Alternative Facilities Bonds, Series 2008A.</p> <p>The existing bonds have interest rates of 4.00% (see page 7). Based on current market conditions, we estimate that the new refunding bonds would have interest rates of 1.10% to 2.50% (see page 8). The lower interest rates would reduce debt service payments by an estimated \$543,185 over fiscal years 2018 through 2028 (see page 9). This will reduce debt service levies for taxes payable in 2018 through 2027. The Net Present Value Benefit of the refunding is estimated to be approximately \$481,512, or 6.350% of the refunded debt service. Actual results will be determined based on market conditions on the day of sale.</p> <p>This refunding is considered an advance refunding as the new Bonds will be issued more than 90 days prior to the call date of February 1, 2018 of the obligations being refunded. Debt service will be paid from the District's annual debt service property tax levy.</p>
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapters 123B.59 and 475.</p> <p>The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.</p>
Term/Call Feature:	<p>The Bonds are being issued for a term of 10 years and 8 months, matching the maturity schedule on the existing bonds. Principal on the Bonds will be due on February 1 of 2018 through 2028. Interest is payable every six months beginning February 1, 2018.</p> <p>The Bonds are being offered without option of prior redemption.</p>
Bank Qualification:	<p>Because the District is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the District will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>



<p><b>State Credit Enhancement:</b></p>	<p>By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.</p> <p>To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.</p>
<p><b>Rating:</b></p>	<p>Under current bond ratings, the state credit enhancement would bring a Moody's "Aa2" rating. The District's most recent bond issues were rated by Moody's Investors Service. The current ratings on those bonds are "Aa2" (through the State Credit Enhancement Program) and "A1" (underlying rating). The District will request a new rating for the Bonds from Moody's.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District's bond rating in the event that the bond rating of the insurer is higher than that of the District.</p>
<p><b>Basis for Recommendation:</b></p>	<p>Based on our knowledge of your situation and characteristics of various municipal financing options, we are recommending the issuance of General Obligation Refunding Bonds as a suitable option to meet the District's objective of reducing future debt service payments. General Obligation Bonds will result in lower interest rates than some other financing options.</p>
<p><b>Method of Sale/Placement:</b></p>	<p>In order to obtain the lowest interest cost to the District, we will solicit competitive bids for purchase of the Bonds from banks and underwriting firms.</p> <p>We have included an allowance for discount bidding in the terms for the Bonds. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p>
<p><b>Premium Pricing Structure:</b></p>	<p>Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or "discount"), but will pay the remainder of the premium to the District. Any premium received will be used to reduce the Principal amount of the new Bonds.</p>
<p><b>Escrow Account:</b></p>	<p>The proceeds of the bonds will be invested in direct obligations of the U.S. Treasury, which will be held in an escrow account with U.S. Bank, National Association. The escrow account will be used to pay the interest due on the refunded maturities of the 2008A bonds through the call date of February 1, 2018 and to redeem the callable maturities of the 2009A bonds on this date. On the day of sale, an independent CPA will verify that the funds in the escrow account will be sufficient.</p>



<p>Review of Existing Debt:</p>	<p>We have reviewed all outstanding indebtedness for the District and are also recommending refunding of the 2009A OPEB bonds. We have discussed opportunities to refund other outstanding debt issues, but do not recommend proceeding with any other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.</p>
<p>Continuing Disclosure:</p>	<p>The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
<p>Arbitrage Monitoring:</p>	<p>Because the Bonds are tax-exempt obligations, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p>
<p>Risk Factors:</p>	<p>The Bonds are being issued to finance an advance refunding of the 2008A bond issue. That issue is callable beginning February 1, 2018. The new Bonds will not be callable. This refunding is being undertaken based in part on the assumption that the advance refunding at this time is likely to provide an overall lower debt cost as compared to waiting to refund the issue until its call date.</p>



<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Knutson, Flynn &amp; Deans, P.A.  <b>Paying Agent:</b> Bond Trust Services Corporation  <b>Rating Agency:</b> Moody's Investors Service  <b>CPA Escrow Verification Agent:</b> Barthe &amp; Warman  <b>Escrow Agent:</b> U.S. Bank National Association  <b>Bidding Agent:</b> Ehlers Investment Partners</p>
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This presale report summarizes our understanding of the District’s objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District’s objectives.



## Proposed Debt Issuance Schedule

Pre-Sale Review by School Board; Board Approves Resolution Providing for the Sale of Bonds:	March 28, 2017
Distribute Official Statement:	Week of April 10, 2017
Conference with Rating Agency:	April 12-18, 2017
Ehlers Receives and Evaluates Proposals:	April 25, 2017
School Board Meeting to Award Sale of the Bonds:	April 25, 2017
Estimated Closing Date:	May 18, 2017
Redemption Date for Bonds:	February 1, 2018

### Attachments

- Estimated Sources and Uses of Funds
- Existing Debt Service Schedule
- Estimated New Debt Service Schedule
- Estimated Refunding Savings Analysis
- Resolution Authorizing Ehlers to Proceed With Bond Sale/Credit Enhancement Resolution (provided in board packets)

### Ehlers Contacts

Municipal Advisors:	Greg Crowe	(651) 697-8522
	Joel Sutter	(651) 697-8514
Disclosure Coordinator:	Meghan Lindblom	(651) 697-8549
Financial Analyst:	Brian Shannon	(651) 697-8515

The Official Statement for this financing will be mailed to the School Board at their home address or e-mailed for review prior to the sale date.



# **I.S.D. No. 622 (North St Paul, Maplewood, Oakdale), MN**

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\$7,105,000 G.O. Alternative Facility Refunding Bonds, Series 2017A

Dated May 18, 2017 - Proposed Net Cash Refunding of Series 2008A

Assuming Current GO BQ "A1" Market Rates

## **Sources & Uses**

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Dated 05/18/2017 | Delivered 05/18/2017

### **Sources Of Funds**

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Par Amount of Bonds	\$7,105,000.00
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<b>Total Sources</b>	<b>\$7,105,000.00</b>
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### **Uses Of Funds**

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Total Underwriter's Discount (1.000%)	71,050.00
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Costs of Issuance	58,399.00
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Deposit to Net Cash Escrow Fund	6,972,253.12
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Rounding Amount	3,297.88
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<b>Total Uses</b>	<b>\$7,105,000.00</b>
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# I.S.D. No. 622 (North St Paul, Maplewood, Oakdale), MN

\$10,895,000 G.O. Alternative Facility Bonds, Series 2008A

Call Date: 2/1/2018

## Debt Service To Maturity And To Call

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S
02/01/2018	6,750,000.00	270,000.00	7,020,000.00	-	3.500%	270,000.00	270,000.00
02/01/2019	-	-	-	530,000.00	4.000%	270,000.00	800,000.00
02/01/2020	-	-	-	620,000.00	4.000%	248,800.00	868,800.00
02/01/2021	-	-	-	585,000.00	4.000%	224,000.00	809,000.00
02/01/2022	-	-	-	615,000.00	4.000%	200,600.00	815,600.00
02/01/2023	-	-	-	645,000.00	4.000%	176,000.00	821,000.00
02/01/2024	-	-	-	680,000.00	4.000%	150,200.00	830,200.00
02/01/2025	-	-	-	710,000.00	4.000%	123,000.00	833,000.00
02/01/2026	-	-	-	750,000.00	4.000%	94,600.00	844,600.00
02/01/2027	-	-	-	790,000.00	4.000%	64,600.00	854,600.00
02/01/2028	-	-	-	825,000.00	4.000%	33,000.00	858,000.00
<b>Total</b>	<b>\$6,750,000.00</b>	<b>\$270,000.00</b>	<b>\$7,020,000.00</b>	<b>\$6,750,000.00</b>	<b>-</b>	<b>\$1,854,800.00</b>	<b>\$8,604,800.00</b>

## Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	5/18/2017
Average Life	6.572 Years
Average Coupon	4.0000000%
Weighted Average Maturity (Par Basis)	6.572 Years
Weighted Average Maturity (Original Price Basis)	6.572 Years

## Refunding Bond Information

Refunding Dated Date	5/18/2017
Refunding Delivery Date	5/18/2017

# I.S.D. No. 622 (North St Paul, Maplewood, Oakdale), MN

\$7,105,000 G.O. Alternative Facility Refunding Bonds, Series 2017A

Dated May 18, 2017 - Proposed Net Cash Refunding of Series 2008A

Assuming Current GO BQ "A1" Market Rates

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/18/2017	-	-	-	-	-
02/01/2018	175,000.00	1.100%	97,888.16	272,888.16	272,888.16
08/01/2018	-	-	68,681.25	68,681.25	-
02/01/2019	610,000.00	1.250%	68,681.25	678,681.25	747,362.50
08/01/2019	-	-	64,868.75	64,868.75	-
02/01/2020	685,000.00	1.450%	64,868.75	749,868.75	814,737.50
08/01/2020	-	-	59,902.50	59,902.50	-
02/01/2021	635,000.00	1.600%	59,902.50	694,902.50	754,805.00
08/01/2021	-	-	54,822.50	54,822.50	-
02/01/2022	650,000.00	1.800%	54,822.50	704,822.50	759,645.00
08/01/2022	-	-	48,972.50	48,972.50	-
02/01/2023	670,000.00	1.950%	48,972.50	718,972.50	767,945.00
08/01/2023	-	-	42,440.00	42,440.00	-
02/01/2024	690,000.00	2.100%	42,440.00	732,440.00	774,880.00
08/01/2024	-	-	35,195.00	35,195.00	-
02/01/2025	710,000.00	2.200%	35,195.00	745,195.00	780,390.00
08/01/2025	-	-	27,385.00	27,385.00	-
02/01/2026	735,000.00	2.300%	27,385.00	762,385.00	789,770.00
08/01/2026	-	-	18,932.50	18,932.50	-
02/01/2027	760,000.00	2.400%	18,932.50	778,932.50	797,865.00
08/01/2027	-	-	9,812.50	9,812.50	-
02/01/2028	785,000.00	2.500%	9,812.50	794,812.50	804,625.00
<b>Total</b>	<b>\$7,105,000.00</b>	<b>-</b>	<b>\$959,913.16</b>	<b>\$8,064,913.16</b>	<b>-</b>

## Yield Statistics

Bond Year Dollars	\$44,508.24
Average Life	6.264 Years
Average Coupon	2.1567091%
Net Interest Cost (NIC)	2.3163424%
True Interest Cost (TIC)	2.3219222%
Bond Yield for Arbitrage Purposes	2.1475326%
All Inclusive Cost (AIC)	2.4670563%

## IRS Form 8038

Net Interest Cost	2.1567091%
Weighted Average Maturity	6.264 Years

# I.S.D. No. 622 (North St Paul, Maplewood, Oakdale), MN

\$7,105,000 G.O. Alternative Facility Refunding Bonds, Series 2017A

Dated May 18, 2017 - Proposed Net Cash Refunding of Series 2008A

Assuming Current GO BQ "A1" Market Rates

## Debt Service Comparison

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2018	272,888.16	527,850.00	797,440.28	797,850.00	409.72
02/01/2019	747,362.50	-	747,362.50	800,000.00	52,637.50
02/01/2020	814,737.50	-	814,737.50	868,800.00	54,062.50
02/01/2021	754,805.00	-	754,805.00	809,000.00	54,195.00
02/01/2022	759,645.00	-	759,645.00	815,600.00	55,955.00
02/01/2023	767,945.00	-	767,945.00	821,000.00	53,055.00
02/01/2024	774,880.00	-	774,880.00	830,200.00	55,320.00
02/01/2025	780,390.00	-	780,390.00	833,000.00	52,610.00
02/01/2026	789,770.00	-	789,770.00	844,600.00	54,830.00
02/01/2027	797,865.00	-	797,865.00	854,600.00	56,735.00
02/01/2028	804,625.00	-	804,625.00	858,000.00	53,375.00
<b>Total</b>	<b>\$8,064,913.16</b>	<b>\$527,850.00</b>	<b>\$8,589,465.28</b>	<b>\$9,132,650.00</b>	<b>\$543,184.72</b>

## PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	478,213.86
Net PV Cashflow Savings @ 2.148%(Bond Yield).....	478,213.86
Contingency or Rounding Amount.....	3,297.88
Net Present Value Benefit	\$481,511.74
Net PV Benefit / \$7,583,213.86 PV Refunded Debt Service	6.350%
Net PV Benefit / \$6,750,000 Refunded Principal...	7.134%
Net PV Benefit / \$7,105,000 Refunding Principal..	6.777%

## Refunding Bond Information

Refunding Dated Date	5/18/2017
Refunding Delivery Date	5/18/2017

# I.S.D. No. 622 (North St Paul, Maplewood, Oakdale), MN

\$7,105,000 G.O. Alternative Facility Refunding Bonds, Series 2017A

Dated May 18, 2017 - Proposed Net Cash Refunding of Series 2008A

Assuming Current GO BQ "A1" Market Rates

## Escrow Fund Cashflow

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
05/18/2017	-	-	-	0.12	-	0.12
08/01/2017	134,801.00	0.720%	199.43	135,000.43	135,000.00	0.55
02/01/2018	6,837,452.00	0.980%	47,547.45	6,884,999.45	6,885,000.00	-
<b>Total</b>	<b>\$6,972,253.00</b>	<b>-</b>	<b>\$47,746.88</b>	<b>\$7,020,000.00</b>	<b>\$7,020,000.00</b>	<b>-</b>

## Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Bond Yield
Cash Deposit	0.12
Cost of Investments Purchased with Bond Proceeds	6,972,253.00
Total Cost of Investments	\$6,972,253.12
Target Cost of Investments at bond yield	\$6,916,831.31
Actual positive or (negative) arbitrage	(55,421.81)
Yield to Receipt	0.9870476%
Yield for Arbitrage Purposes	2.1475326%
State and Local Government Series (SLGS) rates for	3/14/2017

VI. B. 1. SEVERANCE OF ADDED TEACHER AND EXTRACURRICULAR ASSIGNMENTS

It is customary each year to sever added work and extracurricular assignments from the basic teacher contract, effective at the end of the school year. The purpose of such action is to provide additional protection from the adverse effect of extracurricular assignments in the next school year when funding for these services remains uncertain.

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 additional work and extracurricular assignment portion of all teacher contracts be terminated effective June 30, 2017.

MOTION:

SECOND:

VI. B. 2. ADOPT CRITERIA FOR DISCONTINUANCE OF LICENSED POSITIONS

Each year it is necessary that the School District review its staffing for the coming year and potentially adjust its certificated staff through employee termination and placement on unrequested leave of those personnel not needed due to program reductions and curtailments, reductions in student enrollments at certain instructional levels, or lack of funding. The following resolution formally establishes these criteria as the legal basis for necessary staff reductions.

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 criteria for discontinuance of positions effective for the 2017-18 school year shall be lack of funding; program reductions and curtailments; and reductions in student enrollments in specific grade levels, subject, and programs.

MOTION:

SECOND:

## Proposed Policy Revisions – February 2017

Policy Number	Policy Title	Summary of Changes
E-081 Revision	<del>Strategic Roadmap and Success System</del> <b>Plan</b>	<ul style="list-style-type: none"> <li>• District 622 policy</li> <li>• Revision to the title of the policy to reflect recently adopted strategic plan</li> <li>• Revisions to the body of the policy provide updated detail and language</li> </ul>
EM-020.19 Revision	Student Disability Nondiscrimination	<ul style="list-style-type: none"> <li>• MSBA policy</li> <li>• Revision to update the name of the District’s 504 Coordinator – the individual must be named according to MSBA</li> </ul>
EM-020.20 Revision	Student Sex Nondiscrimination (Title IX) & Unlawful Sex Discrimination Towards a Student Report Form	<ul style="list-style-type: none"> <li>• MSBA policy</li> <li>• Revision to update the name and email address of the District’s Title IX Coordinator and the District Human Rights Officer for student issues – the individual must be named according to MSBA</li> </ul>

VI. C. 1. REVISE POLICIES

A major function of the School Board is reviewing, revising, and adopting District #622 policies. Three policies are proposed for revision:

E-081 (Strategic Plan) is proposed for revision to reflect the recently adopted strategic plan; Policy EM-020.19 (Student Disability Nondiscrimination) and Policy EM-020.20 (Student Sex Nondiscrimination - Title IX - & Unlawful Sex Discrimination Towards a Student Report Form) contain revisions to update the name of the District's 504 Coordinator, District 's Title IX Coordinator, and District Human Rights Officer.

Therefore, the Superintendent of Schools recommends the following resolution:

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

- E-081 (Strategic Plan)
- EM-020.19 (Student Disability Nondiscrimination)
- EM-020.20 (Student Sex Nondiscrimination - Title IX & Unlawful Sex Discrimination Towards a Student Report Form)

MOTION:

SECOND:

**ENDS**

Policy Title	Policy Level	Date Approved/Revised
<b>Strategic Roadmap and Success System Plan</b>	E-081	4/22/08 Revised:

Independent School District 622 - North St. Paul-Maplewood-Oakdale will annually review and approve a multi-year Strategic Roadmap **Plan** that details the **Core Values**, Mission, **Mission Outcomes**, and **Strategies**. Belief Statement, Vision, Values, and Strategic Directions.

Administration will develop **an implementation system, comprised of key measures of the District's performance on the mission outcomes. Data will be collected, analyzed, and brought to the board annually.** and implement a Success System, comprised of key measures of the District's performance on the vision for the strategic direction. Performance data will be collected, analyzed and brought to the board annually.

**Rationale:** All adults in the educational community must work with a common purpose if the District is to achieve excellence in student learning and development. The Independent School District 622 - North St. Paul-Maplewood-Oakdale Strategic Roadmap **Plan** defines the common purpose with all goals, planning and allocation of resources aligned within its context.

Adoption and Revision History	Incorporated Policies
E-081 STRATEGIC ROADMAP AND SUCCESS SYSTEM <b>PLAN</b> This policy adopted: April 22, 2008; <b>Revised:</b>	

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

**Legal References:**

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

Policy Title	Policy Level	Date Approved/Revised
<b>Student Disability Nondiscrimination</b>	<b>EM-020.19</b>	<b>5/20/08</b> <b>Revised: 11/22/11</b> <b>Revised: 9/25/12</b> <b>Revised: 1/22/13</b> <b>Revised: 5/27/14</b> <b>Revised:</b>

1) General Statement of Policy

- a) The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
  
- b) Disabled students who meet the criteria of Paragraph c. below are protected from discrimination on the basis of a disability.
  
- c) For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
  - 2. has a record of such impairment; or
  - 3. is regarded as having such impairment.
  
- d) Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

2) Coordinator

Persons who have questions or comments should contact the Director of Student Services, ~~Cory McIntyre~~ **Tricia Hughes**, 2520 E. 12<sup>th</sup> Avenue, North St. Paul, MN 55109, (651) 748-7452. This person is the supervisor of the school district's 504 Coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

**Rationale:** *School District 622 – North St. Paul-Maplewood-Oakdale shall protect disabled students from discrimination on the basis of disability and identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.*

Adoption and Revision History	Incorporated Policies
521 STUDENT DISABILITY NONDISCRIMINATION (This policy adopted: October 28, 1997), Rescinded: August 5, 2008	MSBA 521
EM-020.19 STUDENT DISABILITY NONDISCRIMINATION (This policy adopted: May 20, 2008), Revised: November 22, 2011; Revised: September 25, 2012; Revised: January 22, 2013; Revised: May 27, 2014; Revised:	

Administrative Rule, Regulation and Procedure: NA

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

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

Policy Title	Policy Level	Date Approved/Revised
<b>Student Sex Nondiscrimination (Title IX) &amp; Unlawful Sex Discrimination Towards a Student Report Form</b>	<b>EM-020.20</b>	<b>5/20/08</b> <b>Revised: 1/22/13</b> <b>Revised: 6/24/14</b> <b>Revised: 6/28/16</b> <b>Revised:</b> <b>Reviewed Annually</b>

1) General Statement of Policy

- a) The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- b) Every school district employee shall be responsible for complying with this policy.
- c) The school board hereby designates ~~Cory McIntyre~~ **Tricia Hughes**, 2520 E. 12<sup>th</sup> Avenue, North St. Paul, MN 55109, (651) 748-7452, ~~emcintyre@isd622.org~~ **thughes@isd622.org**, as the Title IX Coordinator and the District Human Rights Officer for student issues.
- d) Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

2) Reporting Grievance Procedures

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

as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- d) The school board hereby designates ~~Cory McIntyre~~ **Tricia Hughes**, 2520 E. 12<sup>th</sup> Avenue, North St. Paul, MN 55109, (651)748-7452, ~~cmcintyre@isd622.org~~ **thughes@isd622.org**, as the school district human rights officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- e) The school district shall conspicuously post the names of the Title IX coordinator and human rights officer, including office addresses and telephone numbers and work e-mail addresses.
- f) Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- g) Use of formal reporting forms is not mandatory.
- h) The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

### 3) Investigation

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

and whether they appear to be violations of this policy.

4) School District Action

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

5) Reprisal

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

6) Right to Alternative Complaint Procedures

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

7) Dissemination of Policy and Evaluation

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

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

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

June 24, 2014); Revised: June 28, 2016; Revised:	
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**Administrative Rule, Regulation and Procedure: NA**

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

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

VI. D. 1. AMERICAN INDIAN RESOLUTION

WHEREAS, the North St. Paul-Maplewood-Oakdale Independent School District 622 provides an opportunity for all of its citizens to participate in district program communities, and

WHEREAS, the Indian Education Parent Committee of the North St. Paul-Maplewood-Oakdale Independent School District 622 is the established Parent Committee comprised of community members, parents, student representatives and district staff, and

WHEREAS, the Indian Education Parent Committee's current responsibilities are to include involvement in the advisement of cultural programs specifically designed for American Indian learners implemented through Community Education and the Department of Teaching and Learning, and

WHEREAS, the Indian Education Parent Committee of the North St. Paul-Maplewood-Oakdale Independent School District 622 did meet on February 8, 2017 to review, recommend, and approve this Resolution and

WHEREAS, The Indian Education Parent Committee has found that while progress has been made the District's educational programs continue to be inadequate in meeting the needs of American Indian students. Those areas of concern are focused on culture and academic needs in social studies, mathematics, literacy and science, and

WHEREAS, the Indian Education Parent Committee recommends taking the following steps to meet the needs of the District's American Indian students:

Step 1. Curriculum in the areas of social studies/history, literacy and science will be reviewed within the normal review cycle in consultation with the District's American Indian Education Liaison in order to ensure culturally appropriate and relevant material for students, and

Step 2. American Indian students will be offered specific academic support in all curriculum areas, especially mathematics and literacy.

Step 3. School staff will contact parents/families with clear information about appropriate and early classroom interventions to help American Indian students that need academic support.

Step 4. The development of Academic Programing for students making the transition between the 5-6<sup>th</sup> grades and the 8-9<sup>th</sup> grades. This programing should focus on teaching the skills and habits necessary for success at the higher level of academics the student is moving into.

Step 5. The creation of a task force to investigate the ending or significant modification of social promotion policies in the Middle School grades and the development of the corresponding necessary credit recovery programming. Too many students enter high school

without the academic skills and work habits necessary to actually earn credits and make progress towards graduation.

WHEREAS, District data will be regularly shared with the Indian Education Parent Committee to measure progress in the academic performance of American Indian students, and

WHEREAS, the LEA Representative will present an annual report to the School Board in order to improve communication and educate members of the Board on issues that are relevant to the American Indian community, and

WHEREAS efforts have begun to address these areas of concern, efforts need to continue with full support in order to foster academic success for American Indian students.

THEREFORE BE IT RESOVED, the Indian Education Parent Committee of North St. Paul-Maplewood-Oakdale Independent School District 622 does not concur that the District's programs meet American Indian student's needs.

THEREFORE BE IT RESOLVED, the Indian Education Parent Committee of North St. Paul-Maplewood-Oakdale Independent School District 622 concurs that the above steps need to be taken in order to improve District efforts to meet American Indian students' needs—and that the efforts that have begun to address these areas continue in order to foster academic success for American Indian students.

MOTION:

SECOND:

**Office of Indian Education  
Transmittal of Resolution and Parent Committee Roster**

Identification Information		
School District Name North St Paul - Maplewood - Oakdale		District Type/No. Public 622
Name of person completing form Bee Kong	Title Coordinator, Office of Equity	Telephone 651-748-7463

Resolution/Parent Committee Information
<p><b>Check all applicable items and attach the requested information:</b></p> <p><input type="checkbox"/> This district does not have 10 or more American Indian students enrolled, therefore no Parent Committee has been established, and no resolution/recommendations are attached (sign below and return the form to the Office of Indian Education).</p> <p><input checked="" type="checkbox"/> Resolution is attached:</p> <p style="padding-left: 40px;">Date resolution passed by Parent Committee: <u>02/08/2017</u></p> <p style="padding-left: 40px;">Date resolution presented to Local School Board: <u>03/28/2017</u></p> <p style="padding-left: 40px;">The attached resolution is a resolution of (check one): <input type="checkbox"/> Concurrence <input checked="" type="checkbox"/> Non-concurrence</p> <p style="padding-left: 40px;">Recommendations are (check one): <input checked="" type="checkbox"/> Included <input type="checkbox"/> Not included</p> <p><input type="checkbox"/> Resolution is NOT attached. If not attached, explain:</p> <p><input checked="" type="checkbox"/> School Board Response is NOT attached. If not attached, explain: Not scheduled to present to school board until 03/28/2017</p> <p><input type="checkbox"/> A Parent Committee has NOT been established. If checked, please explain why not, including discussion of any steps that have been taken to establish a parent committee:</p> <p>The district requests that the Office of Indian Education provide assistance in the following area(s):</p> <p><input type="checkbox"/> Parent Committee Training</p> <p><input type="checkbox"/> Staff Development on American Indian history and culture</p> <p><input type="checkbox"/> Other (explain):</p>

The information provided on this form is true and accurate to the best of my belief and knowledge.

Bee Kong  
Signature – Superintendent of School District/Authorized Representative

03/01/17  
Date signed

## Resolution

WHEREAS, the North St. Paul-Maplewood-Oakdale Independent School District 622 provides an opportunity for all of its citizens to participate in district program communities, and

WHEREAS, the Indian Education Parent Committee of the North St. Paul-Maplewood-Oakdale Independent School District 622 is the established Parent Committee comprised of community members, parents, student representatives and district staff, and

WHEREAS, the Indian Education Parent Committee's current responsibilities are to include involvement in the advisement of cultural programs specifically designed for American Indian learners implemented through Community Education and the Department of Teaching and Learning, and

WHEREAS, the Indian Education Parent Committee of the North St. Paul-Maplewood-Oakdale Independent School District 622 did meet on February 8, 2017 to review, recommend, and approve this Resolution and

WHEREAS, The Indian Education Parent Committee has found that while progress has been made the District's educational programs continue to be inadequate in meeting the needs of American Indian students. Those areas of concern are focused on culture and academic needs in social studies, mathematics, literacy and science, and

WHEREAS, the Indian Education Parent Committee recommends taking the following steps to meet the needs of the District's American Indian students:

Step 1. Curriculum in the areas of social studies/history, literacy and science will be reviewed within the normal review cycle in consultation with the District's American Indian Education Liaison in order to ensure culturally appropriate and relevant material for students, and

Step 2. American Indian students will be offered specific academic support in all curriculum areas, especially mathematics and literacy.

Step 3. School staff will contact parents/families with clear information about appropriate and **early** classroom interventions to help American Indian students that need academic support.

Step 4. The development of Academic Programing for students making the transition between the 5-6<sup>th</sup> grades and the 8-9<sup>th</sup> grades. This programing should focus on teaching the skills and habits necessary for success at the higher level of academics the student is moving into.

Step 5. The creation of a task force to investigate the ending or significant modification of social promotion policies in the Middle School grades and the development of the corresponding necessary credit recovery programming. Too many students enter high school without the academic skills and work habits necessary to actually earn credits and make progress towards graduation.

WHEREAS, District data will be regularly shared with the Indian Education Parent Committee to measure progress in the academic performance of American Indian students, and

WHEREAS, the LEA Representative will present an annual report to the School Board in order to improve communication and educate members of the Board on issues that are relevant to the American Indian community, and

WHEREAS efforts have begun to address these areas of concern, efforts need to continue with full support in order to foster academic success for American Indian students.

THEREFORE BE IT RESOVED, the Indian Education Parent Committee of North St. Paul-Maplewood-Oakdale Independent School District 622 does not concur that the District's programs meet American Indian students needs.

THEREFORE BE IT RESOLVED, the Indian Education Parent Committee of North St. Paul-Maplewood-Oakdale Independent School District 622 concurs that the above steps need to be taken in order to improve District efforts to meet American Indian students' needs—and that the efforts that have begun to address these areas continue in order to foster academic success for American Indian students.

In favor of Resolution 12

Not in favor of Resolution 0

Royal Bissonette

02/08/2017

Name

Date

Chairperson - ISD#622 American Indian Education Parent Committee

**Parent Committee Membership Roster**

Identify the members of your district's American Indian Education Program Parent Committee below. List the chairperson first (include address of chairperson only), and provide the area of representation (parent, teacher, secondary student, counselor, etc.) for each committee member. Check to indicate whether the member is an American Indian. Attach an additional page if more space is needed.

Name of Committee Member	Area of Representation	American Indian?	
		Yes	No
Royal Bissonette - chair	2061 McKnight Rd N. #316 - North St. Paul, MN 55109-3991	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Karen Noland (Wadena)	Parent	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Richard Wadena	Parent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Maria Weichman	Parent	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Noemi Vandal	Parent	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Michele Demarre	Community member	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Larry Demarre	Community member	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Mindy Ostrow-Price	Parent	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Melissa Jimenez-Stone	Parent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Seriena Stone	Student	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Patricia Stone	Student	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Keith Reynolds	TEACHER	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**GENERAL INFORMATION AND INSTRUCTIONS:** Minnesota Statutes, section 124D.78 Subdivision 1 states that School Boards and American Indian schools must provide for the maximum involvement of children enrolled in education programs, programs of elementary and secondary grades, special education programs, and support services. Accordingly, the board of a school district in which there are **10 or more American Indian students enrolled** and each American Indian school must establish an American Indian education parent advisory committee. If a committee whose membership consists of a majority of parents of American Indian children has been or is established according to federal, tribal or other state law, that committee may serve as the committee required by this section and is subject to, at least, the requirements of this subdivision and subdivision 2.

The **American Indian education parent advisory committee** must be composed of parents of children eligible to be enrolled in American Indian education programs, secondary students eligible to be served; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups in the programs. The American Indian education parent advisory committee must develop its recommendations in consultation with the curriculum advisory committee required by Section 120B.11, subdivision 3. This committee must afford parents the necessary information and the opportunity to effectively to express their views concerning all aspects of American Indian Education and the educational needs of the American Indian children enrolled in the school or program. The school board or American Indian school must ensure that programs are planned, operated and evaluated with the involvement of and in consultation with parents of students served by the programs.

**RESOLUTION OF CONCURRENCE:** Prior to **March 1**, the school board or American Indian school must submit to the department a copy of a resolution adopted by the American Indian education parent advisory committee. The copy must be signed by the chair of the committee and must state whether the committee concurs with the educational programs for American Indian students offered by the school board or American Indian school. ***If the committee does not concur with the educational programs, the reasons for non-concurrence and recommendations shall be submitted with the resolution. By resolution, the board must respond in writing within 60 days, in cases on non-concurrence, to each recommendation made by the committee and state its reasons for not implementing the recommendation.***

In order to comply with Minnesota Statutes, section 124D.78, please complete 1) Transmittal Form and Parent Committee Roster, 2) Parent Committee Resolution and supporting documents, as applicable, by **March 1 of each school year** and mail to:

Minnesota Department of Education  
Office of Indian Education  
1500 Highway 36 West Roseville, MN 55113

Or submit completed documents via email to: [mde.indian-education@state.mn.us](mailto:mde.indian-education@state.mn.us).

If assistance is needed in completion of these forms, please call (651) 582-8280.

VI. E. 2. SUPERINTENDENT CONTRACT AMENDMENT

This amendment to the contract of Superintendent Christine Osorio includes an addition to previous contract language in the Superintendent's contract Section VII. Other Benefits, to read as follows:

D. Education Reimbursement

The School District shall pay all legally valid expenses and fees for the Superintendent's continued education in a Doctorate Program during her tenure with School District 622.

It should be noted that the Superintendent will receive no salary increase for the third year of the contract, or the 2017-2018 school year as stated in Section VIII. Salary.

Therefore, the School Board of Independent School District 622 recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District 622 that Superintendent Christine Osorio's contract be revised to include a salary freeze for the third year of her current contract, or the 2017-2018 school year; and include an addition for doctorate program education reimbursement.

MOTION:

SECOND: