



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

*Ready for tomorrow*

# SCHOOL BOARD MEETING

## Regular Meeting

**November 21, 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  
November 21, 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**

**6**

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

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

A. Minutes of October 24, 2017 Business Meeting **7**

B. Routine Personnel **11**

C. Bid Calendar **16**

D. Disbursements **17**

**V. Reports**

A. Student School Board Representatives

- B. Superintendent - *Osorio*
1. Facility Report 20

*Tonight I will be sharing my findings on the continuing District 622 facilities conversation after presenting to more than 30 groups of people this fall. I will also present a proposed timeline for next steps in our planning.*

- C. Communications - *J. Anderson*
1. Communications Update - Strategic Plan Strategy 1 47

*Our Director of Communications and Technology Innovation , Josh Anderson, will be sharing a communications update with the board regarding the projects the communications team has been working on this year.*

## VI. Discussion

- A. Teaching & Learning
1. 2018-2019 School Calendar & Resolution to Conduct Business on Columbus Day & School on Veterans Day - *Mau* 66

*The proposed calendar has been recommended by a committee consisting of teachers from all grade levels, building administrators from all grade levels, and personnel from Human Resources and Teaching & Learning. The committee creates a few calendars with dates for staff work days and vacations that meet the needs of students and families, fulfill contract requirements for all bargaining units, and enable professional learning to occur at times in the year where it can directly impact the classroom. For 2018-2019, the committee developed three draft calendars and asked all district staff for feedback via a survey in the district newsletter. When the committee met on Thursday, it was discovered that a large amount individuals had not received the email inviting them to share their opinions. I've asked Mari to fix the email glitch and reopen the survey deadline to noon on Monday. Therefore, the calendar attached reflects survey results received thus far and I am only releasing it for your view. We will re-release BoardBook on Monday*

*afternoon to the public after we are certain everyone has had an opportunity to share their opinion.*

*Here are some highlights of the attached proposal:*

- 1. Professional development days are consistent with the 2016-2017 & 2017-2018 calendars.*
- 2. Spring break will fall between the second and third trimesters.*
- 3. The final teacher work day will fall on Monday, June 10th.*

*This is a first reading of the calendar with proposed action on December 12.*

## **VII. Action Items**

### **A. Business Office**

1. Acknowledgment of Contributions - Neve

69

*\*I recommend that the contributions, with a total of \$60,502.15 for the 2017-2018 fiscal year, be approved as read by Clerk Neve.*

### **B. School Board**

1. Set Agenda & Location for December 12, 2017 Reflection Study Session

*We have the date and time set, but we need to take action on the location and agenda items for our December 12 reflection study session. Suggested topics are our usual ice breaker; continued conversation on board committees and officer succession; board member individual reports; and superintendent check in.*

*\*I recommend that the December 12, 2017 reflection study session which begins at 5:00 p.m. take place in Room 202 of the District Education Center and include the following agenda items: 1)Ice Breaker; 2)Board Committees; 3)Board Officer Succession; 4)Superintendent Check In; and 5)Reports.*

## **VIII. Board Communications**

**IX. Future Board Meeting Dates**

- A. December 12, 2017 Work Study Session 4:30 p.m. (Room 202)
- B. December 12, 2017 Reflection Study Session 5:00 p.m.
- C. December 12, 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.D., be approved as written, and a copy of the agenda items is attached to the minutes.

MOTION:

SECOND:

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

**REGULAR MEETING  
SCHOOL BOARD  
October 24, 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, Augé, Hunt, Superintendent Osorio, and Student Board Representatives Larsen and Krummel.

Others present were: Julie Coffey, Director of Human Resources; Peter Mau, Director of Teaching & Learning; Josh Anderson, Director of Communications & Technology Innovation; and Tricia Hughes, Director of Student Services.

The meeting opened with the Pledge of Allegiance led by Heather Kosec.

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

THAT the agenda be approved as presented.

During the Public Comment portion of the meeting, Jamie Emerfoil addressed the Board with school concerns; and Bob Cardinal addressed the Board regarding the boys' hockey program.

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

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

North High Student Board Representative Shelby Larsen presented on the following items: A few weeks back homecoming week took place with many events including Polar royalty being crowned during the school day, a girls powderpuff football game, pep fest, homecoming football game, and Student Council's hygiene drive for products; the Grab and Go program has begun offering all students free box lunches after school that they may take to their after school activities; there is a new badminton club that meets two days a week after school and the students are really enjoying it; a new cheerleading club will be starting this winter; fall sports are coming to an end with great finishes from the boys and girls soccer teams; a wonderful article was published about the boys soccer team finding unity in diversity; North Theater is presenting "Shrek" in early November; National Honor Society is collecting food for the local food shelf; and Unity Day is tomorrow with students wearing orange to show their support against bullying.

Tartan High Student Board Representative Katelyn Krummel reported on the following items: The fall musical “Sister Act” is opening soon and tickets are now on sale; great feedback has been received on a new course in CIS called “Exploring the Teaching Profession”; football sectionals are today versus North High; volleyball sectionals are Thursday at 7:00 p.m.; cross country has had a great season so far with a high number of participants; and Relay for Life kickoff week will begin October 30 with this year marking the 16<sup>th</sup> year Tartan has participated in the event.

Osorio shared her goals for the 2017-2018 school year, noting that she had presented them to board members for their feedback at the September 26 reflection session and October 10 work session.

Hughes introduced Next Step Supervisor Heather Kosec, who presented on the Next Step program.

Mau provided an update on Teaching & Learning department summer highlights which included the many programs and learning opportunities which occurred over the summer months.

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

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

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Coborns Delivers	Hot dog buns	ISD 622 Back to School
The Neve Family	School supplies	ISD 622 Schools
John and Megan Haggerty	\$500.00	North High Back Pack Program
Anonymous	\$500.00	North High Percussion section
Gene Opatrny	Wurlitzer Piano	North High Choir, Band and Plays
Bryan Abrahamson	4 burner grill	North High community events
Kopp Family Foundation	\$500.00	North High Random Acts of Kindness
House of Prayer	Hats/Mittens	Cowern Elementary students
City of Maplewood	\$1,740.00	Weaver - Deep Portage
Lakeview Lutheran Church	School supplies	Weaver - student learning
Kate Anderson & Lucy Anderson	Lucy Anderson asked for school supplies to donate for her 3 <sup>rd</sup> birthday party instead of gifts	Weaver Elementary - student learning
Roxanne Swan	2 bags of school supplies	Richardson Elementary students

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

BE IT RESOLVED by the School Board of Independent School District 622 that Superintendent Christine Osorio's contract be revised for the third year of her current contract to include a vacation day accrual of up to thirty-five days, and the opportunity to sell back up to ten days of unused vacation per school year; AND THAT Superintendent Christine Osorio's contract be revised for the third year of her current contract to include a retention stipend of \$6,000 payable the last pay period in June.

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

THAT contingent upon Christine Osorio completing the terms of her existing contract of employment, the Board approves her contract of employment for the period of July 1, 2018 through June 30, 2021, and directs the Chair and Clerk to sign on behalf of the same School Board. The terms of her new contract will include a 1.5% increase for year 4; and 1% increase for year 5; and a 1% increase for year 6.

Coborn asked board members to set a work study session. Yener moved and Neve seconded the following motion, which carried on a 7 - 0 vote:

THAT a work study session be held on December 12, 2017, from 4:30 - 5:00 p.m. in Room 202 of the District Education Center with the following agenda item:  
Audit/Budget Discussion.

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

BE IT RESOLVED by the School Board of Independent School District #622 that Theresa Augé, Michelle Yener and Nancy Livingston attend the NSBA Conference in April, 2018.

During Board Communications, the following items were shared:

- ✓ Augé reported on CACC and talked about new courses coming from the art department. She also mentioned that at a recent meeting they had a speaker who did an excellent job explaining federal dollars. Augé invited everyone to attend the North band fundraiser on December 16 - a fun event where the band instructor is bringing in his own personal band and donating the proceeds to the program.
- ✓ Coborn mentioned that the 622 Education Foundation's annual Taste of 622 will take place from noon - 2:00 p.m. on November 4 at Tartan High School. There will be silent auction baskets to bid on; with area vendors providing food and all proceeds benefiting the Foundation. A craft fair will also take place at the same time and students from the National Honor Societies from both North and Tartan will help with the event.

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

THAT the meeting be adjourned.

The meeting adjourned at 6:54 p.m.

---

Clerk

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

# Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Manny	Alderete	In-House Basketball Coach	Webster Elementary	9/25/17	\$1,750.00	Stipend
Dennis	Andrewski	Male Football Assistant Coach	Tartan High School	10/26/17	\$257.58	Assignment
Lee	Becker	Part-time Van Driver	Bus Garage	11/6/17	\$17.88	Hour
Jennifer	Bergmair	BSN	District Wide	10/23/17	\$30.00	Hour
Jessica	Cabak	AVID Teacher on Special Assignment (.20)	DEC	10/27/17	\$10,475.34	Year
Julie	Curley	Physical Education Teacher (.60)	Skyview Middle	11/15/17	\$16,411.18	Year
Christopher	Devine	AVID Teacher on Special Assignment (.20)	DEC	10/27/17	\$7,872.71	Year
Matthew	Diediker	Male Head Football Coach	Tartan High School	10/26/17	\$257.58	Assignment
Erin	Donlon	Female Assistant Swimming Coach	Tartan High School	9/21/17	\$2,064.64	Assignment
Alyssa	Engel	Volleyball Official	Tartan High School	10/9/17	<u>\$48.00</u>	Per game
Alyssa	Engel	Female Assistant Volleyball Coach	Tartan High School	10/26/17	\$128.79	Assignment
Mandy	Erler	Building Paraprofessional	Tartan	10/23/17	\$14.85	Hour
Joseph	Fast	Building Paraprofessional	Castle	10/25/17	\$14.51	Hour
Kevin	Flanagan	Female Assistant Basketball Coach	Skyview Middle	11/6/17	\$1,940.00	Assignment
Tyler	Goettl	Male Football Assistant Coach	Tartan High School	10/26/17	\$257.58	Assignment
Tyler	Goettl	Male Assistant Football Coach	Tartan High School	8/14/17	\$3,090.96	Assignment
April	Gollon	Building Education Assistant	Skyview Elementary	10/26/17	\$13.82	Hour
Gavin	Graham	Female Head Basketball Coach	John Glenn Middle	10/30/17	\$2,467.20	Assignment
Daniel	Henken	Male Assistant Football Coach	Tartan High School	10/26/17	\$257.58	Assignment
Tim	Hickey	Male Assistant Football Coach	Tartan High School	10/26/17	\$257.58	Assignment
William	Ison	Transportation Supervisor	Bus Garage	11/29/17	\$115,000.00	Year
Megan	Jacobs	Female Assistant Volleyball Coach	Tartan High School	10/26/17	\$128.79	Assignment
Anthony	Johnson	Male Assistant Football Coach	Tartan High School	10/26/17	\$257.58	Assignment

Lynda	Johson	Volleyball Coach/Resignation	North High School	9/29/17	\$2,016.00	Assignment
Todd	Klingsporn	Female Head Basketball coach	Maplewood Middle	10/30/17	\$2,203.60	Assignment
Tom	Kloos	In-House Basketball Coach	Webster Elementary	9/25/17	\$1,750.00	Stipend
Lisa	Lipinski	Pre K Education Assistant	Beaver Lake	8/28/17	\$14.05	Hour
Mandy	McEwen	Intervention Education Assistant	Cowern	10/24/17	\$14.57	Hour
Donna	McGhee-Weaver	Child Care Paraprofessional	Carver	10/26/17	\$13.05	Hour
Kristin	Mersberger	Clerical Grade II - Receptionist	Skyview Middle	10/16/17	\$15.34	Hour
Pamela	Molitor	Building Paraprofessional	Oakdale	11/6/17	\$15.19	Hour
Jacob	Morphis	Male Assistant Football Coach	Tartan High School	10/26/17	\$257.58	Assignment
Sophia	Nicklason	Avid Tutor	District Wide	10/23/17	\$15.00	Hour
John	Povolny	Drum Line Head Coach	North High School	9/12/17	\$3,863.70	Assignment
Rachel	Price	Female Head Dance Coach	Tartan High School	10/23/17	\$5,022.81	Assignment
Barbara	Rose	Avid Tutor	District Wide	10/23/17	\$15.00	Hour
Jason	Salkowicz	Part-time Custodian	Tartan Arena	11/6/17	\$16.58	Hour
Kellie	Saltz	Female Assistant Volleyball Coach	North High School	9/25/17	\$2,040.89	Assignment
Yuri	Santibanez-Torres	Paraprofessional Monitor	Skyview Elementary	11/6/17	\$13.70	Hour
Anthony	Sauro	Part-time Custodian	Polar Arena	11/6/17	\$16.58	Hour
Jerome	Schwalbach	Female Head Basketball Coach	Skyview Middle	11/6/17	\$2,467.20	Assignment
Jerome	Schwalbach	Male Football Assistant Coach	Tartan High School	10/26/17	\$257.58	Assignment
Kevin	Sheridan	AVID Teacher on Special Assignment (.20)	DEC	10/27/17	\$11,844.40	Year
Jacoby	Simes	In-House Basketball Coach	Webster Elementary	9/25/17	\$1,750.00	Stipend
Christopher	Sloan	Female/Male Head Wrestling Coach	Maplewood Middle	10/30/17	\$2,467.20	Assignment
Samuel	Smith	Cultural Academic Specialist	Tartan	11/6/17	\$20.00	Hour
Michael	Strachota	Female Head Basketball Coach	Skyview Middle	11/6/17	\$2,467.20	Assignment
Mike	Strachota	Male Assistant Football Coach	Tartan High School	10/26/17	\$257.58	Assignment
Kyle	Taylor	Male Head Wrestling Coach	Skyview Middle	11/6/17	\$2,467.20	Assignment

Randy	Taylor	Male Assistant Football Coach	Tartan High School	10/26/17	\$257.58	Assignment
Tim	Tekautz	Female Head Basketball coach	Maplewood Middle	10/30/17	\$2,203.60	Assignment
Bridget	Troxel	Math Teacher - Long Term Substitute	Skyview Middle	10/30/17	\$29,696.40	Year
Gail	Upton	Avid Tutor	District Wide	11/6/17	\$15.00	Hour
Diane	Wales	Manager/Head Basketball Coach	Webster Elementary	9/25/17	\$2,750.00	Stipend
Larry	Wales	In-House Basketball Coach	Webster Elementary	9/25/17	\$1,750.00	Stipend
Rashad	Watkins	Female Head/Asst. Basketball Coach	Maplewood Middle	10/30/17	\$2,203.60	Assignment
Shane	Wehlage	Female Assistant Volleyball Coach	Tartan High School	10/26/17	\$128.79	Assignment
Meredith	Weincouff	Female Head Volleyball Coach	John Glenn Middle	9/5/17	\$45.00	Per game
Jon	Wessel	Male Assistant Football Coach	Tartan High School	10/26/17	\$257.58	Assignment
Chad	Whalen	Male Assistant Football Coach	Tartan High School	10/26/17	\$257.58	Assignment
Suanne	Woller	SPED Resource Teacher (.50)	Carver	10/23/17	\$15,878.85	Year
Kay	Wytaske	Intervention Education Assistant	Skyview Elementary	10/23/17	\$13.47	Hour
Manny	Xiong	Intervention Education Assistant	Weaver	10/23/17	\$14.57	Hour
Ka Siab	Yang	Avid Tutor	District Wide	11/7/17	\$15.00	Hour
Mike	Yang	Male Football Assistant Coach	Tartan High School	10/26/17	\$257.58	Assignment
Heather	Zebrowski	Female Volleyball Assistant Coach	Tartan High School	10/26/17	\$128.79	Assignment

## Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Kumari	Arimilli	.96 Paraprofessional	.68 Paraprofessional	10/27/2017	\$16.85	Hour
Mari	Drake	Communication Specialist Hourly	Communication Specialist Salaried	11/1/17	\$50,000.00	Year
Beth	Drucker	ABE Instructor hourly	ABE Instructor Salaried	11/13/17	\$52,826.40	Year
Nancy	Flores	Sub	Cafeteria Assistant	11/1/17	\$13.11	Hour
Laue	Karen	.50 Paraprofessional	.8125 Paraprofessional	10/11/17	\$15.74	Hour
Laura	Kaschmitter	.625 Education Assistant	.75 Education Assistant	10/9/17	\$14.05	Hour

Gina	Proctor	.25 Paraprofessional	.28125 Paraprofessional	9/5/17	\$15.27	Hour
Therese	Rasch	.25 Paraprofessional	.28125 Paraprofessional	9/5/17	\$13.30	Hour

## Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Jaimie	Feld	Teacher	Carver	Child Care Leave	10/09/17-01/01/18
Jennifer	Thomas	Teacher	John Glenn	Child Care Leave	12/01/17-01/01/18
Mai Nhia	Vang	Teacher	Weaver	Child Care Leave	12/19/17-01/01/18

## Resignation

First Name	Last Name	Assignment	Building	Effective
Maggie	Butler	Classroom Education Assistant	Castle	11/17/2017
Genesis	Feliciano	Child Care Paraprofessional	Castle	10/9/2017
Lynda	Johnson	Volleyball Coach	North	9/29/2017
Lee	Maly	Education Assistant	North	6/9/2017
Westcott	Nancy	Media Center Education Assistant	Skyview Middle	10/25/2017
Karen	Satre	ECSE Teacher	Beaver Lake	11/10/2017
Shaun	Turner	Night Custodian	Beaver Lake	10/16/2017
America	Vega	Lunchroom/Playground Monitor	Skyview Elementary	10/17/2017
Marsha	Williams	Student Services Clerk	DEC	8/31/2018

## Termination

First Name	Last Name	Assignment	Building	Effective
Shelia	Petigny	SRFC Youth Specialist	District Wide	11/10/2017



## BID/RFP CALENDARS

<u>NAME OF BID</u>	<u>BID OPENING</u>	<u>BOARD MEETING</u>
Office and Classroom Supplies District Wide	11/30/2017	12/12/2017

<u>NAME OF RFP</u>	<u>RFP DUE DATE/TIME</u>	<u>BOARD MEETING</u> (if applicable)

*“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. 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	\$	4,569,001.00
Food Service		379,931.00
Community Service		144,535.00
Building		0.00
Debt Redemption		3,750.00
Trust		82,071.00
Internal Service Fund Health Insurance		44,175.00
OPEB Benefits Trust		32,659.00
		<hr/>
A/P Checks Disbursed (10-01-17 thru 10-31-17)	\$	5,256,122.00
Payroll Disbursed - Net (10-01-17 thru 10-31-17)	\$	4,561,434.00
Wire Transfers (10-01-17 thru 10-31-17)	\$	16,901,885.00
Investments on 11-09-17	\$	61,244,633.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	AMOUNT
MSDLAF OTHER FUNDS	MM	1.07%	(BALANCE AT 11-09-17)	\$242,050.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	1.23%	(BALANCE AT 11-09-17)	\$47,220,564.00
P M A SECURITIES OPEB BONDS	VARIOUS	1.86%	(BALANCE AT 11-09-17)	\$12,307,295.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.21%	(BALANCE AT 11-09-17)	\$1,474,724.00
				<u>\$61,244,633.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS  
WIRE TRANSFERS  
10-01-17 thru 10-31-17

DATE	FROM	TO		REASON
10/02/17	P M A	HEALTH PARTNERS	\$198,153.00	MEDICAL CLAIM FEES
10/02/17	PREMIER BANK	DELTA DENTAL	\$130,018.00	MONTHLY PAYMENT
10/02/17	PREMIER BANK	HEALTH PARTNERS	\$270,486.00	HEALTH CLAIMS
10/02/17	PREMIER BANK	SELECTACCOUNT	\$9,070.00	FLEX PROCESSING
10/02/17	PREMIER BANK	STATE OF MINN.	\$141,766.00	TEACHER RETIRMENT
10/03/17	PREMIER BANK	ANNUITY COMPANIES	\$205,510.00	PAYROLL PAYABLES
10/06/17	PREMIER BANK	ANNUITY COMPANIES	\$522,177.00	PAYROLL PAYABLES
10/06/17	PREMIER BANK	SELECTACCOUNT	\$8,899.00	FLEX PROCESSING
10/10/17	P M A	PREMIER BANK	\$2,000,000.00	A/P - P/R*
10/10/17	PREMIER BANK	HEALTH PARTNERS	\$156,162.00	HEALTH CLAIMS
10/10/17	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
10/10/17	PREMIER BANK	SELECTACCOUNT	\$10,789.00	FLEX PROCESSING
10/11/17	P M A	PREMIER BANK	\$3,250,000.00	A/P - P/R*
10/11/17	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
10/12/17	PREMIER BANK	SELECTACCOUNT	\$3,792.00	FLEX PROCESSING
10/13/17	PREMIER BANK	IR S	\$856,986.00	PAYROLL TAX
10/16/17	PREMIER BANK	HEALTH PARTNERS	\$269,202.00	HEALTH CLAIMS
10/16/17	PREMIER BANK	SELECTACCOUNT	\$5,206.00	FLEX PROCESSING
10/16/17	PREMIER BANK	STATE OF MINN.	\$135,757.00	PAYROLL TAX
10/17/17	PREMIER BANK	ANNUITY COMPANIES	\$246,559.00	PAYROLL PAYABLES
10/17/17	PREMIER BANK	STATE OF MINN.	\$26,708.00	UNEMPLOYMENT
10/18/17	PREMIER BANK	SELECTACCOUNT	\$11,095.00	FLEX PROCESSING
10/19/17	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
10/20/17	PREMIER BANK	ANNUITY COMPANIES	\$508,594.00	PAYROLL PAYABLES
10/23/17	PREMIER BANK	HEALTH PARTNERS	\$193,286.00	HEALTH CLAIMS
10/23/17	PREMIER BANK	SELECTACCOUNT	\$6,573.00	FLEX PROCESSING
10/24/17	PREMIER BANK	SELECTACCOUNT	\$2,079.00	FLEX PROCESSING
10/25/17	PREMIER BANK	SELECTACCOUNT	\$41,318.00	FLEX PROCESSING
10/26/17	P M A	PREMIER BANK	\$3,400,000.00	A/P - P/R*
10/26/17	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
10/27/17	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
10/30/17	PREMIER BANK	HEALTH PARTNERS	\$330,127.00	HEALTH CLAIMS
10/30/17	PREMIER BANK	SELECTACCOUNT	\$6,671.00	FLEX PROCESSING
10/31/17	PREMIER BANK	ANNUITY COMPANIES	\$37,024.00	PAYROLL PAYABLES
10/31/17	PREMIER BANK	IR S	\$902,092.00	PAYROLL TAX
10/31/17	PREMIER BANK	IR S	\$3,399.00	PAYROLL TAX
10/31/17	PREMIER BANK	MISCELLANEOUS	\$6,387.00	MISCELLANEOUS
		TOTAL	<u>\$16,901,885.00</u>	

\* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS



**School District 622**

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

*Ready for tomorrow*

# **ISD # 622 Facilities Master Planning Board Presentation**

**November 21, 2017**

**Christine Osorio - Superintendent**

# 622 Facilities Concerns

Energy Costs

Elementary Space

Safety and Security

Traffic Flow

Increased Personalized Learning

# Facility Audits Completed Fall 2016

Building Tours and Meetings with Staff

Code Reviews

Building Reclassification and Storms Water Management

Updated Site Safety and Security Plans

Operations and Maintenance Review

Study of Energy Consumption and Cost

# A Look at Space Challenges

Buildings designed in a different era before schools provided supports and interventions

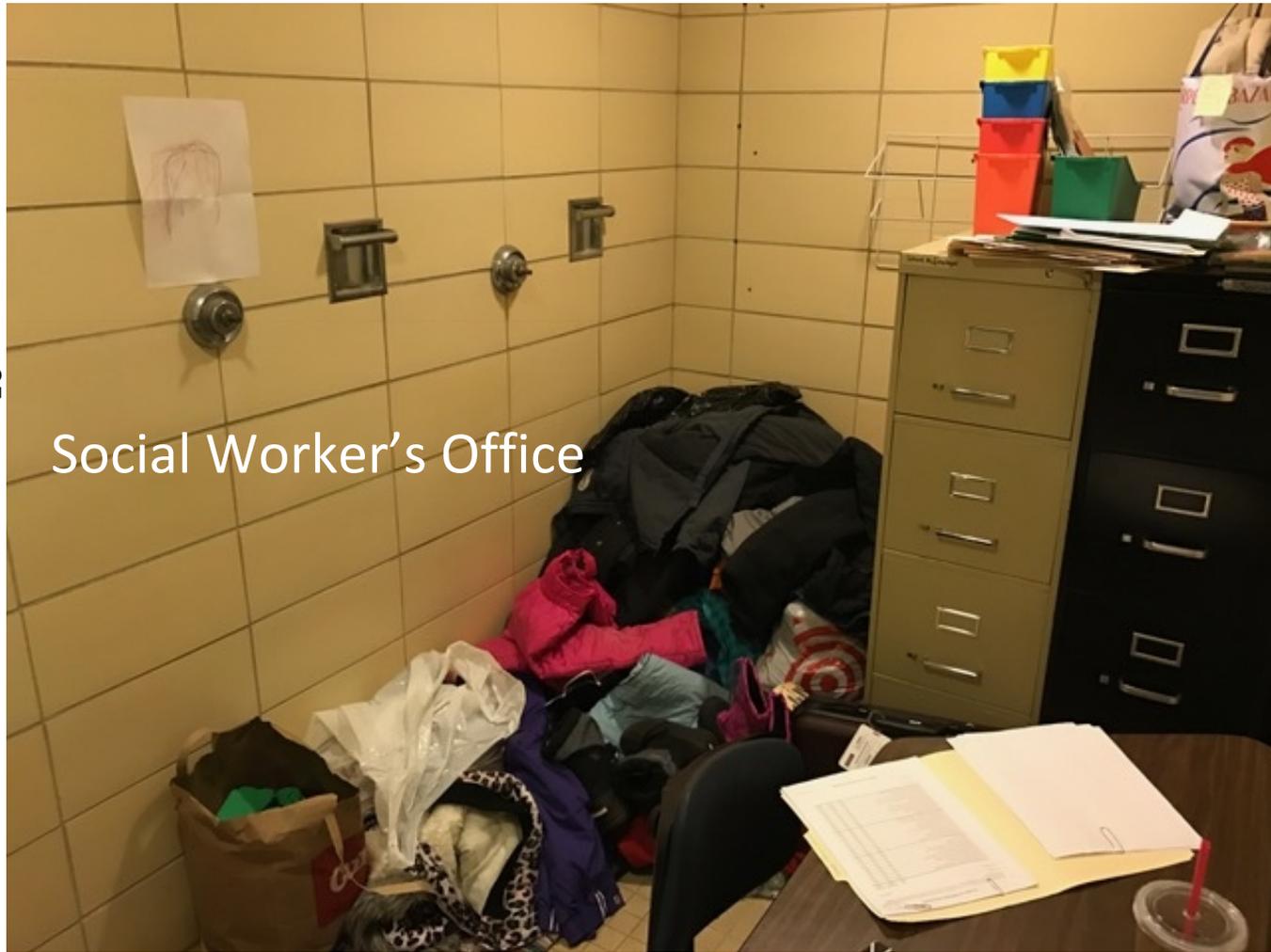
Principals giving up office spaces for interventions

Many intervention spaces were not designed for student use

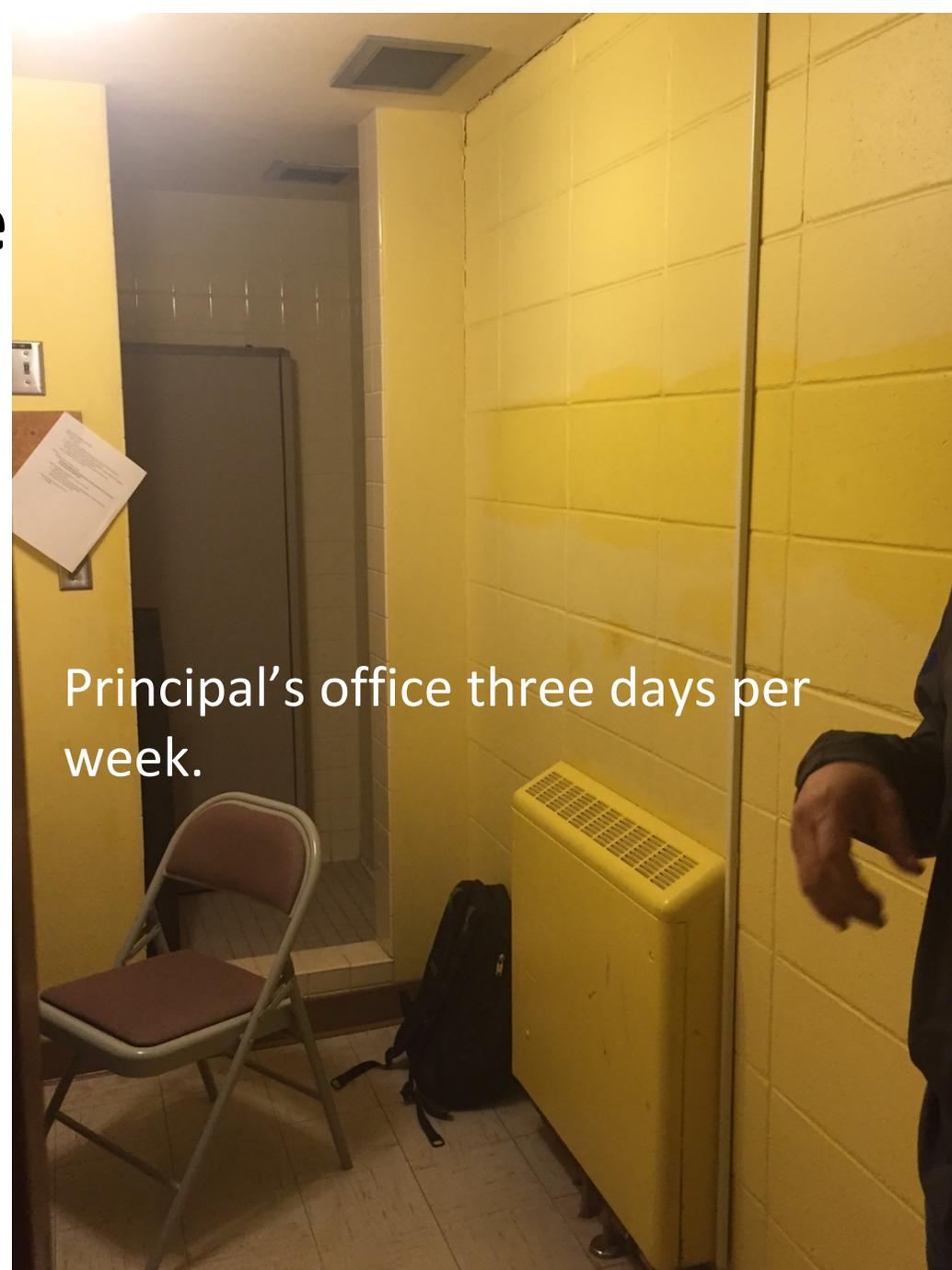
A look at some  
facilities examples...

# Repurposed shower stalls

## Social Worker & Principal work space



Social Worker's Office



Principal's office three days per week.

# School library on a stage intervention in basement storage room

26



# Electrical closet used as an intervention space



# Overcrowded spaces



# Schools creating intervention spaces out of open areas



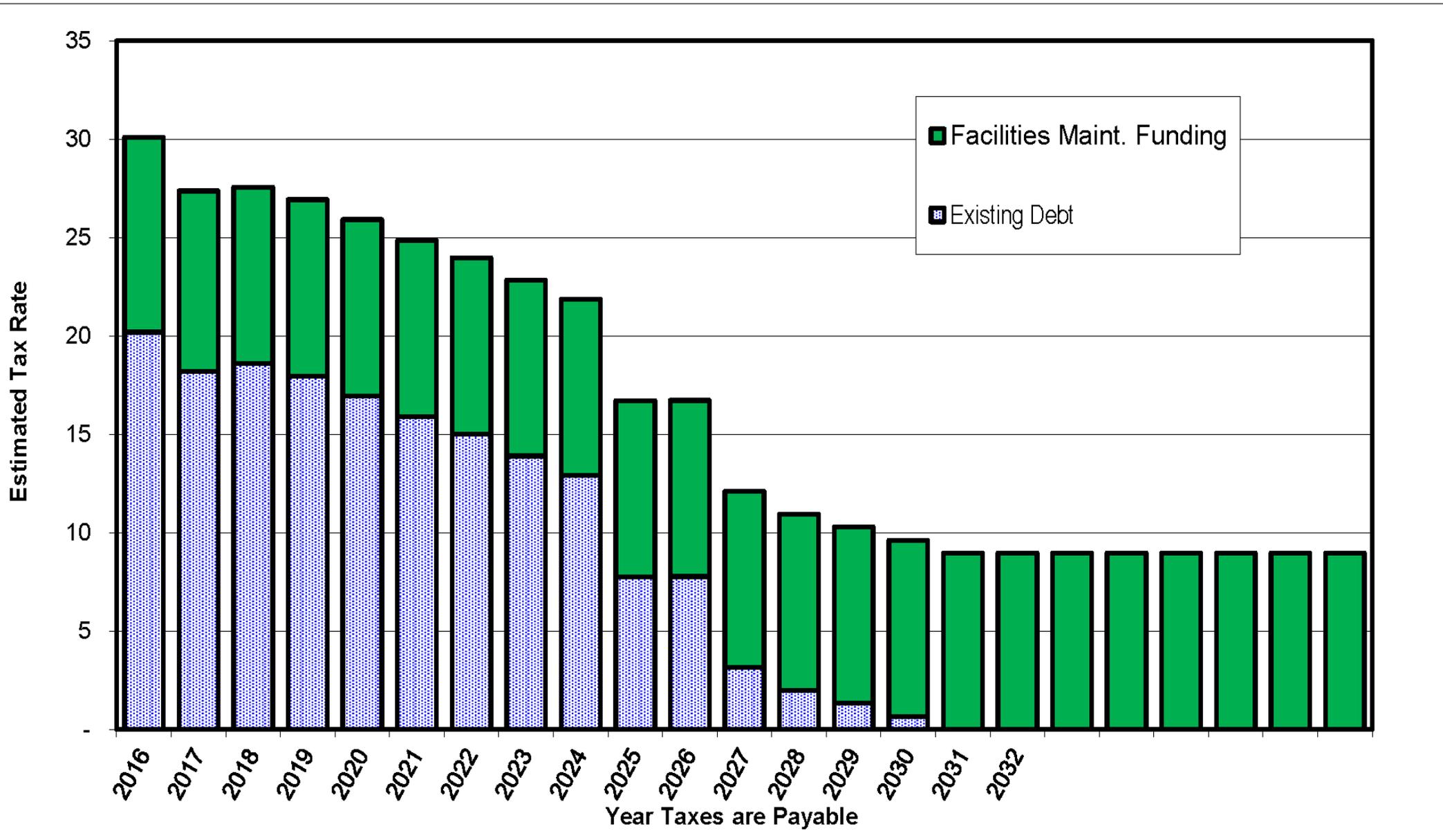
# Storage rooms have been converted to makeshift offices



# Facility disrepair



# Financial Opportunity



# Available Funding Without Raising Taxes

- Long-term facilities bonds
- Lease levy bonds
- Capital facilities bonds
- Capital funds
- Long-term-facilities “pay as you go” levy funds

# District Options To Be Considered

## Expand Elementary Schools to PK-5 Buildings

Construct additions on to nearly all elementary sites

## Move 5<sup>th</sup> Grade to Middle School

All 5<sup>th</sup> graders would be moved to one of the three middle schools to create more space in the elementary sites

## Reduce PreK Programming

Currently serve 500 PreK students

## Change Elementary Boundaries

# Considerations for 5-8 Middle School

- Option to create sheltered 5<sup>th</sup> grade
- Middle School activities open to 5<sup>th</sup> graders
- New programming options open to 5<sup>th</sup> graders
- Opportunity to redesign interactive learning spaces

## District Recommendation: Gather Community Feedback for Moving 5<sup>th</sup> Grade (Most cost effective, least disruptive to boundaries)

1. Fall 2017 – meet with many different stakeholder groups and open up for discussion

2. Present a) current facilities needs, b) options considered, c) our recommendation for **moving 5<sup>th</sup> grade to middle school**

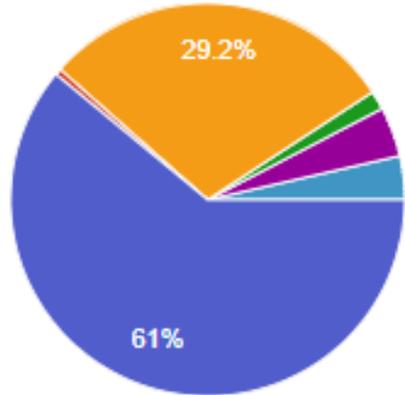
3. Collect survey data and community feedback specific to moving 5<sup>th</sup> grade to middle school **(see sample feedback form)**

4. Office of Teaching & Learning to explore various middle school instructional models for consideration. Include staff and parent input

5. Share feedback with board by end of November for facilities planning

# Elementary Parent/Community Meetings

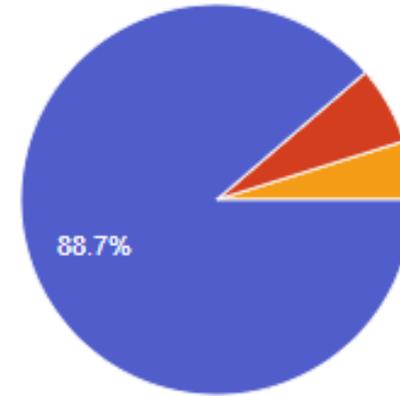
## Respondents



195 responses

- Parents: 61%
- Students: 1%
- Teachers: 29%
- Paraprofessionals: 2%
- Other 622 Employees: 3%
- Community Members: 4%

## I have concerns about our facilities

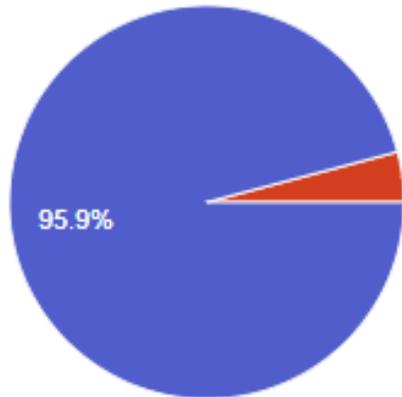


62 responses

- Yes: 88%
- No: 6%
- Undecided: 6%

# Elementary Parent/Community Meetings

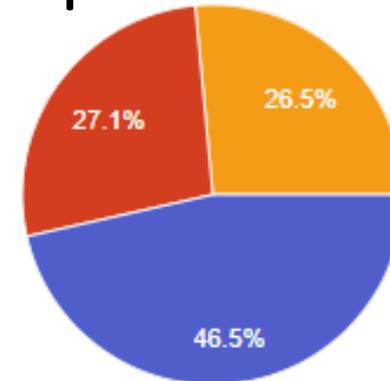
I understand why 622 is considering a 5-8 middle school option



194 responses

- Yes: 96%
- No: 4%

I support the recommendation to develop a 5-8 middle school option for 622



170 responses

- Yes: 46.5%
- No: 27%
- Undecided: 26.5%

# **Elementary Parent/Community Meetings Overall Feedback Themes**

- ✓ Most can support 5<sup>th</sup> grade to middle if it is well planned and not rushed
- ✓ Would be Important to have a separate houses for 5-6 and 7-8
- ✓ 5<sup>th</sup> graders should have recess and not follow 6 period bell schedule
- <sup>39</sup>✓ Concern for 5<sup>th</sup> graders on buses with 8<sup>th</sup> graders
- ✓ Concern for continued leadership opportunities for 5<sup>th</sup> graders
- ✓ Concern that 5<sup>th</sup> grade teachers be given option to stay in elementary
- ✓ Could we consider PreK-2 and 3-5 schools instead?
- ✓ Recommend considering elementary boundary changes first

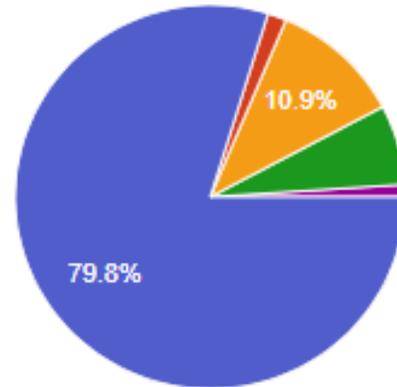
# **Elementary Parent/Community Meetings**

## **Overall Feedback Themes**

- ✓ **Restructure buildings**
- ✓ **Study districts with this model to identify their lessons learned**
- ✓ **Remain transparent and continue to solicit community feedback before proceeding**
- ✓ **Increase student and parent visits to middle schools for positive exposure while in elementary**
- ✓ **Promote opportunities for 5<sup>th</sup> grader extra curricular including: sports, drama, band, and other after school**
- ✓ **With middle school early dismissal time, after school options would be important**

# Elementary/ Middle School Staff Meetings Facilities Feedback

Respondents



*193 responses*

- **Teacher: 80%**
- **Paraprofessional: 2%**
- **Other 622 Employee: 11%**
- **Principal Cabinet: 6%**
- **Community Member: 1%**

# **Elementary/ Middle School Staff Meetings**

## **Overall Facilities Feedback**

- ✓ **Would need more gym space**
- ✓ **How could we best support 5<sup>th</sup> graders with special needs?**
- ✓ **5<sup>th</sup> graders should not have a 6-period day**
- ✓ **Should we instead consider PreK/ K centers apart from elementary?**
- ✓ **Should we consider elementary boundary changes first?**
- ✓ **Would families leave 622 to keep 5<sup>th</sup> graders in elementary school?**
- ✓ **Staffing would need to be well planned with teachers having choice to stay elementary or move to middle**

# **Elementary/ Middle School Staff Meetings**

## **Overall Facilities Feedback**

- ✓ **Should consider before and after school care for 5<sup>th</sup> graders**
- ✓ **Should couple the grade change with building improvements (newer technology, better safety, quieter vent systems)**
- ✓ **Do we need more computer labs for assessments (MCAs, ACCESS)?**
- ✓ **Bring in more community partnerships to provide resources**
- ✓ **Continue transparent planning and open communication with parents and staff**
- ✓ **Consider increasing mental health supports in middle schools**
- ✓ **Exciting to consider a redesign of our middle school model**

# **Elementary Parent/Community Meetings**

## **What people would like changed with current facilities**

### *Recurring themes*

- ✓ Air conditioning needed
- ✓ More classrooms/staff offices
- ✓ Need libraries at each site
- ✓ Computer labs & better technology
- ✓ Curb appeal/beautify grounds
- ✓ Safer traffic flow for parent drop-off & pick-up
- ✓ Larger (improved) parking lots
- ✓ Outdated carpet, paint, windows, cabinets, and shelves
- ✓ Better air flow in classrooms (climate control)
- ✓ New, safer playground equipment
- ✓ Sound systems in gyms for PE and special events
- ✓ Larger gyms
- ✓ Consistent Welcome desks

# Facilities Master Plan – Next Steps

1) December 1, 2017 – fall feedback sent through Employee News, and e-News

2) December 12 Work Session – present draft phase one facilities plan

3) January 2018 – present draft plan to community groups

4) January 9, 2018 – board reviews facilitated plan at work study session

5) January/February 2018– potential board action on phase one of facilities planning

6) School Board retreat – deep dive boundary discussion, review enrollment, housing, and demographics

45

# Comments/Questions?



/isd622



/isd622



@isd622



isd622

# Communications Update

11.21.2017

Josh Anderson

Director of Communications & Technology Innovation



# Mission

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



# Strategic Plan Strategies

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



# Department Purpose

The Communications Department is responsible for establishing and maintaining the lines of communication between the district and its parents, students, employees, residents, and other stakeholders.

50



# 622 Audiences

Internal	External
<p>Students            Licensed Staff            Non-Licensed Staff            Cabinet            Unions            Administration            School Board            District Advisory Groups/Committees</p>	<p>Elected Officials            Parents (with children in 622 and elsewhere)            Residents w/o children            Community Leaders            Parent groups (PTO, PTG, PTA, etc.)            Realtors            Media            622 Foundation Board            Alumni            Senior Citizens            Local Businesses/Colleges            Community Organizations (Churches, Chamber, Service)            Statewide Orgs (MDE, AMSD, MinnSPRA, MASA)</p>

# Current Methods of Communication

Website

Weekly E-News

Employee News

Press Releases

Channel 20

District Postcard

Social Media

Superintendent Blog

News Articles

Crisis Communications

School Board Meetings

Brochures/Flyers/Handouts

Blackboard Mass Notification

Videos

E-Flyers (new system coming)

Public Events

Mobile App

School Profiles

Annual Report/WBWF



# PR/Marketing Plan



# Goals

- Stabilize or Improvement Enrollment
- Improve Community Perceptions
- Engage and Involve Community Members with 622

54



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

# Stabilize and/or Improvement Enrollment

- Principal phone calls home at the start of the school year
- Weekly enrollment checks
- Branding, strategic plan
- Additional translation support for enrollment



# Improve Community Perceptions

- Greatschools.org
- Social Pinpoint
- Increased social media presence
- Bi-monthly postcards
- Community Conversations w/Superintendent
- School/District Profile documents
- Realtor open house (scheduled on December 15)
- Incorporate work of the partnerships coordinator
- Public events (Oakdale Business Showcase)



# Engage and Involve the Community

- Bi-Monthly Postcard mailed home
- E-News
- Social Media
- Website
- Newspaper columns
- Mobile App
- Channel 20
- Blackboard Mass Notification
- Communications Advisory Council
- Realtor open house
- Peachjar E-Flyer System
- Flickr photo sharing



# New E-flyer system



# Peachjar

- A leading e-flyer management system
- Online system that sends district approved flyers automatically and posts them online
- Parents have opt-in/out options



# Peachjar

- Increase engagement
- Supports communication
- Streamlines the flyer process
- Integrates with the website and mobile app



# Enrollment Survey



# Enrollment Survey Summary

212 phone interviews were completed by Springsted Inc.

- 97 incoming families
- 115 outgoing families
- Calls took place in mid-September.
- Goal was to find out what draws people to and from the district.
- Survey asked how much influence various aspects of the district had on their decision to open enroll in or out.



# Enrollment Survey Snapshot

## *Enrollment decisions-greatest areas of influence*

### Incoming families

- Safety & Security
- Quality of Teaching
- Quality of Academic programs

### Outgoing families

- Electives options for MS/HS
- Safety & Security
- Quality of Academic programs
- Quality of Teaching



# Questions?

***Call or email***

Josh Anderson

651-748-7583

[janderson2@isd622.org](mailto:janderson2@isd622.org)



# Enrollment Survey Conclusions

## Conclusions: Incoming students

- Safety and teaching quality had highest influence at all grade levels.
  - Quality of academic programs was very influential among elementary school parents.

## Conclusions: Outgoing students

- Safety and teaching quality had highest influence at all grade levels.
- Options for electives were much more influential for outgoing middle & high school families than for their incoming peers.
- Diversity of student population was less influential for outgoing elementary school families than for their incoming peers.

## Conclusions: Enrollment decisions

- Safety and teaching quality had highest influence at all grade levels.
- Options for electives were much more influential for outgoing middle & high school families than for their incoming peers.
- Diversity of student population was less influential for outgoing elementary school families than for their incoming peers.
- Outgoing parents are more likely to consider changing their mind about enrollment decisions.
- 1/3 of outgoing parents plan for their child to attend a 622 middle school, while 2/3 of incoming parents plan to have their child attend a 622 middle school.
- 14% of outgoing families plan for their child to attend a 622 high school, while 51% of incoming families plan for their child to attend a 622 high school.

## Conclusions: General

- Incoming parents more likely to view student diversity as a positive factor.
- Incoming parents more likely to feel that the district has a positive reputation.

## Conclusions: Communication

- Most respondents prefer electronic communication over traditional methods.
  - 53% prefer both print and electronic
- Email is the most preferred electronic communication.
- Direct mail is preferred for traditional communication.

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

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

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

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

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

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

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## North St. Paul-Maplewood-Oakdale 2018-2019 School Year

Proposed to school board 11/21/17

**Aug 27-Aug 30** *Opening Days [order tbd]*  
**Building Staff Development**  
**District Staff Development**  
**Q Comp Day #1**

Sept 3 Labor Day [no school]  
 Sept 4 First day of school grades 1-12  
 Sept 5 First day of kindergarten  
 Sept 10-14 First week of preschool

**Oct 5** **K-12 [no school]**  
**Q Comp Day #2**  
**Oct 18-19** **EM Break [no school]**  
**Oct 26** **K-12 [no school]**  
**6-12 Building Staff Dev.**  
**K-5 Goal Setting Conferences**  
**(full day)**

Nov 22-23 Thanksgiving [no school]  
 Nov 29 End of 1<sup>st</sup> trimester K-12  
 (57 days)

Nov 30 **K-12 [no school]**  
**K-12 Staff Dev./Report Card**  
**Prep.**

Dec 24- Jan 1 Winter Break [no school]  
 Jan 2 Classes resume  
 Jan 21 Martin Luther King Day [no school]

**Feb 1** **K-12 [no school]**  
**K-12 District/Building**  
**Staff Dev.**

Feb 18 President's Day [no school]  
 Feb 19 Preschool and Kindergarten  
 Registration Night

**Mar 1** **K-12 [no school]**  
**K-12 District Building**  
**Staff Dev.**  
**K-5 Conference Prep (half**  
**day)**

Mar 7 End of 2<sup>nd</sup> trimester K-12 (58 days)  
**Mar 8** **K-12 [no school]**  
**6-12 Bldg. Staff Dev./Report**  
**Card Prep.**  
**K-5 Conferences [full day]**

Mar 11-15 Spring Break [no school]  
 Mar 18 Classes resume  
 April 19 Contract Holiday  
**May 24** **K-12 [no school]**  
**K-12 District/Building**  
**Staff Dev.**

May 27 Memorial Day [no school]  
 June 7 End of 3<sup>rd</sup> trimester K-12 (57 days)

June 10 Term Transition

## Calendar Counter 2018-2019 District Wide

M T W T F				M T W T F				M T W T F				M T W T F				Total Days Taught	Holidays	EM Days	Comp Days	Prof Days	Non-Contract Days	Q Comp days	Total
August				September				October				November											
27 28 29 30 31				3 4 5 6 7				10 11 12 13 14				9	1		0	3	1	1	15				
17 18 19 20 21				1 2 3 4 5				8 9 10 11 12				19	0		0	0	0	1	20				
15 16 17 18 19				22 23 24 25 26				29 30 31 1 2				17	0	2	0	1	0		20				
12 13 14 15 16				19 20 21 22 23				26 27 28 29 30				17	2		0	1	0		20				
10 11 12 13 14				17 18 19 20 21				24 25 26 27 28				13	2		2	0	3		20				
7 8 9 10 11				14 15 16 17 18				21 22 23 24 25				18	0		0	1	1		20				
4 5 6 7 8				11 12 13 14 15				18 19 20 21 22				18	1		0	1	0		20				
4 5 6 7 8				11 12 13 14 15				18 19 20 21 22				14	0		0	1	0		15				
1 2 3 4 5				8 9 10 11 12				15 16 17 18 19				19	1		0	0	4		24				
29 30 1 2 3				6 7 8 9 10				13 14 15 16 17				19	0		0	1	0		20				
27 28 29 30 31				3 4 5 6 7				10				9	1		0	1	0		11				
												172	8	2	2	10	9		205				

67

**Total Contract Days = 194**

1st trimester end date - 11/29/18  
 2nd trimester end date - 03/08/19  
 3rd trimester end date - 06/07/19

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

**Student Contact Days Per Trimester**

T1	=	57
T2	=	58
T3	=	57



VII. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS

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

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

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

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Kacie Lorenson & Concordia St. Paul Students	School supplies	Weaver and Richardson students
Sandra Schmidt	\$200.00	North High Student Council
Jean Crotty	\$50.00	North High Student Council
Thomas Hagel	2 lawnmowers	North High Industrial Tech Dept.
Robert Albert	2 lawnmowers	North High Industrial Tech Dept.
Lemonz, Inc.	\$2,338.75	North High National Honor Society
Gilvanete Surine	\$300.00	North High Band Department
Lisa Snell	1999 Toyota Corolla	Tartan High Shop Class
Thomson Reuters	\$1,500.00	Tartan Robotics
WSB & Associates, Inc.	\$250.00	Tartan Robotics
Northern Tier Energy - Super America	\$200.00	Maplewood Middle School - school supplies
Chieng Yang	\$100.00	Maplewood Middle School
Theresa Augé	Plastic pumpkin pails	Castle Elementary
Pattianne Casselton Demaray	\$1,000.00	Community Bridge
Pat Svendsen	\$1,000.00	Community Bridge
Carole Casey	\$150.00	Community Bridge
Community Shares of MN	\$24.90	Meals on Wheels
Michael Testa	\$50.00	Meals on Wheels
Carissa Hoffman	16 American Girl chapter books	Richardson Elementary
Cowern PTG	\$2,056.00	Cowern Elementary Field Trips
Cowern PTG	\$105.53	Cowern Elementary - lap top screen
Silver Lake Church	Knitted hats, scarves and mittens	Castle Elementary

MOTION:  
SECOND:

Total fiscal year 2017-2018 monetary contributions: \$60,502.15