



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

**May 22, 2018
6:00 PM**

Board Members:

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

Superintendent:

Christine Osorio

622 Education Center
2520 East 12th 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
May 22, 2018
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. Achievement Awards - Yener** 10
 - A. Randy Anderson
 - B. Shaylee McComb
- V. Consent Agenda** 11
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 April 24, 2018 Business Meeting 12
 - B. Routine Personnel 24
 - C. Disbursements 28

VI. Reports

A. Student School Board Representatives - *Krummel/Larsen*

B. Assistant Superintendent - *Miller*

As we say goodbye to Shelby Larsen, we welcome current North 11th grader Hayley Pedersen. We are hoping to have Hayley in the audience so that introductions can be made. Hayley will serve a one year term.

1. Recognition of Shelby Larsen and Introduction of New North High Student Board Representative

C. Community Education - *Johnson/Griggs-Andress*

1. Strategy 2: Partnerships

31

This is our fourth and final update related to our four strategic plan strategies. The focus for tonight is on Strategy 2: "We will develop and enhance community partnerships that support our mission and align with our core values."

Partnerships Specialist Jennifer Griggs-Andress will provide a brief update on her work this year to develop systems which will be implemented in Fall 2018, and will also outline next steps.

Highlights include:

- *Introducing a volunteer management database*
- *Incorporating best practice into our volunteer system*
- *Improving communication between district staff and community partners*
- *Increasing opportunities for our students to know about service-learning opportunities*

D. Teaching & Learning

1. Q Comp Annual Report - *Cahill*

46

Dan Cahill, Staff Development & Gifted and Talented Program Coordinator, will present the Q Comp Annual Report. This report reflects District 622's twelfth year of participation in Minnesota's

Alternative Teacher Pay for Performance System (ATPPS) or Q Comp (Quality Compensation). The Annual Report is required by the Minnesota Department of Education as part of our participation in Q Comp and must be presented to the School Board by June 15th each year.

To compile the report, Teaching & Learning staff adapt questionnaires and rubrics created by MDE. Review teams from four sites (two elementary schools, a middle school, and a high school) visit and interview staff at another site at the same level and use those tools to create a site report. Sites rotate from year-to-year. T & L staff take those reports along with the feedback from stakeholder groups such as the Advisory Staff Development Committee, and produce the Annual Report. This process follows the best practice review model from MDE.

Q Comp participation provides on-going, site-based, job-embedded professional learning for all 622 licensed teachers. Q Comp provides the structures and resources to support on-going implementation and refinement of Professional Learning Communities at all sites.

Participating teachers have the opportunity to earn \$1900 for the implementation and planning of new instructional strategies. Teachers collect data on student performance in order to modify instruction to meet the needs of all learners. Q Comp also requires the creation of leadership positions for teachers and training for teachers selected to fill those roles.

Buildings set achievement goals each fall based on the last year's student achievement. Buildings determine a targeted instructional strategy to implement during the year, and also support teacher teams in the process of collaborative inquiry to refine their own instructional practice to better meet student needs.

Teachers submit their record of completed observations and student learning goals by June 1st. In addition, results of school-wide achievement goals are not available until MCA results are made public in August. For that reason, the section of the report addressing the core component of Performance Pay & Alternative Salary Schedule is left blank at this time.

District 622 administration and the 622 teacher association continue to collaborate, refine, and support the Q Comp process.

VII. Action Items

A. Business Office

1. Acknowledgment of Contributions - *Hunt* 54
**I recommend that the contributions, with a total of \$129,415.68 for the 2017-2018 fiscal year, be approved.*
2. Lead-in-Water Testing Model Plan - *R. Anderson* 55
According to Minnesota Statutes, Section 121A.335, by July 1, 2018, the school board of each school district must adopt the Commissioners of Health and Education plan or develop and adopt an alternative plan to accurately and efficiently test for the presence of lead in water in school buildings serving prekindergarten students and students in kindergarten through grade 12.

The District has been testing for lead in water and we have been following the standards established by the US Environmental Protection Agency (EPA) and current Minnesota Department of Health (MDH) guidance. The model plan that the Commissioners have adopted is based upon these guidelines. The last time the District tested our buildings was December 2016.

The District has chosen to adopt the Model Plan developed by the Commissioners of Health and Education to test for the presence of lead in water in school buildings.

**I recommend that the Commissioners of Health and Education model plan for lead in water testing in all District buildings be approved and adopted.*

3. District 916 LTFM - R. Anderson

73

Intermediate Districts became eligible for Long Term Facility Maintenance Revenue in the fall of 2016. Northeast Metro 916 is filing for Long Term Facility Maintenance Revenue again for Pay19 (FY 2019-20). Here are the major items to be aware of:

- The allocation for 916 is separate and distinct from our District. This levy does not take away from our District's allocation amount or limit for LTFM.

- The LTFM levy for the Intermediate replaces the old Intermediate Health & Safety levy.

- The only projects currently on the 10 year plan for Northeast Metro 916 are health and safety projects. There are currently no deferred maintenance projects identified. They expect that there will be some deferred maintenance projects for the South Campus showing up on their 10-year plan for future years.

- The allocation to member districts is based on the same formula that the Health and Safety levy has always been based on: 50% utilization by our district of 916 programs and 50% tax capacity, which is how the levy limit is set up by MDE.

Each member district of NMI 916 is required annually to approve a resolution authorizing a new LTFM for the Intermediate District. The total amount that will be levied for 916 in Pay19 is \$105,895.00 and School District 622's share of that amount will be \$16,852.51.

**I recommend that the resolution for adopting Northeast Intermediate District 916's Long Term Facilities Maintenance Revenue for Pay19 be approved.*

4. Renewal for 2018-2023 Next Step Lease - R Anderson

75

The original Next Step Lease Agreement was initiated in 2008 for a five-year period and an extension was done in July of 2013 that extended the lease until July 31, 2018. The lease is scheduled for renewal in August of 2018 and Randy has been in negotiations with Robert Dew of Gervais Court Properties, LLC and he has reached an agreement for a new five-year lease and is recommending Board approval.

The new negotiated rates are \$16.00/square foot with a CAM (custodial & maintenance) charge of \$6.50 for a total rate of \$22.50/square foot. The new lease would be for an additional five years and the rates would be locked in for the five-year period through July 31, 2023. The old rates were \$15.00/square foot with a CAM charge of \$6.50 for a total of \$21.50/square foot and were locked in for that five-year period. So, the proposed lease increase of \$1.00/square foot amounts to a 4.65% increase over the ten-year period (August 2013 - July 2023).

The Next Step Program has been very successful at the current site. We are happy with the facility and with our working relationship with Mr. Dew and Gervais Court Properties and wish to continue that relationship.

**I recommend that the School Board approves extending the lease agreement for the Next Step facility as outlined in the attached Amendment to the original lease agreement.*

5. Polar & Tartan Arena Rental Rates - R. Anderson

77

As indicated by the attached memo from Brad Martinson, we currently have the lowest hourly rental rates of ice arenas in the

area. To maintain parity with area arenas and to keep pace with increasing operating costs, administration is recommending a rate increase at Polar and Tartan arenas to \$195.00/hour for prime time (September 1 - March 14). In addition, we are proposing a new reduced prime time rate for out-of-season of 165.00/hour (March 15 - August 31). Many local arenas are doing this and we feel that we can increase rental revenue during this out-of-season time if we lower the rate. Non-prime time is recommended to increase to \$130.00/hour.

**I recommend that the 2018-2019 Polar/Tartan Arena rental rates be approved as presented.*

B. School Board

1. Set Agenda & Location for June 26, 2018 Reflection Session

We have already taken action on the date and time of our June 26 reflection session, but we need to set the location and agenda.

**I recommend that the June 26, 2018 reflection study session which begins at 5:00 p.m., take place in Room 202 of the District Education Center with the following agenda items: 1)Ice Breaker; 2)Reports - Board Communication (Committees, Liaisons, Training, NSBA Conferences, Current Topics); 3)Board Officer Positions; and 4)Board Self Evaluation.*

2. Set 2018-2019 School Board Meeting Dates

A proposed calendar for dates for our business meetings, work study sessions, and reflection study sessions is listed in the resolution. We tried to keep the study sessions on the second Tuesday of the month and business meetings on the fourth Tuesday of the month (with an exception here and there). There are 12 scheduled business meetings; 5 work study sessions; and 4 reflection study sessions. The business meetings begin at 6:00 p.m. with the exception of the July 24 business meeting which will begin at 4:30 p.m. The work study sessions generally begin at 4:30 p.m. and the reflection study

sessions will begin at 5:00 p.m.

**I recommend that the board meeting dates for 2018-2019 be approved as presented.*

3. Set July Closed Session for Evaluation of the Superintendent
Minnesota's Open Meeting Law 13D.05, Subdivision 3a, states that a public body may close a meeting to evaluate the performance of an individual who is subject to its authority.

**I recommend that we set a closed session to evaluate the superintendent on July 24, 2018 in Room 202 immediately following the 4:30 p.m. board business meeting.*

4. Set Special Meeting
We have additional non renewals of probationary teachers that we need to put before you for proposed action. For various reasons these individuals were not included in last month's resolution. We need to notify these employees no later than June 30, and in addition we wish to give them as much time as possible for future plans Therefore, we are requesting this special meeting on June 12, immediately following the adjournment of the 4:30 p.m. work study session, rather than have this action item wait until the normally scheduled June 26 business meeting.

**I recommend that we set a special meeting in the Board Room of the District Education Center on June 12, 2018 immediately following the adjournment of the June 12, 2018 work study session with the following agenda item: Non Renewal of Probationary Teachers.*

VIII. Board Communications

IX. Future Board Meeting Dates

- A. June 12, 2018 Work Session, 4:30 p.m. (Room 202 District Education Center)
- B. June 26, 2018 Reflection Session, 5:00 p.m. (Room 202 District Education

Center)

C. June 26, 2018 Business Meeting, 6:00 p.m. (Board Room)

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

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

- A. District 622’s Business Director **Randy Anderson** has just received the 2018 Minnesota Association of School Business Officials (MASBO) School Business Official of the Year Award. This award recognizes the outstanding practices and new ideas of Minnesota school business officials. Nominees are evaluated based upon their contributions to their districts, their communities and to the profession.

Since Randy’s arrival to District 622 four years ago, Randy has been instrumental in working with Superintendent Osorio to develop a facilities/finance plan for improving the District’s facilities and energy management/performance in our buildings.

Through annual levy planning, refinancing & restructuring of debt, and Long-Term Facilities Maintenance planning, Randy has worked to develop a finance plan that will enable the District to implement a facilities plan which will accomplish approximately \$250 million of facilities renovations over the next several years without a tax increase to the stakeholders of the District.

Under Randy’s leadership as Business Director, he has created a culture of accountability, excellence and continuous improvement.

Randy is nominated by Superintendent Christine Osorio.

- B. We are very proud of our 622 teachers and all they do for our students and families. They are simply the best. This is exemplified by having three of our teachers nominated for the prestigious “2018 Teacher of the Year” award. This year’s 622 nominees were: Pamela Ledermann (North High Chemistry); Peg Sorensen (North High Vocal Music); and **Shaylee McComb** (Weaver Music).

Shaylee was a finalist for the 2018 Minnesota Teacher of the Year Award, reaching the top 12. Mrs. McComb is an incredible music teacher at Weaver Elementary. Students would say that she is super fun and engaging and that they love going to music class. Shaylee brings out the best in every student...and she even gets the shy student up front beaming with confidence. Shaylee has a high level of energy and enthusiasm and that is contagious with all the students and staff. She is extremely well planned, classroom management is outstanding, and best practices are standard work. Shaylee builds extraordinary relationships with her students and she is an excellent team player. Everyone in the Weaver community benefits from her amazing work.

Shaylee is nominated by Assistant Superintendent Troy Miller.

V. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

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

MOTION:

SECOND:

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

**REGULAR MEETING
SCHOOL BOARD
April 24, 2018**

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

Others present were: Julie Coffey, Director of Human Resources; Josh Anderson, Director of Communications & Technology Innovation; Randy Anderson, Director of Business Services; Peter Mau, Director of Teaching & Learning; Terri Johnson, Director of Community Education; and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance.

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

THAT the agenda be approved as presented.

Hunt presented Achievement Awards to the following EXCEL Award Winners: receiving the Community Contribution Award - The Runtsch Family; receiving the Lifelong Learner Award - Leah McComas; receiving the Community Educator Award - Bette Jayne Haak and Beth Gatzke; and receiving the Community Education Senior Friend Award - Ron Woldengen.

The Consent Agenda was considered. Augé requested that Item V. F., Contract Award, and Item V.J., Minnesota Department of Human Rights & ISD 622 Collaboration Agreement be removed for discussion. Coborn moved and Anderson 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, V.A. through V.E., Items V.G. through V.I., and Item V.K. be approved as written, and a copy of the agenda items is attached to the minutes.

R. Anderson discussed Item V.F., Contract Award, and reviewed the process for the construction manager selection. Augé moved and Neve 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 Item, V.F., be approved as written, and a copy of the agenda item is attached to the minutes.

Osorio reviewed Item V.J., Minnesota Department of Human Rights & ISD 622 Collaboration Agreement. Augé moved and Coborn 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 Item, V.J. be approved as written, and a copy of the agenda items is attached to the minutes.

North High Student Board Representative Shelby Larsen read Tartan High Student Board Representative Katelyn Krummel's report on her behalf: Last week's BPA blood drive was a huge success; the ISD 622 Art Show was held the past weekend and Tartan students were excited to show their own work in the show which provided an opportunity to showcase talents and purchase/sell works of art; the "Money Talks" series on financial literacy through DECA's partnership with Ideal Credit Union started this past week which teaches about budget and savings, credit and loans, stocks, banking and technology. The class is taught by 3 Tartan students, Collin Szymanski, Sierra Kargbo, and Katelyn Krummel and more sessions will be available in the summer and the next school year; Tartan's first Annual Festival of Cultures was a huge success on April 20 and thanks were shared for the donated food and hard work; and lastly, Tartan Senior Jacque Englund earned a top 25 test score for Business Administration at the DECA National Conference in Atlanta which puts him in the top 10% nationally for that test.

North High Student Board Representative Shelby Larsen reported on the following items for North High: A lot of the juniors just took the ACT which is offered right at the school and is free to our students; MCA testing has been occurring for the younger grades for all of the core subject areas; we have ¼ of our student population taking AP courses with a significant number taking the AP exams this May; Student Council has been in the process of electing new members and members to their executive board; NHS is in the same mode, electing members to their executive board; pins have been purchased for each senior for the graduation ceremony to represent the student groups that the student participates in; the Bionic Polars Robotics Team is leaving at 9:30 tonight for Detroit tonight to compete in the world's competition; the jazz pop concert is going on tonight; tomorrow night is the Athena Awards banquet; spring sports are finally starting to make it outside now that the weather is cooperating; Prom is happening mid-May at the Landmark Center; and Show Choir has their extravaganza performances May 3 - 5.

Osorio reviewed the upcoming meetings regarding Phase I of the Facilities Plan. She also reported on the following items: We are deep into rolling up our sleeves and we have had a lot of walkthroughs and meetings with updates available on our home page of our website; a brand new offering this year at graduations will be stoles for each graduate in addition to the individual pins which allows students to show individuality; Skyview Middle School just received the validation to become a national AVID demonstration school which makes it our second school with the accreditation; and each month we try to highlight the work that is going on in our District as we work to serve all of our students and do everything possible to continue to close the achievement gap.

Johnson introduced Adult Basic Education Coordinator Scott Helland who provided an overview of District 622's Adult Basic Education Program. He shared videos which captured adult ESL and GED programs as well as the three Career Pathway programs.

Mau introduced MTSS & Federal Programs Coordinator Alicia Waeffler, who highlighted the work of the District's elementary schools over the last four years and specifically shared the

ways in which all learners are supported to ensure each child receives the opportunities they need to thrive.

Mau provided an administrative response to the American Indian Parent Advisory Committee (AIPAC) as a follow-up to the February 27, 2018 resolution of non-concurrence.

(Anderson left the room at 7:19 p.m. and was not present for the Acknowledgment of Contributions, Issuance of LTFM & Capital Facilities Bonds, and Reimbursement from Proceeds of Future Bond Issues votes)

Livingston moved and Coborn 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>
Anonymous	Yamaha StagePAS 600i PA sound system, speaker stands, Stag 500 corded handheld microphone, microphone cord, 10' instrument cable (2) VocoPro Digital wireless microphone systems, w/8 cordless body microphone packs 4 year warranty on Sound System and 4 year warranty on both VocoPro Microphone systems.	Richardson Elementary - to replace old system
Michael Testa	\$50.00	Meals on Wheels
Ideal Credit Union	\$169.90	Meals on Wheels
Tilsner Carton Co.	80-24 x 30" pad of cardboard	Maplewood Middle School
Nancy Askegaard	Vito Le Blanc Clarinet- Student Model 7214	Maplewood Middle School
Tom and Marlene Loven	\$790.00	Eagle Point Elementary - to purchase 5 additional walkie talkies
Michelle Sauvageau	\$150.00	Eagle Point Elementary - COMET
Rotary of North St. Paul-Maplewood-Oakdale	\$300.00	Community Education for 10 service projects for 10 th graders at Tartan
City of Maplewood	\$1,060.00	North High Band
Tolerance Tool, Inc.	\$250.00	North High Robotics
Lance Van Elsen	\$1,000.00	Tartan Robotics

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

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

1. The Board intends to issue general obligation bonds (the "Bonds") in the total aggregate principal amount of not to exceed \$55,000,000 pursuant to Minnesota Statutes, Sections 123B.595 and 123B.62, and Chapter 475, as amended. The Bonds will consist of a Facilities Maintenance Portion and a Capital Facilities Portion.

2. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 622 (the "District") to issue a portion of its fully registered general obligation bonds (the "Facilities Maintenance Portion") pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as amended, to fund the costs of the following projects included in its ten-year facility plan to be approved by the Commissioner of Education and related financing costs:

- deferred maintenance and health and safety projects at school sites and facilities as included in the District's ten-year facility plan to be approved by the Commissioner of Education.

The Facilities Maintenance Portion would be issued in the total aggregate principal amount of not to exceed \$45,000,000. The issuance of the Facilities Maintenance Portion is hereby authorized subject to the approval of the District's ten-year plan to be approved by the Commissioner of Education.

3. The ten-year plan to be approved by the Board is incorporated in this resolution as though fully specified herein. The administration is authorized and directed to submit to the Commissioner of Education such additional information as may be necessary to secure the approval of the Commissioner for the ten-year plan and this bond issuance as required by Minnesota Statutes, Section 123B.595. The submission of a proposed plan and a request for approval prior to the date of this resolution is ratified and approved in all respects.

4. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

5. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 622 (the "District") to issue a portion of its fully registered general obligation bonds (the "Capital Facilities Portion") pursuant to Minnesota Statutes, Section 123B.62 and Chapter 475, as amended, to provide funds for the following capital improvements and related financing costs:

- improvements and repairs to District buildings and sites;
- equipping and reequipping buildings with permanent attached fixtures;
- acquisition of furniture, fixtures and equipment;
- fire, life and safety code compliance projects; and
- facility improvements to enhance safety and security.

The Capital Facilities Portion would be issued in the total aggregate principal amount of not to exceed \$10,000,000 and would mature within fifteen (15) years of the date of issuance. The Board hereby expresses its intent to issue and tentatively authorizes the issuance of said Bonds. The issuance of said Bonds shall become finally authorized, subject to the approval of the Commissioner of Education, unless a petition calling for a referendum on the question of whether to issue said Bonds, signed by more than fifteen percent (15%) of the voters of the District, is filed with the Board within thirty (30) days of the date of the adoption of this resolution. A petition must be in the form required by law. The minimum number of valid signatures for such a petition shall be determined as of the last day before the petition is filed with the Board.

6. The administration is authorized and directed to submit to the Commissioner of Education such additional information as may be necessary to secure any further approval of the Commissioner for the issuance of the Capital Facilities Portion that may be required by Minnesota Statutes, Section 123B.62. The submission of information and a request for approval prior to the date of this resolution is ratified and approved in all respects.

7. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as

reasonably practicable after the adoption of this resolution, but at least twenty (20) days before the earliest of the solicitation of bids, the issuance of bonds, or the final certification of levies. Any publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

8. Any actions of the administration in consulting with the Minnesota Department of Education are hereby ratified and approved in all respects.

9. The Board, having been advised by Ehlers & Associates, Inc., its independent municipal advisor, hereby determines that the Facilities Maintenance Portion and the Capital Facilities Portion of each issue of the bonds (together, the "Bonds") shall be privately sold as a single bond issue or as a series of single bond issues after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, as amended.

10. If the issuance of the Bonds is approved, the Board shall meet at the time and place specified in the Terms of Proposal to receive and consider proposals for the purchase of the Bonds. The terms and provisions specified in the Official Statement are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, and shall be made available to all prospective purchasers of the Bonds. Ehlers & Associates, Inc., is authorized to prepare an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

11. (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 Bond 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 Bond 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 Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

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

Augé 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, State of Minnesota, as follows:

1. Purpose. The Internal Revenue Service has issued Treasury Regulations Section 1.150-2 (the "Regulations") to provide rules governing Bonds issued after June 30, 1993, the proceeds

of which are allocated to reimburse an Issuer for certain expenditures made prior to the date of issue of those Bonds. An allocation of the proceeds of a Bond issue to reimburse certain previously paid expenditures must comply with the Regulations to be an expenditure of Bond proceeds. If a Bond meets the requirements of the Regulations, the Bond proceeds are deemed to be spent when they are allocated to reimburse the prior expenditure. The Board of Independent School District No. 622 (the "District") desires to establish procedures necessary to comply with those Regulations. The terms used in this resolution shall be as defined in the Regulations.

2. Official Intent Requirement. The Regulations, in those situations in which they are applicable, require a District to declare a reasonable official intent (the "Official Intent Declaration") to reimburse itself for certain previously paid expenditures from the proceeds of subsequent Bonds or other borrowings of the District (the "Bonds"). The Board hereby authorizes the superintendent or the business manager to make the District's Official Intent Declarations or to delegate that responsibility from time to time to other appropriate District officers or employees. Each Official Intent Declaration shall comply with the requirements of the Regulations, including, without limitation, the following:

a) Each Official Intent Declaration shall be made not later than sixty (60) days after the date the District pays the applicable expenditure and shall state that the District reasonably intends to reimburse itself for those expenditures with the proceeds of a future borrowing;

b) Each Official Intent Declaration shall, at a minimum, contain a general functional description of the property, project or program for which the expenditure to be reimbursed is paid (for example, "acquisition and betterment of school facilities" or a specific identifiable project). In the alternative, a description is sufficient if it identifies the fund or account from which the expenditure is to be paid and a general functional description of that fund or account (for example: General Fund - general school district operations and maintenance; Capital Expenditure Fund - school district equipment and capital improvements);

c) Each Official Intent Declaration shall contain a statement of the maximum principal amount of debt to be issued for the purposes of the specified property, project or program;

d) Each Official Intent Declaration shall be considered public data and shall be made available for public inspection in compliance with the Minnesota Government Data Practices Act at the main administrative offices of the District within a reasonable period of time, but not to exceed 30 days, after the date of said declaration. An Official Intent Declaration shall remain available for public inspection until at least the day after the issuance of the Bonds from which the prior expenditures are to be reimbursed, and shall be made available to the Bond counsel for that issue.

It is the intention of the Board that an Official Intent Declaration shall be made only if, as of the date of the declaration, the District reasonably expects that it will reimburse the expenditure with Bond or borrowing proceeds. The Board understands that the determination as to whether the expectation to reimburse is reasonable is based on all relevant facts and circumstances, including the purpose for the declaration, the history of actual reimbursement of other expenditures for which official intent was declared and which were actually paid, and the District's actions taken toward reimbursement of the expenditures.

3. Reimbursement Period Requirement. The administration shall advise the Board from time to time on timing issues relating to reimbursements for which Official Intent Declarations have been made, including recommendations on the timing of the issuance of Bonds so that the reimbursement allocations occur not earlier than the dates on which the expenditures are paid and not later than eighteen (18) months after the later of (a) the date on which the expenditure is paid or (b) the date on which the property is placed in service or abandoned (but in no event more than three (3) years after the original expenditure, except as provided in Treas. Reg. 1.150-2(2)(d)(ii) and (iii). The officials designated above to make the Official Intent Declarations shall also be responsible for making the appropriate reimbursement allocations to reimburse the source of temporary financing used by the District to make the payments for the prior expenditures. Each allocation shall be evidenced by an entry on the official books, records or accounts of the District maintained for such reimbursement Bonds; shall specifically identify the actual prior expenditure being reimbursed or, in the case of a reimbursement of a particular fund or account, the fund or account from which the expenditure was previously paid. This allocation shall be effective to relieve the Bond proceeds involved from any restrictions under the Bond resolution or other relevant legal documents for those Bonds and under any other state statute applicable to unspent proceeds of that Bond issue.

4. Capital Expenditure Requirement.

a) General. An original expenditure to be reimbursed from Bond proceeds must be a capital expenditure, a cost of issuance for a Bond or an expenditure defined in the applicable Treasury Regulation.

b) Capital Expenditures. The term "capital expenditure" as used in the Regulations means any cost of a type that is properly chargeable to a capital account. Whether an expenditure is a capital expenditure is determined at the time the expenditure is paid. Capital expenditures do not include expenditures for items of current operating expense that are not properly chargeable to a capital account. Costs incurred to acquire, construct or improve land, buildings, and equipment generally are capital expenditures. Under the Regulations, the issuance costs of issuing reimbursement Bonds are also treated as capital expenditures.

c) Preliminary Expenditures. The Official Intent Requirement does not apply to preliminary expenditures that are reimbursed with proceeds of a Bond that finances all or a

portion of the property, project or program with respect to which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, reimbursement Bond issuance, and similar costs that are incurred prior to commencement, rehabilitation or acquisition of a property, project or program, but does not include land acquisition, site preparation and similar costs incident to commencement of construction. Preliminary expenditures include only amounts that do not exceed in the aggregate twenty percent (20%) of the issue price of that portion of a Bond issue or Bond issues that finance the property, project or program with respect to which the preliminary expenditures were incurred.

d) Transition Rule Expenditures. The Official Intent Requirement also does not apply to certain expenditures paid by the Issuer if the expenditures comply with the transition rule provisions of the Regulations.

(Anderson returned at 7:29 p.m.)

Livingston moved and Coborn 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 pursuant to Minnesota Statute 122A.40, Subdivision 5, that the teaching contracts of the following probationary teachers are hereby terminated at the close of the 2017-2018 and non-renewed for the 2018-2019 school year effective June 9, 2018.

Jill Brown	1.0	Non-licensed Community Expert
Amy Hansen	1.0	Non-licensed community expert
Justin Henry	1.0	Non-licensed Community Expert
Andrew Oehrlein	1.0	Non-licensed Community Expert
Daniel Torrez	1.0	Non-licensed Community Expert
Suanne Woller	1.0	Non-licensed Community Expert
Hannah Braasch	.3	Non-licensed Community Expert
Amy Brown	.49	Intervention
Anita Bruno	.90	Intervention
Krista Drechsel	.49	Intervention
Beth Flatten	.40	Intervention
Barbara Herzog	.40	Intervention
Lori Kolberg	.40	Intervention
Rebekah Moran	.40	Intervention
Kimberly Pfenning	.49	Intervention
Brenda Oberding	.69	Intervention
Rebecca Rosewell	.40	Intervention
Jinah Schad	.90	Intervention
Alexander Alvarez	1.0	Student Services
Angelo Ayers	1.0	Student Services
Daniel Chapman	1.0	Student Services
Brian Emmeck	.8	Student Services
Mallory Hoch	1.0	Student Services

Susan Kelnberger	1.0	Student Services
Thomas Kloos	1.0	Student Services
Jennifer McDougall	.50	Student Services
Katherine Sala	1.0	Student Services
Oksana Shaw	.7	Student Services
Victoria Stensland	1.0	Student Services
Alison Stueber	1.0	Student Services
Noel Voss	.8	Student Services
Britni Welle	.5	Student Services
Julie Curley	.6	Physical Education
Tou Thao	.11	Physical Education
Matthew Sheeley	.11	Music
Amy Watson	.06	Music
Kylie Bell	1.0	Elementary
Lindsay Heagle	1.0	Elementary
Becky Yang	1.0	Elementary
James Collins	.93	Secondary
Matthew Davis	.2	Secondary
Jamie Golden	.40	Secondary
Samantha Mathis	.60	Secondary
Gregory Moltzan	.33	Secondary
Quetzalli Salas de Hernandez	1.0	Secondary
Peter Stelzer	1.0	Secondary
Jude Vales	.60	Secondary
Chee Vang	1.0	Secondary
Wendy Wilcox-Garrity	.4	Secondary
Barclay Woodbury	.80	Secondary

Neve moved and Anderson 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 pursuant to Minnesota Statute 122A.40, Subdivision 5, that the contract of Gary Speese is hereby terminated at the close of the 2017-2018 and non-renewed for the 2018-2019 school year effective June 30, 2018.

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

WHEREAS, the federal government has adopted the E-rate program, which provides discounts to schools to assist them in obtaining affordable telecommunications and internet access.

WHEREAS, the State of Minnesota has adopted a Telecommunications/Internet Access Equity Aid program that provides financial assistance to schools to help with costs of maintaining internet access, video connectivity and related telecommunication services.

WHEREAS, access to the State Equity Aid program must be through a recognized telecommunications access cluster of which a district seeking aid is a member.

WHEREAS, the District is a member of Intermediate District 916, and Intermediate District 916 has been recognized as a telecommunications access cluster by the State of Minnesota.

WHEREAS, the District wishes to participate in the E-rate program and wishes to obtain the State Equity Aid by authorizing Intermediate District 916 to apply for both programs on the District's behalf.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District 622, as follows:

1. Intermediate District 916, as a recognized telecommunication access cluster, is authorized to apply for federal e-rate discounts on behalf of the District.
2. Intermediate District 916, as a recognized telecommunication access cluster, is authorized to apply for State Telecommunications/Internet Access Equity Aid on behalf of the District
3. District Administration is authorized and direct to take all actions necessary to implement the terms of this Resolution.

During Board Communications, the following items were shared:

- ✓ Augé mentioned that Communications would be promoting the news of Scott Helland's grant and Skyview Middle School's validation to become a national AVID demonstration school. She added that she was happy to have attended the NSBA conference and thanked the Board for the opportunity. Augé reported on Advisory and mentioned the following: the group heard a presentation by Dan Cahill on the SAIL Program, Khriisslyn Goodman reported on how student groups are reported (using the seven federal race/ethnicity categories), that graduation is reported in 4-year and 7-year graduation rates (allowing inclusions of students who graduate up until they are 21 years old); and Advisory is studying the curriculum review cycle.
- ✓ Neve thanked her fellow board members for their understanding and support as she has had a heavy work schedule which has conflicted with board meetings. She reported that she had attended her first Finance Committee meeting and she was impressed by Randy's Anderson's great presentation and input from the community members who serve as committee members. Neve said that she attended the American Indian event at North mentioned how she was awestruck by the number of people there, the engagement of the group, and the learning and education that took place. Neve gave shout out to Brad Martinson and the arena staff who worked into the wee hours of the morning to ensure that our bubble did not collapse with the recent heavy snowfall.
- ✓ Coborn started her report by thanking Neve for the information about Tartan's bubble as she had been wondering if it had any damage. Coborn said that spring is finally here which brings about the time of year when there's a lot going on. Carnival season is beginning and Coborn gave a shout out to Cowern, which has their carnival on May 4 and includes an opportunity to bid online for silent auction items. She said that she had the privilege to be at Skyview Middle for the AVID validation celebration with Michelle and congratulated the many people who worked so hard to achieve the title of national demonstration. Lastly, Coborn said that tomorrow is Administrative Professionals Day and she thanked Cavallaro for the work that she does.
- ✓ Livingston talked about 2 teachers who brought North High English language learners to the Capitol and said that it was great to have the students visit to

see government in action and allow students to have their voices heard. She added that Cowern students would be visiting the Capitol on Thursday. Livingston discussed PreK and how to measure kids' readiness for kindergarten noting that the legislature will most likely form a work group to study this further.

- ✓ Anderson congratulated Skyview Middle for their AVID achievement. He said that he was so impressed by the reports that he has heard about our students and mentioned that they've made everyone in the District very proud. Anderson wished the Robotics Team good luck. He said that the Excel awards from earlier in the evening were very inspiring and he thanked each of the recipients for the countless hours they have given to the community.
- ✓ Yener congratulated Skyview Middle and said it was fabulous to see how proud they were of themselves, and of course, as a District we are very proud of them. She said that some board members went to the Castle remodel tour and that they are all very excited to see upgrades to the Castle and Richardson. Yener mentioned the four upcoming elementary school carnivals and invited everyone to attend. She said that she ate lunch today at the District Education Center and stated that we don't thank food service enough for the work they do every day feeding our students and staff. Michelle ended her report by wishing Coborn a happy birthday.

✓ Anderson moved and Coborn seconded the following motion, which carried:

THAT the meeting be adjourned.

The meeting adjourned at 7:49 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.

Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Alexander	Alvarez	Boys Baseball Head Coach	North	3/19/18	\$5,666.76	Assignment
Laura	Amacher	Girls Dance Asst Coach	Tartan	12/18/17	\$600.00	Assignment
Kenneth	Balfanz	Trap Team Head Coach	Tartan	3/19/18	\$2,443.00	Assignment
Jacob	Carter	Boys LaCrosse Head Coach	North	4/2/18	\$4,765.23	Assignment
Taylor	Dass	Girls Softball Coach	Maplewood	5/1/18	\$849.00	Assignment
Christopher	Decorsey	Girls LaCrosse Asst Coach	Tartan	4/2/18	\$5,151.60	Assignment
Jean	Estes	Girls LaCrosse Asst Coach	North	4/2/18	\$3,412.94	Assignment
Sam	Fagley	Boys Baseball Asst Coach	North	3/19/18	\$3,251.95	Assignment
William	Foote	Girls Softball Asst Coach	Tartan	3/12/18	\$1,984.53	Assignment
Cory	Hazard	Boys Baseball Asst Coach	North	3/19/18	\$3,799.31	Assignment
Cole	Hutchens	Boys Baseball Asst Coach	North	3/19/18	\$4,056.89	Assignment
Roberto	Jennifer	Girls Softball Asst Coach	Tartan	3/12/18	\$1,964.05	Assignment
Kaitlyn	Juaire	Girls Softball Head Coach	Skyview Middle	3/19/18	\$1,779.20	Assignment
Edward	Kupka	Girls Softball Co-Head Coach	Skyview Middle	3/19/18	\$1,698.00	Assignment
Heidi	Leigh	Elementary MTSS Coordinator	DEC	7/1/18	\$95,000.00	Year
Denver	Moeller	Boys Baseball Asst Coach	North	3/19/18	\$3,380.74	Assignment
Jaimee	Nowicki	Girls LaCrosses Asst Coach	Tartan	4/2/18	\$2,704.59	Assignment
Kathry	Peters	Girls Softball Coach	Maplewood	4/2/18	\$849.00	Assignment
Margaret	Straka	Girls LaCrosse Asst Coach	Tartan	4/2/18	\$3,090.96	Assignment
Elizabeth	Tabaka	Girls LaCrosse Head Coach	Tartan	4/2/18	\$2,704.59	Assignment
Erik	Tvedten	Girls LaCrosse Head Coach	Tartan	4/2/18	\$5,022.81	Assignment
Carter	Wold	Boys LaCrosse Asst Coach	North	4/2/18	\$3,412.94	Assignment

Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Kira	Fischler	English Learner Teacher 1.0	English Learner Teacher .80	8/27/18	\$50,474.40	Year
Barb	Harshman	Receptionist/Child Care Para	Office Coordinator/Child Care Para	4/25/18	\$18.26	Hour
Barb	Harshman	Office Coordinator/CC Para	Office Coordinator	5/8/18	\$18.26	Hour
Karena	Hunt	Language Arts Teacher 1.0	Instructional Coach 1.04	8/27/18	\$67,427.36	Year
Cynthia	Mauricio-Omundson	Ft Custodian	FT Driver	4/19/2018	\$22.40	Hour
Mandy	McEwen	.40625 Intervention EA	.3125 Building EA	9/4/18	\$14.93	Hour
Bernie	Miller	Mechanic	Lead Mechanic	7/1/2017	\$27.33	Hour
Jacqueline	Puente	Food Service III - Short hour	Food Service III - Long Hour	5/14/17	\$15.81	Hour
Lynn Marie	Ratajczak	Food Service III - Short hour	Food Service III - Long Hour	6/1/2018	\$16.75	Hour
Darcy	Timmerman	Food Service III - Long Hour	Food Service IA	5/28/18	\$17.08	Hour

Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Kathleen	Allen	Young Scholars Teacher	Skyview Elem	.20 Special	8/27/18-6/10/19
Nicole	Bailey	Social Worker	Cowern	Child Care	8/27/18-6/10/18
Charles	Christopherson	Industrial Tech Teacher	John Glenn	.20 Special	8/27/18-6/10/19
Merridith	Duellman-Joly	Chemestry/Life Science Teacher	District-Wide	unrequested	8/27/18-6/10/19
Emily	Galle-From	Grade 1 Teacher	Richardson	Special	8/27/18-2/01/19
Kathryn	Gantris	Young Scholars/High Potential Teacher	Webster/DEC	.25 Special	8/27/18-6/10/19
Latoya	Garrahan	Social Worker	Next Step	Child Care	06/01/18-06/08/18
Andrea	Hager	Non Public Counselor	DEC	.20 Special	8/27/18-6/10/19
Allison	Hannon	Eng/Lang Teacher	North	Child Care	06/04/18-06/08/18
Jessica	Haster	Intervention Teacher	Weaver	Child Care	8/27/18-6/10/19
Katelyn	Holloway	Kindergarten Teacher	Weaver	Child Care	8/27/18-6/10/19
Martha	Jacobson	FACS Teacher	Maplewood	.13 Special	8/27/18-6/10/19
Renae	Kiser	Instructional Coach	Eagle Point	.35 Special	8/27/18-6/10/19
Kathryn	Larson	Phy Ed Teacher	John Glenn	Child Care	08/27/18-06/10/19
Emily	Mobeck	Grade 1/2 Split Teacher	Beaver Lake	Child Care	05/01/18-06/10/19
Julie	Nelson	Instructional Coach	Cowern	.25 Special	8/27/18-6/10/19
Brandon	Otte	Library Media Specialist	District-Wide	unrequested	8/27/18-6/10/19
Kathleen	Pertzsch	Resource Teacher	John Glenn	Child Care	05/28/18-06/07/18
Nicole	Powers	Language Arts Teacher	North	.20 Special	8/27/18-6/10/19
Josephine	Robinson	Teacher	Carver	Child Care	08/27/18-01/01/19
Julie	Shen	Grade 5 Teacher	Skyview Elem	Child Care	8/27/18-6/10/19
Paula	Thomas	Public School Nurse	District-Wide	unrequested	8/27/18-6/10/19
Leah	Trumper	Social Worker	Beaver Lake	.50 Special	8/27/18-6/10/19
Jasmin	Wheeler	FACS Teacher	Tartan	.20 Special	8/27/18-6/10/19
Emily	Wollin	Young Scholars Teacher	Carver	.30 Special	8/27/18-6/10/19
Cheng	Xiong	Grade 4 Teacher	Richardson	Child Care	04/26/18-05/11/18

Resignation

*	First Name	Last Name	Assignment	Building	Effective
*	Kathryn	Anderson	Food Service IA	Maplewood	5/31/2018
	Habibe	Aydin	Child Care Para	Cowern	4/23/2018
	Amanda	Bell	Speech Language Pathologist	Beaver Lake	6/8/2018
	Mary	Brown	Building Para	John Glenn	6/7/2018
	Melissa	Chiri	Language Arts Teacher	North	6/8/2018
	Samuel	Clingan	Grade 5 Teacher	Carver	6/8/2018
	Krista	Drechsel	Before School Monitor	Oakdale	6/7/2018
	Jaickie	Eichenberger	English Learner Teacher	Cowern	6/8/2018
	Brittany	Euerle	SPED Teacher	Skyview Middle	6/8/2018
*	Karen	Fasulo	Food Service III	North	5/31/2018
	Jamie	Feld	Grade 2 Teacher	Carver	6/8/2018
	Kathymae	Fletcher	Custodian	DEC	4/10/2018
	Miranda	Graham	Lunch/Playground Monitor	Weaver	4/20/2018
*	Jill	Halberg	Math Teacher	Skyview Middle	6/8/2018
	Natalie	Hopkins	SPED Teacher	Cowern/Weaver	6/8/2018
*	Mark	Klingsporn	Physical Education/Health Teacher	Tartan	6/8/2018
	Zebulan	McInerney	Plumber	District Wide	5/18/2018
	Evan	Moore	Social Studies Teacher	Skyview Middle	6/8/2018
*	Gregory	Nash	Procurement Supervisor	DEC	5/25/2018
	Tamra	Neblett	Building Para	North	6/7/2018
*	Rhonda	Nelson	Executive Secretary	DEC	7/31/2018
	Sarah	Olson	SPED Teacher	Castle	6/8/2018
	Delores	Osborne	Food Service III	DEC	5/11/2018
	Wanda	Roth	Food Service III	Cowern	5/31/2018
	Brigid	Shea	ABE Instructor	Harmony	6/29/2018
	Dave	Terry	Breakfast/Before School Monitor	Weaver	6/7/2018
	Laura	Tiede	French Teacher	North	6/8/2018
	Choua	Vue	Building EA	Skyview Middle	5/2/2018
*	Lynn	Wakefield	Grade 6 Teacher	Skyview Middle	6/8/2018
	Galen	Walker	Assistant Arena Manager	North Arena	5/9/2018
	Laura	Weaver	Intervention EA	Richardson	5/17/2018
	Britni	Welle	Social Worker	Richardson/Webster	6/8/2018
	Pang	Xiong	Grade 3 Teacher	Richardson	6/8/2018
*	Laurie	Ylinen	Kindergarten Teacher	Eagle Point	6/8/2018

Termination

First Name	Last Name	Assignment	Building	Effective
Diana	Bryan-Baker	Behavior Team EA	Castle	6/7/18
Nicole	Byrnes	Check and Connect	Maplewood Middle School	6/8/2018
Annette	Colter	Building EA	Richardson	6/7/2018
Greg	Conlin	1:1 SPED Para	North	6/7/18
Molly	Hawkinson	Intervention EA	Skyview Elementary	6/7/18
Deborah	O'Neil	SPED Building Para	John Glenn	4/23/18
Daniel	Rebek	BIA	Carver	6/8/2018
Matthew	Ripley	Behavior Team EA	Castle	6/7/18

Daray	Sherow	Intervention EA	Cowern	6/7/18
Kyle	Taylor	MTSS Intervention EA	Webster	6/7/18
Kay	Wytaske	Intervention EA	Skyview Elementary	6/7/18
Gaosheng	Xiong	Intervention EA	Eagle Point	6/7/18
Ma	Xiong	Intervention EA	Weaver	6/7/18

Layoff

First Name	Last Name	Assignment	Building	Effective
Kumari	Arimilli	ECSE Para	Beaver Lake	6/7/18
Kelly	Barlow	Lunch Monitor	Skyview Middle	6/7/18
Cynthia	Clausen	Intervention EA	Richardson	6/7/18
Maria	Fornos Mozas	Intervention EA	Skyview Elementary	6/7/18
Lori	Kolberg	MTSS Intervention EA	Webster	6/7/18
Linda	Neutkens	Intervention EA	Cowern	6/7/18
Jeanne	Skree	Intervention EA	Skyview Elementary	6/7/18

V. D. 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	\$	2,950,959.00
Food Service		355,981.00
Community Service		116,657.00
Trust		79,664.00
Internal Service Fund Health Insurance		71,338.00
OPEB Benefits Trust Fund		14,247.00
		<hr/>
A/P Checks Disbursed (04-01-18 thru 04-30-18)	\$	3,588,846.00
Payroll Disbursed - Net (04-01-18 thru 04-30-18)	\$	4,555,598.00
Wire Transfers (04-01-18 thru 04-30-18)	\$	17,024,595.00
Investments on 05-01-18	\$	53,097,467.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	AMOUNT
MSDLAF OTHER FUNDS	MM	1.64%	(BALANCE AT 05-01-18)	\$265,875.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	1.69%	(BALANCE AT 05-01-18)	\$40,384,657.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.04%	(BALANCE AT 05-01-18)	\$11,138,877.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.27%	(BALANCE AT 05-01-18)	\$1,308,058.00
				<u>\$53,097,467.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

04-01-18 thru 04-30-18

DATE	FROM	TO		REASON
04/02/18	P M A	HEALTH PARTNERS	\$201,628.00	MEDICAL CLAIM FEES
04/02/18	PREMIER BANK	ANNUITY COMPANIES	\$209,179.00	PAYROLL PAYABLES
04/02/18	PREMIER BANK	DELTA DENTAL	\$134,583.00	MONTHLY PAYMENT
04/02/18	PREMIER BANK	HEALTH PARTNERS	\$435,599.00	HEALTH CLAIMS
04/04/18	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
04/04/18	PREMIER BANK	SELECTACCOUNT	\$15,883.00	FLEX PROCESSING
04/04/18	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
04/05/18	PREMIER BANK	ANNUITY COMPANIES	\$495,713.00	PAYROLL PAYABLES
04/06/18	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
04/09/18	PREMIER BANK	SELECTACCOUNT	\$5,490.00	FLEX PROCESSING
04/09/18	PREMIER BANK	HEALTH PARTNERS	\$530,789.00	HEALTH CLAIMS
04/11/18	P M A	PREMIER BANK	\$4,270,000.00	A/P - P/R*
04/13/18	PREMIER BANK	ANNUITY COMPANIES	\$38,708.00	PAYROLL PAYABLES
04/13/18	PREMIER BANK	IRS	\$793,164.00	PAYROLL TAX
04/16/18	PREMIER BANK	SELECTACCOUNT	\$4,141.00	FLEX PROCESSING
04/16/18	PREMIER BANK	HEALTH PARTNERS	\$333,356.00	HEALTH CLAIMS
04/16/18	PREMIER BANK	IRS	\$624.00	PAYROLL TAX
04/16/18	PREMIER BANK	STATE OF MINN.	\$133,221.00	PAYROLL TAX
04/17/18	PREMIER BANK	ANNUITY COMPANIES	\$222,210.00	PAYROLL PAYABLES
04/17/18	PREMIER BANK	STATE OF MINN.	\$16.00	PAYROLL TAX
04/18/18	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
04/18/18	PREMIER BANK	SELECTACCOUNT	\$11,394.00	FLEX PROCESSING
04/20/18	PREMIER BANK	ANNUITY COMPANIES	\$521,134.00	PAYROLL PAYABLES
04/23/18	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
04/23/18	PREMIER BANK	HEALTH PARTNERS	\$238,611.00	HEALTH CLAIMS
04/25/18	PREMIER BANK	SELECTACCOUNT	\$46,893.00	FLEX PROCESSING
04/26/18	P M A	PREMIER BANK	\$4,685,000.00	A/P - P/R*
04/30/18	PREMIER BANK	ANNUITY COMPANIES	\$38,102.00	PAYROLL PAYABLES
04/30/18	PREMIER BANK	SELECTACCOUNT	\$14,281.00	FLEX PROCESSING
04/30/18	PREMIER BANK	HEALTH PARTNERS	\$335,386.00	HEALTH CLAIMS
04/30/18	PREMIER BANK	MISCELLANEOUS	\$6,919.00	MISCELLANEOUS
04/30/18	PREMIER BANK	IRS	\$785,899.00	PAYROLL TAX
04/30/18	PREMIER BANK	STATE OF MINN.	\$13,672.00	UNEMPLOYMENT
		TOTAL	<u>\$17,024,595.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

Jennifer Griggs-Andress

Partnership Specialist

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School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

District Strategies

1

We will engage our internal and external community to help us achieve our mission and mission outcomes.

2

We will develop and enhance community partnerships that support our mission and align with our core values.

3

We will develop and enhance programs and practices that ensure engagement of our diverse learners to achieve our mission outcomes.

4

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

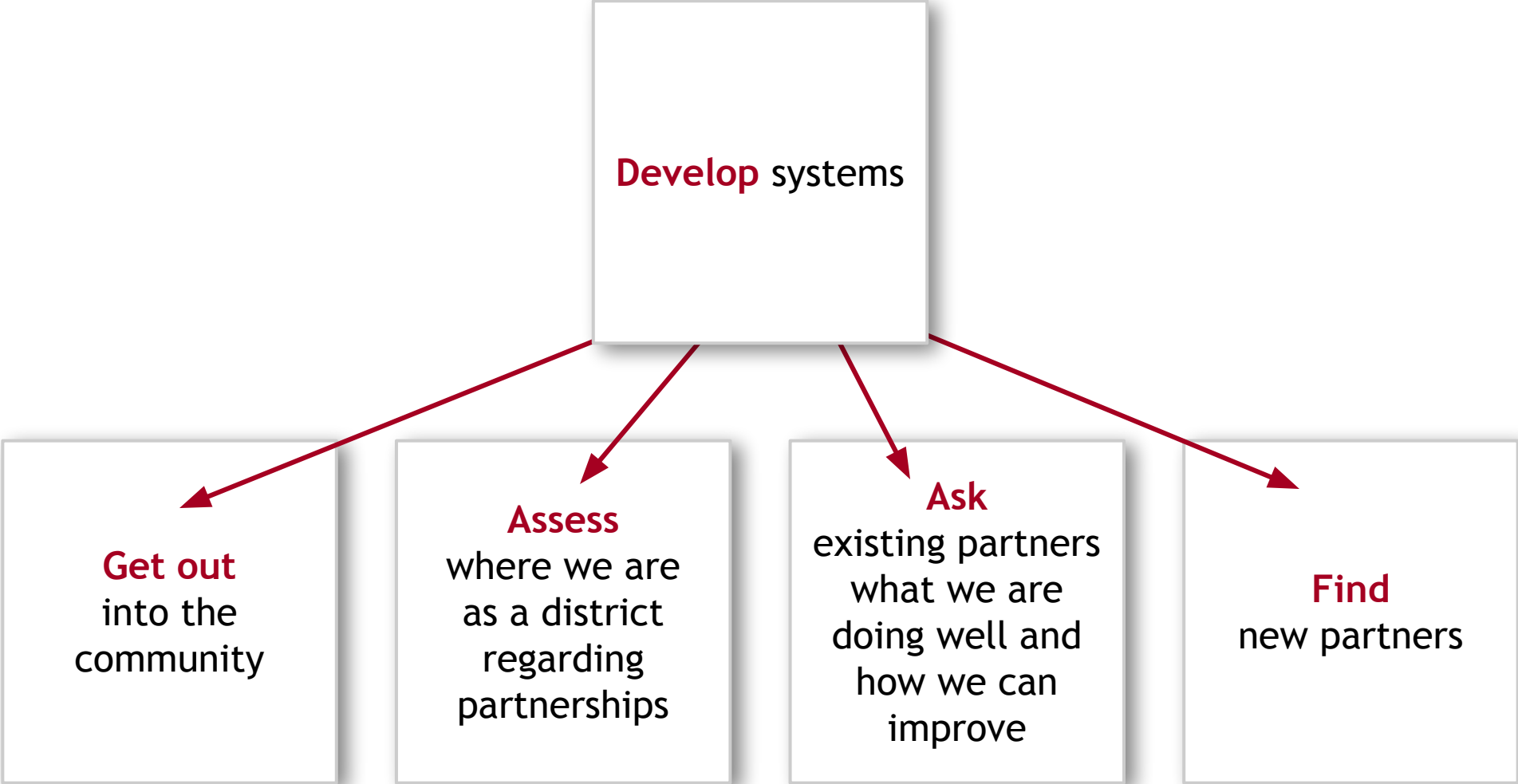
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Creation of a **Partnerships Specialist** position



2017-2018 Focus



Systems to be Implemented Fall 2018

Introduce a volunteer management database system

- Provide a method to track hours of service in the district
- Provide a method for students and families to connect with opportunities to serve in their community



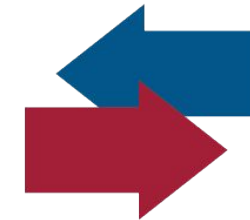
Incorporate best practice into our volunteer system

- Support volunteer recruitment efforts of parent organizations
- Establish building and program-level volunteer coordinator/liaison district-wide
- Provide orientation, support, networking and training opportunities for new and existing volunteers



Improve communication

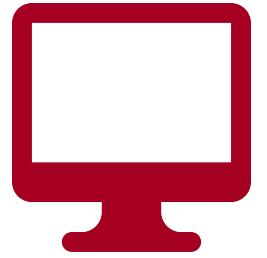
- Create a user-friendly way for outside entities to communicate their needs as well as what they can offer to the students in our district
- Create a user-friendly system for district staff to request volunteers, funding and materials



Implementation Plan Highlights

Meet with building and program leaders to understand process, procedures and partnerships currently in place	✓
Document current partnerships and unmet needs from a site perspective	✓
Meet with other districts to learn about their volunteer systems	✓
Research tools for volunteer data management	✓
Meet with volunteer coordinators to discuss ideas and get their feedback	✓
Develop forms to categorize and document existing partnerships and unmet needs in the database	✓
Create processes and procedures such as consistent volunteer coordinator roles and partnership agreements	✓

Introduce a volunteer management database system



By fall of 2018, each building will be using Volgistics to track volunteers

Provide a method to track hours of service in the district

- Volunteer reporting
- Volunteer tracking

Provide a method for students and families to know what opportunities there are to serve in their community and help connect them to those opportunities

- Volunteer recruiting
- Volunteer communication
- Volunteer scheduling



Incorporate best practice into our volunteer system



By fall of 2018...

Parent organizations, such as PTO's, PTG's, PTA's, music associations, booster clubs, will feel supported and have a streamlined method to communicate their volunteer needs.

Each building/program level will have an identified person to serve as volunteer coordinator/liaison. Supports will include:

- Monthly networking opportunities
- Staff development opportunities

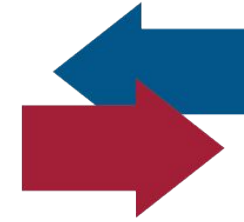
Volunteers will be provided support, including networking and training opportunities.

- District Volunteer Handbook
- New volunteer orientation offered monthly (day and evening options)
- Professional development offered monthly, rotating topics (day and evening options)



Improve communication

By Fall of 2018, formal communication systems will be in place



Community partners will have a user-friendly way to communicate their needs as well as what they can offer to the students in our district

- Google forms
- Community presentations
- Community networking

District staff will have a user friendly way to request volunteers, donations and materials

- Google forms
- Community presentations
- Community networking



District 622 Learner Profile

Service and Community Engagement

Elementary

I help my classroom and community
I make and maintain positive relationships

Middle School

I serve others in my school
I participate in opportunities to help others in my community
I make and maintain positive relationships with peers and adults

High School

I identify needs in my school and community
I serve others in my school
I participate in activities to serve my community



Volunteers may also be our students

At the high school level, we will have students enroll into the Volgistics system.

We will incorporate volunteer opportunities for classrooms, after school programs, student clubs, families, etc. to participate in service.





YOUR LIFE HAS
PURPOSE.
YOUR STORY IS
IMPORTANT.
YOUR DREAMS
COUNT.
YOUR VOICE
MATTERS.
YOU WERE BORN TO
MAKE AN IMPACT.
THELOVEYOURSELFCHALLENGE.TUMBLR.COM



Tartan Service Day

April 3, 2018



<https://www.youtube.com/watch?v=ajkSZjJ73io>

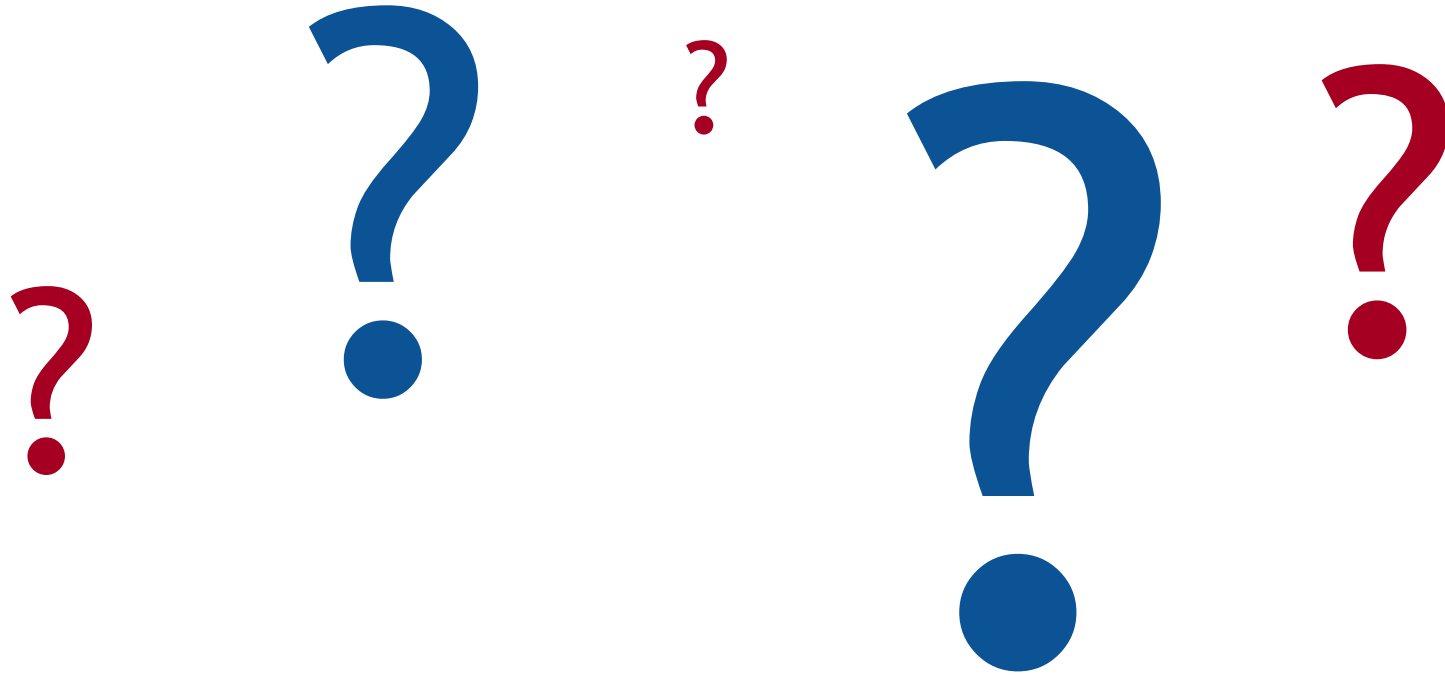
Next Steps

May	June	July	August	Fall
Train Volunteer Coordinators in Volgistics				
Pilot Volgistics (volunteer management database)				
	Enter current volunteers into database			
			Share system and procedures with district and building leaders	
				Share system and procedures with district and building staff
Use social media to show systems and promote opportunities				
Network with current and potential partners				

44



Any questions?



DANKSCHEEN
 SPASSIBO
 DANKSCHEEN
 SNACHALHUYA
 NUHUN
 CHALTU
 YAQHANYELAY
 TASHAKKUR ATU
 YUSPAGARATAM
 HUI
 WABEEJA
 MAITEKA
 SUKSAMA
 EKHMET
 DHIANYABAAD
 ANHIA
 ATTO
 HATUR
 MERSI
 SPASIBO
 DENKAU-JA
 NENACHALHYA
 UNALCHEESH
 TINGKI
 BIYAN
 SHUKRIA
 GRACIAS
 ARIGATO
 SHUKURIA
 MERASTAWHY
 S-RINCO
 GRAZIE
 MEHRBANI
 PALDIES
 YOU
 MARETAI
 SHUKURIA
 GAEJTHO
 GOZAIMASHITA
 EFCHARISTO
 AGUYJE
 FAKAARUE
 KOMAPSUMNIDA
 LAH
 MAAKE
 LAH
 BOLZIN
 MERCI
 MINMONCHAR
 EKOJU
 SIKOMO



2017-2018 Q Comp Annual Report

Presented to ISD 622 School Board
May 22, 2018

Overview

- Background and process
- Goals from last year's report
- Key findings
- Implications for 2018-2019



Background

- Required annually by MDE
- Check for compliance and tool for continuous improvement

Process

- 4 sites assemble review teams which visit 4 other sites
- Teaching and Learning Department adapts MDE tools
- Reports compiled and integrated with feedback through ASDC



Goals from last year's report

- Added Student Learning Goal
- Streamlined site improvement plans
- Improve training for teacher leaders



Key findings

- Addition of student learning goals smooth, but more support needed.
- Site Improvement Plans clearly laid out goals.
- Teachers continue to benefit from alignment in professional learning.



Implications for 2018-2019

- More support and examples of student learning goals
- Utilize Schoology to differentiate training for teacher leaders.

Questions?



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>
Stillwater Elks Lodge #179	\$250.00	North High Robotics
North Boys Basketball Booster Club	\$5,084.00	North High Boys Basketball clothing
North High Hockey Boosters	\$1,731.00	North High Hockey team trip to Duluth
Truist	\$47.50	Meals on Wheels
3M Foundation	\$10,500.00	Meals on Wheels
Jenny and Lonnie Rangel	3 bags of books	Richardson Elementary
Judith Rohde	\$50.00	John Glenn - Math Dept. supplies
Allegra - Debbie Temple	Paper and envelopes	Weaver Elementary
Andy & Jim Duval (McDonald's)	100 ice cream cone and 20 kid meal free coupons	Weaver Elementary
Marnie Miner	Kleenex and Clorox wipes	Weaver Elementary
Beeman Family	5 electric pencil sharpeners	Weaver Elementary
Sam's Club	\$25 gift card	Weaver Elementary
Cub Foods Maplewood	\$25.00 Gift Card	Community Education - EXCEL Awards
Pizza Ranch	15 Pizzas	Community Education - EXCEL Awards
Lions Club of Cottage Grove	\$500.00	Harmony K-12 Playground Fund
North St. Paul Lions Club	\$50.00	Harmony K-12 Playground Fund

MOTION:

SECOND:

Total fiscal year 2017-2018 monetary contributions: \$129,415.68



Reducing Lead in Drinking Water

A TECHNICAL GUIDANCE AND MODEL PLAN FOR
MINNESOTA'S PUBLIC SCHOOLS



DEPARTMENT OF EDUCATION

DEPARTMENT OF HEALTH

April 2018

Minnesota Department of Education
Division of School Finance – Long-Term Facilities Maintenance
1500 Highway 36 West
Roseville, Minnesota 55113
651-582-8779
mde.funding@state.mn.us
[Minnesota Department of Education \(http://www.education.state.mn.us\)](http://www.education.state.mn.us)

Minnesota Department of Health
Environmental Health Division – Drinking Water Protection
PO Box 64975
St. Paul, MN 55164-0975
651-201-4700
health.drinkingwater@state.mn.us
www.health.state.mn.us

Upon request, this material will be made available in an alternative format. Printed on recycled paper.

Foreword

Reducing potential lead risks in school drinking water

We are pleased to present this guidance and model plan, *Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools*. This plan reflects the commitment of public health, education, and legislative leaders, as well as those directly responsible for operating school drinking water systems, to reduce the chance that children are exposed to the health hazards of lead through school drinking water. It provides information on both required steps (testing, reporting) and flexible guidance that schools can consider to meet their individual needs. Reducing lead exposure is a high priority for all of us.

When children take in even small amounts of lead, there can be detrimental health effects. The longer children are exposed to lead, or the higher the dose, the greater the impact. While current science has not found a safe level of lead exposure, lead is still present in many areas of our environment, making it very difficult and costly to reach a point of zero exposure. That is why it is so important for those of us who are concerned for the health and safety of our children to do what we can to reduce lead exposures for children.

While the greatest risks, by far, for children to be exposed to lead are typically in their own homes from a source such as lead paint, under certain conditions children can be exposed to lead through school drinking water. This manual builds on existing guidance that schools have used since 1989. It is designed to help schools develop and implement plans to test for lead in drinking water and communicate results to parents and the public – fulfilling the requirements of a new state law passed in 2017. Further, the manual describes steps schools may take to reduce lead in drinking water.

We recognize the challenges school managers will face in executing lead testing, communicating results, and taking action to reduce lead in drinking water. Many schools have already taken steps to reduce lead in drinking water and we are learning from their experience. If all schools take appropriate actions and continue to follow best practices, potential exposures across the State can be greatly limited and children protected from the life-long negative impacts of lead exposure. Staff in both of our agencies are available to provide assistance to help school staff to address these challenges.

We look forward to working with all schools in Minnesota to create a more lead-free future for our children.

Brenda Casselius
Commissioner of Education

Jan Malcolm
Commissioner of Health

Model Plan for Lead Testing

This section presents the model plan as required by Minnesota Statute 121A.335. If schools adopt the model plan, all steps should be implemented. If there are questions regarding the model plan, contact MDE at 651-582-8779 or MDH at 651-201-4700 for further information.

Required Components of a Model Plan

The model plan includes three required steps:

- Step 1. Sampling Program Development
- Step 2. Conduct First Draw Tap Monitoring
- Step 3. Communicate Results

All schools must complete these steps or formulate a plan that addresses the core concepts of a sampling plan, testing, and communicating results. An alternative plan must accurately and efficiently test for the presence of lead in water in school buildings serving pre-kindergarten students and students in kindergarten through grade 12.

Recommendations for interpreting results and possible hazard reduction steps, which must be tailored to meet specific local needs and conditions, are presented later in this document. The recommendations are presented as guidance and are not a required part of Minnesota Statute 121A.335

MDE Support for Lead Reduction Activities

MDE administers the Long-Term Facilities Maintenance Revenue program under Minnesota Statutes, section 123B.595. This program may be utilized to reimburse costs associated with lead testing and remediation. Funding does not cover staff time used to perform daily flushing or water use utility cost associated with flushing procedures. Memorandums from MDE, program guidance documents, spreadsheets and forms used to obtain approval to receive revenue are available at this link:

- [Long-Term Facilities Maintenance \(http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/\)](http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/)

Step 1- Sampling Program Development:

A program to assess and sample for lead in drinking water must incorporate, at a minimum, the following actions:

- **Inventory drinking water taps used for consumption (i.e., drinking water and food preparation):**
 - A drinking water faucet or tap is the point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically do not include bathroom taps, hose bibbs, laboratory faucets/sinks or custodial closet sinks; these should be clearly marked not for drinking.

- Taps used for human consumption should only be cold water taps.
- Hot water taps should never be used to obtain water for drinking water or food preparation.
- **Check all drinking fountains to ensure EPA has not identified them as having a lead lined tank under the LCCA.** This list can be found at:
[Lead in Drinking Water Coolers \(http://tinyurl.com/kr8kppf\)](http://tinyurl.com/kr8kppf);
 - If a drinking fountain within the school is found on this list, it should be removed from use immediately.
- **Determine a schedule for sampling:**
 - All taps used for drinking water or food preparation must be tested at a minimum of once every five years.
 - If budget or resources do not allow all taps to be tested in the first year, it is suggested that taps be prioritized, with all high priority taps tested the first year, medium priority the second, and low priority the third. The fourth year should be used as a “make up” year, if needed.
 - Recommended priority levels are:
 - High priority: taps used by children under the age of six years of age or pregnant women (e.g., drinking fountains, nurse’s office sinks, classrooms used for early childhood education and kitchen sinks);
 - Medium priority: other taps regularly used to obtain water for drinking or cooking (e.g., Family and Consumer Science sinks, classroom sinks, and teacher’s lounges); and
 - Low priority: other taps that could reasonably be used to obtain water for drinking but are not typically used for that purpose
- **Determine logistics for sampling:**
 - Water testing should be done consistent with the established schedule. Prior to testing it must be determined if school staff or a contractor will conduct the testing.
 - If the school will be doing the testing itself, it will need to contact a laboratory or purchase field testing equipment.
 - Schools will also need to decide if they will use field analyzers or laboratories to analyze results. Either method is acceptable with appropriate quality control and experience.
- **Analysis by an Accredited Laboratory:**
 - Laboratory analysis typically involves a school district or consultant contracting with an accredited lab to obtain sample bottles. The laboratory will send instructions for sampling, sample bottles, and a chain-of-custody form to document time and date collected, collector name, and sample location.
 - Limitations:
 - Analytical costs. These vary from lab to lab. Currently, typical per sample costs for lead and copper analysis may range from \$20 - \$50, depending on a variety of factors;
 - May take longer to get results than using a field analyzer; and
 - Typically requires shipping.

- Benefits
 - District and/or consultant will not need to maintain instrument calibration records;
 - Uses a Chain-of-Custody to ensure integrity of sample analysis process;
 - Analysis done by third-party may provide more independent review/transparency;
 - Accredited labs use EPA approved methods and have met industry standards for analysis; and
 - Analysts are certified and trained.

A listing of accredited laboratories may be found at:

- [Accredited Laboratories \(http://www.health.state.mn.us/labsearch\)](http://www.health.state.mn.us/labsearch)

Figure 1 presents a screen shot from the MDH website on search terms for finding an accredited lab using a customized search.

Program = Safe Drinking Water Program

Analyte = Lead

Matrix = Drinking Water

Figure 1: Screenshot of Customized Searches from MDH website

- **Analysis Using Field Analyzers:**

A Field Analyzer can be a great tool for quickly and efficiently testing for lead in drinking water. If you or your consultant uses a field analyzer, it is important that you understand its limitations and proper use.

 - Limitations:
 - Some analyzers may not measure all forms of lead in drinking water. It is important that the instrument you use measures *total* lead (particulate and dissolved). If the instrument does not measure all types of lead in drinking water, your result could be biased low;

- Staff using an instrument need to ensure that the instrument is properly calibrated and maintained according to manufacturer’s specifications, and that records of calibration and maintenance are kept;
 - Instruments may require chemicals which will need to be stored and that can expire;
 - Field instruments may not have limits of detection that are as low as an accredited laboratory. Be sure that the method you use can identify concentrations as low as 1 ppb; and
 - Some instruments may have interferences with other contaminants and, therefore, under or overestimate the lead level. This may require that additional tests for iron, manganese, hardness, alkalinity or other contaminants be done prior to use to ensure that the instrument will be operated as designed.
- Benefits:
 - Get results faster;
 - Useful when doing large numbers of samples or investigative sampling where many samples might be taken from one tap;
 - Can be done on-site (no shipping needed); and
 - Can be more cost efficient depending on frequency of use.

Step 2- Conduct First Draw Tap Monitoring:

Once the plan from Step 1 is set, water sampling must be conducted according to the established schedule and priority. Water from taps used for drinking or food preparation must be tested for lead using “first draw” samples. First draw means that the samples are collected before the fixture is used or flushed during the day. Use only cold water for collecting lead samples. It is necessary to consider the order in which tap samples are collected to avoid the potential of accidentally flushing a tap. Always start at taps closest to where the water enters the building.

Sample site preparation and sample collection must be performed consistent with the following conditions:

- Note that it may be necessary to collect samples over a number of days to ensure only first draw samples were collected;
- The day before sampling - normal usage of the sampling tap should occur;
- The night before sampling - secure the fixture from being used (e.g., hang a “Do Not Use” sign);
- Do not use sampling taps for a minimum of six hours. MDH recommends not exceeding 18 hours;
- Do not remove aerators or attachments;
- Collect the first draw sample using a 250 mL bottle. Be sure to start sampling at taps closest to where the water enters the building so that no accidental flushing occurs;
- Complete all scheduled sampling for that sampling period; and
- Have samples analyzed by sending to a laboratory or conduct analysis using field analyzers. Be sure to follow all instructions from the lab or field analyzer manufacturer.

Schools with active flushing programs or considering a flushing program may also want to collect a flushed sample in order to verify flushing effectiveness.

Step 3- Communicate Results:

Minnesota Statutes section 121A.335, subdivision 5 creates a reporting requirement for schools as follows - “A school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information.”

In addition to testing for lead and meeting the reporting requirements, a lead hazard reduction program should include a comprehensive communication plan. The purpose of a communication plan is to provide a process for school employees, students and parents to address questions, report results and provide ongoing, up-to-date information regarding sampling efforts.

School management should:

- Assign a designated person to be the contact;
- Notify affected individuals about the availability of the testing and results within a reasonable time. School employees, students, and parents should be informed and involved in the communication process. Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options. Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are: meetings, open houses, and public notices; and
- Identify and share specific activities pursued to correct any lead problems. Local health officials can assist in understanding potential health risks, technical assistance and communication strategies.

MDE and MDH have developed an Education and Communication Toolkit to aid schools in implementing this Model Plan.

The three steps presented above constitute the required portions of the Model Plan. Guidance provided in the remaining sections of this manual, which are highly recommended but not statutorily required, can be used by schools to help ensure that results from required sampling are appropriately reviewed, interpreted, and communicated. Information is also presented to help school districts assess and implement effective and reasonable lead hazard control measures.

Lead Hazard Reduction Options

Information gathered as part of the required three steps of the model plan can be used to formulate actions to address and mitigate lead exposure. The options presented here are not a required part of Minnesota Statutes, section 121A.335. Recommended lead hazard reduction options include:

- Step 4. Interpret Sample Results
- Step 5. Take Corrective Actions
- Step 6. Reassess

Because individual school buildings vary tremendously across the state, it is imperative that final decisions on hazard reduction options are driven by local conditions and considerations. Actions that may be ideal in one district may not be appropriate for another district.

The recommendations in this section were compiled by MDE and MDH to assist school districts in choosing the best lead hazard reduction option to reduce exposure to lead in their schools. They should not be taken to be requirements, but may be implemented individually, in combination, or not at all, depending on the specific situation at an individual school. Because no two districts or buildings are exactly alike, best management practices will likely vary across the state.

Guidance on Interpreting Results and Recommended Lead Hazard Reduction Options

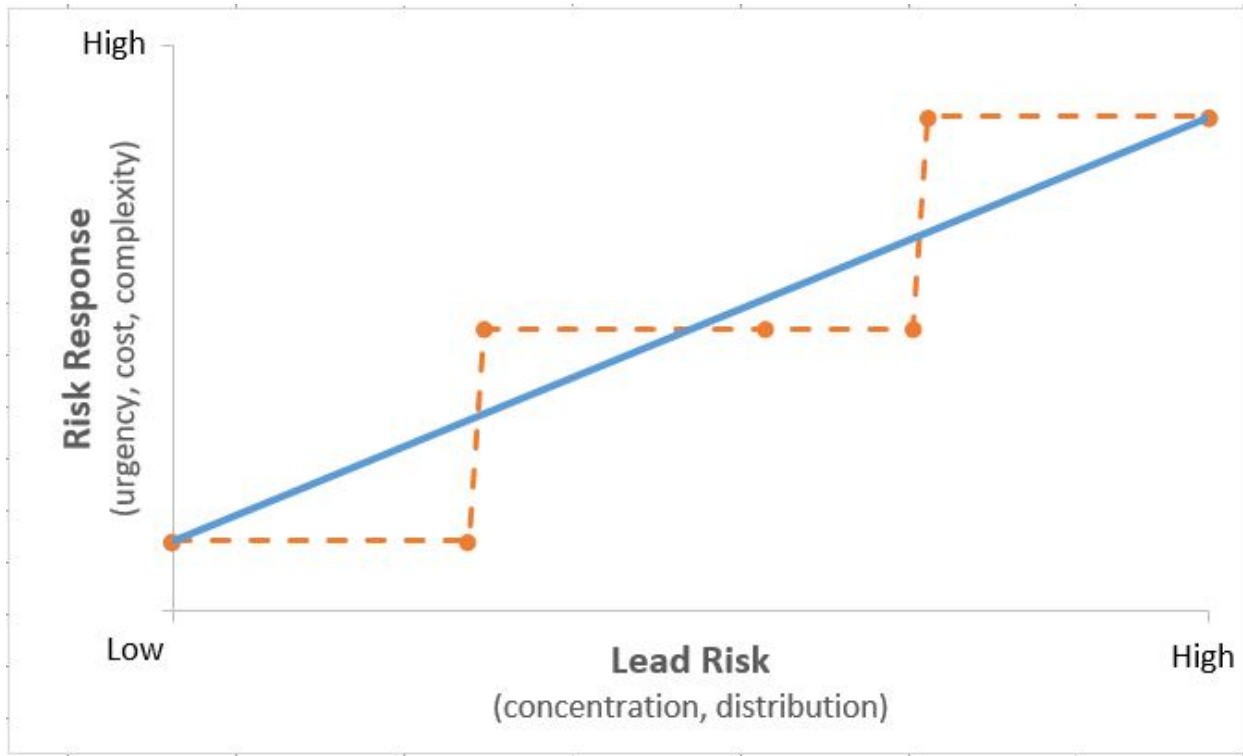
It is widely understood that there is no safe level of lead exposure from any environmental hazard, including water. When confirmed evidence of a lead hazard is identified, some response to manage the exposure (risk or harm) is necessary and appropriate. MDH encourages some level of response be taken for any plumbing fixtures identified as producing a detectable level of lead.

Districts should be prepared to communicate with parents about decisions made to address lead hazards. In their communication plan, schools should be prepared to speak to taking some action at every level. However, given that lead is still found in many environments and products, it is also important to recognize that attaining zero exposure to lead may not be reasonable, or even possible, under some circumstances.

In addition, it is critical to understand that health risks from lead do not abruptly change at varying concentration of lead. As lead concentrations, the duration of exposure, or the number of taps impacted (i.e., distribution) steadily increases, the risks posed to students steadily increase. Response options should consider vulnerability of those exposed, concentration of lead, duration of exposures, and current practices to reduce lead, among other things. The most accurate relationship between lead risk and appropriate responses follow a smooth path (i.e., solid line) as concentration increases (Figure 2). Therefore, a result of 19 ppb is not appreciably safer than a result of 21 ppb. The dashed line represents a standards-based approach (e.g. responses are similar up to a threshold, and then abruptly change). Both the risk

present and response options needed for lead exposure should be evaluated as a continuum and not be driven by specific numbers.

Figure 2: Relationship between Lead Risk and Risk Response



Mitigation strategies used will depend on the site-specific conditions of the school building such as building age, plumbing materials, water use pattern, incoming water quality, and population served. It may take a combination of options and multiple steps over a period of time to manage/remove lead in drinking water. Analytical results can be highly variable and a clear pattern should be identified before implementing any strategy. Schools may consider prioritizing strategies to prevent exposures to students and staff most at risk. The following discussion provides the most common hazard reduction options, but is not intended to be all-inclusive. EPA’s 3Ts guidance document is also an excellent resource for strategies on finding lead sources and implementing mitigation.

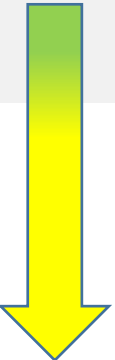
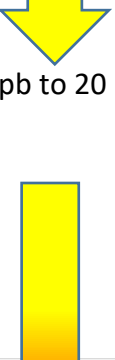
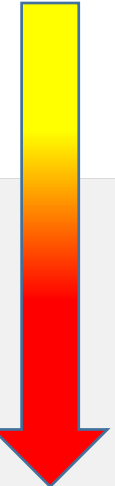
Step 4- Interpret Sample Results:

Once a school receives its sample results, it should verify that all results are expressed in parts per billion (ppb). For water samples, this will sometimes be stated as micrograms per liter ($\mu\text{g/L}$), which is equivalent to ppb.

Table 3 presents possible lead hazard reduction options for various lead levels. The intention of presenting the information is to provide perspective on possible actions in response to increasing lead concentrations in water. The concentration ranges represent increasing levels of lead and should not be used as strict thresholds. More comprehensive actions may be necessary to address health threats from higher concentrations. As there is no safe level of

lead, it is important to incorporate lead hazard reduction options and communicate at all levels of lead in order to raise awareness and reduce exposure.

Table 3: Recommended Lead Hazard Reduction Options

Lead Level At The Tap	Lead Hazard Reduction Options
<p>< 2 ppb or Non-Detected</p> 	<ul style="list-style-type: none"> • Lead was not detected. Tap may be used as normal; • Record result and test again in 5 years; and • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.
<p>2 ppb to 20 ppb*</p> 	<p>The tap may be used for cooking and drinking water while steps are taken to reduce overall exposure. A higher number of taps with elevated results increases the urgency to implement hazard reduction.</p> <p>Options include:</p> <ul style="list-style-type: none"> • Retest the sample tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed; • Consider the feasibility of flushing or other steps to minimize lead exposure, including limiting softened water supplies to hot water taps only, taking into account other actions that the school may already have in place; • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.
<p>> 20 ppb*</p> 	<p>Action should be taken to reduce exposure. The specific action(s) taken will be dependent on individual school conditions.</p> <p>Options include:</p> <ul style="list-style-type: none"> • Remove tap from service until problem is demonstrably corrected by replacement, a flushing program, filtration, or treatment; • Do <i>not</i> use tap for cooking or drinking water; • Retest the tap and attempt to determine the source of the lead; If the tap is not replaced, consider monitoring tap more frequently, such as annually, until the source of lead is found and removed; • Implement a flushing protocol or other lead hazard reduction option; sampling should be use to evaluate effectiveness; • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request; and • Provide targeted communication and education to individuals, parents, and staff members that routinely use that tap.

* established by EPA 3Ts guidance; if EPA amends, Table 3 will be adjusted to be consistent with new value

Step 5- Lead Hazard Reduction Options:

In addition to possible lead hazard reduction options outlined in Table 3, the options further described here are in priority order of long-term effectiveness in reducing lead hazards. Some lead hazard reduction option needs to be implemented when lead is detected.

If the school receives its water from a Community Public Water Supply (such as a municipal water supply) the school is encouraged to work with them to assess the source contribution of lead coming into the school and if the school has a lead service line. For schools on their own well, the only way to characterize lead contribution from the water source is to do a test of water coming into the building.

Option 1. Removal of Lead Sources

Engineering plans and specifications for the plumbing system are useful for identifying sources of lead and helpful in determining if sources of lead can be removed from service or replaced with lead free fixtures. Options for eliminating lead sources include:

- Remove tap/fixture from service. If the tap is seldom used, it may be disconnected or removed from the water supply line, but first verify the tap is not required for local building code compliance;
- Replace with lead free fixture/plumbing component in accordance with Reduction of Lead in Drinking Water Act;
 - If the existing tap is suspected to be the source of contamination, replace with a lead free tap;
 - Replace other sources of lead, including lead pipe, lead solder joints, and brass plumbing components with lead free materials; and
 - To minimize the introduction of lead into drinking water systems, go to EPA's website to identify lead free certification marks for drinking water systems and plumbing materials.
 - [Lead Free Certification Marks](http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt)
(<http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt>)

Option 2. Implement a Flushing Program

Flushing the drinking water taps (letting the water run for a set amount of time on a regular basis) can effectively reduce lead concentrations in drinking water. A flushing program works to reduce lead concentrations by clearing the taps of water that has been in contact with plumbing components that may contain lead. While flushing can work to reduce lead, it requires staff time, diligence, and commitment to ensure effectiveness. Essential to any flushing program is monitoring after flushing to verify effectiveness.

There are two primary types of flushing programs: Individual Tap Flushing and Main Pipe Flushing.

Individual Tap Flushing Program

- May be implemented if lead concentrations are found to be high at certain taps;
- Flush individual taps that have been tested and found to have high lead levels. This procedure is to be followed each day the school is in session;
- During periods of normal use:

- Run each tap for 2 to 3 minutes in the morning before children arrive
- Run each tap midday for two to three minutes if the tap has been unused and stagnant for the morning period
- Periodic testing may be done prior to and after the midday flushing to ensure the lead concentrations have remained low throughout the morning hours. If they have not, the flushing time should be increased or another option should be implemented;
- After weekends or breaks, run each tap for ten to fifteen minutes before children return to school then return to normal use; and
- Frequency and duration of flushing should be reasonably documented.

Main Pipe Flushing Program

- May be implemented if lead concentrations are found to be high throughout the entire school or confined to a certain area of the school. This procedure is to be followed each day the school is in session;
- Begin by flushing the tap furthest away from the water source for at least ten minutes;
- Next flush the tap the second furthest away and continue in this manner until all taps have been flushed;
- Flushed samples should be periodically collected and analyzed for lead to confirm the effectiveness of flushing programs;
- It is recommended that midday samples and end of the day samples be taken periodically to ensure the lead concentrations have remained low throughout the day. If they have not, another option should be implemented; and
- Review the results upon receipt and continue to optimize the procedure to reduce lead.

More on Flushing

Flushing is a best management practice used to reduce lead levels by controlling the age of the water. It can be an interim or long-term option. This guidance presents flushing procedures that MDH has found effective in reducing the lead level in drinking water. Site-specific conditions will determine how long a tap needs to be flushed and the number of times a day a tap needs flushing. The key to using flushing as a best management practice is monitoring that demonstrates the lead level has been reduced.

Note that schools implementing a flush program may wish to identify non-consumptive uses for the flushed water (watering, cleaning, etc.) in order to make use of this resource.

Option 3. Treatment

Point-of-Use (POU) Treatment Device

A POU water treatment device may be installed at taps where lead has been detected. It is strongly encouraged that the POU device is approved to meet NSF Standard 53, NSF Standard 58, or an equivalent standard. It is to be installed, operated, and maintained in accordance with the manufacturer's recommendations. **POU treatment systems may be subject to Department of Labor and Industry (DLI) or local administrative authority plan review and approval prior to installation. Contact DLI at (651) 284-5063 for more information.**

Point of Entry (POE) Chemical Treatment

Adjusting the water chemistry may reduce the amount of lead absorbed by the water. This may be done by adding a chemical to the water as it enters the building. Typical methods of chemical treatment include addition of a phosphate-based or silica-based corrosion inhibitor or an adjustment to the water's pH or hardness. **All chemical treatment systems are subject to MDH plan review and approval prior to installation.** In addition, a school that installs POE corrosion control treatment becomes a public water system and is required to meet the regulatory requirements of the SDWA. As a public water system, the school would be responsible for meeting all of the water quality standards of the SDWA, be subject to inspection of the water distribution system, and be required to have a certified water operator.

Contact the Minnesota Department of Health Drinking Water Protection Program at 651-201-4700 to determine if additional requirements will apply to your school prior to installing treatment.

Step 6- Reassess:

All taps affected by a lead hazard reduction option should be retested to ensure the control options worked. A first draw sample is to be taken using the procedure outlined in Step 2.

Interpreting Post Control Option Results

- If the analysis does not detect lead, no further action is required, as long as the control option remains in place. The next sample should be collected within five years;
- If the analysis shows lead remains present, continue twice daily flushing. A midday sample, as specified in Step 5, should be collected to determine if flushing is effective. Alternatively, a new control option can be implemented followed by retesting as specified in Step 2.

MN Statute 121A.335 specifies that each building be tested at least once every five years. MDH and MDE recommend that schools repeat monitoring once every five years if results are below two ppb. If results show persistent elevated lead levels, testing should continue until the lead source is found and hazard reduction options implemented. The overall goal is to have MDH, MDE, school districts, parents, and students all work together to ensure that available resources are best targeted to minimize exposure to lead in drinking water.

Glossary of Terms and Abbreviations

Aerator - An aerator is found at the tip of the faucet. Aerators are screwed onto the faucet head, creating a non-splashing stream and delivering a mixture of water and air

Corrosion - A dissolving and wearing-away of metal caused by a chemical reaction between water and plumbing materials in contact with the water

Detection Level (DL) - The lowest concentration of lead that can be analyzed with a certainty of precision. Results below this level are often expressed as “non-detected,” “nd,” or “<DL.” For the purposes of this document, 2 ppb is the maximum detection level recommended for lead analysis

Detected: An amount of lead above the detection level. A concentration of lead analyzed with a certainty of precision to be at or above the detected level

Drinking Water Faucet/Tap - Point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically **do not** include bathroom taps, hose bibs, laboratory faucets/sinks or custodial closet sinks when clearly marked

Field Analyzer - Instrument suitable for water quality analysis in the field and will provide results without the use of a laboratory

First Draw Sample - The first water drawn from a faucet/tap after the water has sat undisturbed in the plumbing system for at least six hours

Fittings - Plumbing components used to join sections of pipe or to join pipe to fixtures

Fixture - Exchangeable device connected for the distribution and use of water in a building. Examples: fountain, sinks, shower, tub, toilet, hydrant

Flush(ing) - Running the water at a faucet/tap or combination of faucets/taps to clear standing water from the plumbing system

Flush Sample - A water sample that has been collected following the flushing of a drinking water tap

Flux - A substance applied during soldering to facilitate the flow of solder. Flux used prior to 1986 contains lead and can itself be a source of lead contamination in water

LCCA – Lead Contamination Control Act, July 1989

LCR – Lead and Copper Rule, June 1991

Lead Free - Weighted average of not more than 0.25% in wetted surface material for pipe, pipe and plumbing fittings and fixtures and 0.2% for solder and flux. More information is available from the EPA website at the following link:

- [Basic Information about Lead in Drinking Water \(https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water\)](https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water)

Limit of Detection (LOD) – The lowest quantity of a substance that can be distinguished from the absence of the substance due to the instrument’s analytical process. It is usually lower than the detection level

MDE – Minnesota Department of Education

MDH – Minnesota Department of Health

Model Plan - The plan developed by the commissioners of health and education to accurately and efficiently test for the presence of lead in drinking water in public school buildings, as required under Minnesota Statutes 121A.335

Non-Detect: A lead result below the limit of detection, often expressed as “non-detected,” “nd,” or “<DL.”

pH - A logarithmic measure of acidity and alkalinity between 0 (highly acidic) and 14 (highly basic); 7 is neutral

Parts per Billion (ppb) - A standard unit of measurement commonly used to describe the concentration of lead in drinking water. Also expressed as micrograms/liter (µg/L)

Point of Entry (POE) - A water treatment device installed to treat all water entering a single school, building, facility or home. Example: water softener

Point of Use (POU) - A water treatment device intended to treat water for direct consumption, typically at a single tap or a limited number of taps. Example: faucet mount cartridge filter

Primary Prevention - aims to prevent disease or injury before it ever occurs. It is done by preventing exposures to hazards that cause disease or injury, altering unhealthy or unsafe behaviors that can lead to disease or injury, and increasing resistance to disease or injury should exposure occur

Public Water System (PWS) - A system that has at least 15 service connections or regularly serves an average of 25 individuals daily at least 60 days out of the year

- **Community Public Water System (CPWS)** - A PWS which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round residents. Examples: municipalities, manufactured mobile home parks

- **Nontransient Noncommunity (NTNC) Public Water System** - A PWS that is not a CPWS and that regularly serves at least 25 of the same persons over 6 months per year
 - Examples: schools, childcare centers, factories

Schools - Minnesota's public and charter schools serving students in pre-kindergarten through grade 12

SDWA – Federal Safe Drinking Water Act

Service Connection - The pipe that carries tap water from the public water main to a building

Solder - A metallic compound used to seal the joints between pipes. Until 1988, solder containing up to 50% lead was legally used in potable water plumbing. Lead free solders, which can contain up to 0.2% lead, often contain one or more of the following metals: antimony, tin, copper or silver

United States Environmental Protection Agency (EPA) - Federal agency with a mission to protect human health and the environment; oversees implementation of the SDWA

VII. A. 2. RESOLUTION FOR ADOPTING A LEAD IN WATER TESTING MODEL PLAN

According to Minnesota Statutes, section 121A.335, by July 1, 2018, the school board of each school district must adopt the Commissioners of Health and Education or develop and adopt an alternative plan to accurately and efficiently test for the presence of lead in water in school buildings serving prekindergarten students and students in kindergarten through grade 12.

The District has chosen to adopt the Model Plan developed by the Commissioners of Health and Education to test for the presence of lead in water in school buildings.

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

BE IT RESOLVED that the School Board of Independent School District 622 approve and adopt the Commissioners of Health and Education model plan for lead-in-water testing in all District buildings.

MOTION:

SECOND:

VII. A. 3. SCHOOL DISTRICT 916'S LONG TERM FACILITY MAINTENANCE BUDGET AND AUTHORIZATION OF PROPORTIONATE SHARE

RESOLUTION APPROVING NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT NO. 916'S LONG TERM FACILITY MAINTENANCE BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE REVENUE

The Director of Business Services recommends the following resolution:

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

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long term facility maintenance budget for its facilities for the 2019-2020 school year in the amount of \$105,895. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.595, Subdivision 3, as amended, provides that if an intermediate school district's budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization.

The inclusion of this proportionate share in the district's long term facility maintenance revenue application for fiscal year 2019 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of long term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

MOTION:

SECOND:

INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. Finance codes shown for accessibility and deferred capital expenditures and maintenance projects are proposed new Finance													
District Name: Northeast Metro Intermediate District							District # 916						
							Date: 4/9/2018						
District Contact for Questions on this Spreadsheet:							E-mail: jamin.wood@nemetromn.us						
Name: Jamin Wood							Phone #: (651) 415-5568						
Fiscal Year, Ending June 30th -->			2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
ESTIMATED EXPENDITURES:													
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site													
Finance	Category												
347	Physical Hazards	\$ 7,500.00	\$ 6,750.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00
349	Other Hazardous Materials	\$ 2,010.00	\$ 2,010.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00
352	Environmental Health & Safety Management	\$ 33,700.00	\$ 33,630.00	\$ 51,500.00	\$ 51,500.00	\$ 51,500.00	\$ 51,500.00	\$ 51,500.00	\$ 51,500.00	\$ 51,500.00	\$ 51,500.00	\$ 51,500.00	\$ 51,500.00
358	Asbestos Removal and Encapsulation	\$ 317,485.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
363	Fire Safety	\$ 12,405.00	\$ 13,505.00	\$ 15,805.00	\$ 12,405.00	\$ 13,405.00	\$ 15,805.00	\$ 12,405.00	\$ 13,405.00	\$ 15,805.00	\$ 12,405.00	\$ 13,405.00	\$ 13,405.00
366	Indoor Air Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Health and Safety Capital Projects		\$373,100	\$105,895	\$79,815	\$76,415	\$77,415	\$79,815	\$76,415	\$77,415	\$79,815	\$76,415	\$77,415	\$77,415
Health and Safety, Projects Costing > \$100,000 per Site													
358	Asbestos Removal and Encapsulation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
363	Fire Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
366	Indoor Air Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility													
Finance	Category												
367	Accessibility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Capital Expenditures and Maintenance Projects													
Finance	Category												
368	Building Envelope	\$ -	\$ -	\$ 26,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
369	Building Hardware and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
370	Electrical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
379	Interior Surfaces	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
380	Mechanical Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
381	Plumbing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
382	Professional Services and Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
383	Roof Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
384	Site Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Deferred Capital Expense and Maintenance		\$0	\$0	\$26,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual 10 Year Plan Expenditures		\$373,100	\$105,895	\$105,895	\$76,415	\$77,415	\$79,815	\$76,415	\$77,415	\$79,815	\$76,415	\$77,415	\$77,415

end of worksheet

VII. A. 4. RESOLUTION FOR APPROVAL OF NEXT STEP LEASE EXTENSION

WHEREAS the School District has leased the Next Step facility from Gervais Court Properties, LLC for a five-year period from 2013 to 2018 and,

WHEREAS the lease is up for a five-year extension through July 31, 2023 and,

WHEREAS the District is satisfied with the facility and the terms of the new lease,

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

BE IT RESOLVED by the School Board of Independent School District 622 that the lease extension for the Next Step facility in North St. Paul, MN at 2586 East 7th Street, Suite 100 be approved for a five-year period through July 31, 2023 as stipulated in the attached Amendment #2 to the Lease Agreement.

MOTION:

SECOND:

**AMENDMENT #2
TO LEASE AGREEMENT**

THIS AGREEMENT made this ____ day of _____, 2018 between Gervais Court Properties, LLC, A Minnesota Limited Liability Company (“Lessor”) and Independent School District 622, (“Lessee”).

WHEREAS, Lessor and Lessee did enter into a certain Lease executed April 30, 2007, pertaining to the Demised Premises at 2586 East 7th Street, Suite 100, North St. Paul, Minnesota 55109; and executed Amendment #1 to that lease on July 23, 2013; and

WHEREAS, Lessor and Lessee seek to amend the Lease by extend the current lease.

NOW, THEREFORE, in consideration of the promises and mutual covenants and conditions contained herein, it is hereby agreed that the Lease Agreement shall be, and is hereby amended as follows:

1. **Term**: The term shall be extended beginning August 1, 2018 and continue for a period of five (5) years expiring on July 31, 2023.
2. **Rent**: The base rent commencing at the beginning of the new term shall be \$16/SF (\$228,800/year) for the length of the term.
3. **Additional Rent (CAM/Tax)**: The additional rent for the first year of the term will be \$6.50/SF (\$92,950/year). Adjustments for future years are subject to the terms of the original lease.

Except as hereinabove amended, all of the terms, covenants and conditions of the Lease Agreement, shall remain in full force and effect, are hereby ratified and confirmed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective the day and year first above written.

Lessor: Gervais Court Properties, LLC

Lessee: Independent School District 622

By: _____

By: _____

Print Name: Robert Dew _____

Print Name: _____

Its: Chief Manager _____

Its: _____

VII. A. 5. RESOLUTION FOR APPROVAL OF 2018-2019 POLAR/TARTAN ARENA RENTAL RATES

To maintain parity with area arenas and to keep pace with increasing operating costs, administration is recommending a rate increase at Polar and Tartan Arenas to \$195.00/hour for prime time - September 1 - March 14. We are proposing a new prime time rate \$165.00/hour for out of season - March 15 - August 31. Many local arenas are doing this and we feel that we can increase rental revenue during this out of season time if we lower the rate. Non-prime time is recommended to increase to \$130.00/hour.

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 2018-2019 Polar and Tartan Arena ice time rental rates as presented.

MOTION:

SECOND:

DATE: Thursday, May 10, 2018
TO: Randy Anderson - Director of Business Services
FROM: Brad Martinson - Polar / Tartan Arena
SUBJECT: Rental Rates / Agreements

Randy, below please find current and proposed rental rates / agreements for the 2018 / 19 fiscal year.

<u>POLAR ARENA</u>	<u>CURRENT</u>	<u>PROPOSED</u>
Prime Time Ice / 8:15am – 10:00pm (September 1 st – March 14 th)	\$185.00 / Hour	\$195.00 / Hour
*Spring/Summer Prime Time Ice / 8:15am – 10:00pm (March 15 th – August 31 st)	\$185.00 / Hour	\$165.00 / Hour
Non-Prime Time Ice / 10:15pm – 8:00am (When Open)	\$125.00 / Hour	\$130.00 / Hour
Open Skating / Open Hockey / Open Freestyle (Selected Dates And Times)	\$4.67 / Per Person	\$5.60 Per Person
Concession Stand Agreement – JCNSP (September – February)	\$2,400.00	\$2,520.00

<u>TARTAN ARENA</u>	<u>CURRENT</u>	<u>PROPOSED</u>
Prime Time Ice / 8:15am – 10:00pm (September 1 st – March 14 th)	\$185.00 / Hour	\$195.00 / Hour
*Spring/Summer Prime Time Ice / 8:15am – 10:00pm (March 15 th – August 31 st)	\$185.00 / Hour	\$165.00 / Hour
Non-Prime Time Ice / 10:15pm – 8:00am (When Open)	\$125.00 / Hour	\$130.00 / Hour
Open Skating / Open Hockey / Open Freestyle (Selected Dates And Times)	\$4.67 Per Person	\$5.60 Per Person
Concession Stand Agreement – TAYHA (September – March)	\$3,500.00	\$3,675.00

Below, please find some comparisons (rates) from area arenas:

<u>ARENA</u>	<u>PRIME TIME</u>	<u>NON PRIME-TIME</u>
Health East Arena (Woodbury)	\$220.00 / HOUR	\$160.00 / HOUR
Aldrich (Ramsey County)	\$210.00 / HOUR	\$145.00 / HOUR
Vadnais Sports Center (Ramsey County)	\$210.00 / HOUR	\$125.00 / HOUR
All Other Ramsey County Arenas	\$200.00 / HOUR	\$130.00 / HOUR
St. Croix Rec Center (Stillwater)	\$200.00 / HOUR	\$160.00 / HOUR
White Bear Lake Sports Center	\$190.00 / HOUR	\$135.00 / HOUR
Roseville Arena	\$190.00 / HOUR	\$140.00 / Hour
Comparison Average	\$202.86 / HOUR	\$144.71 / HOUR

VII. C. 2. SET BOARD MEETINGS FOR 2018-2019 SCHOOL YEAR

A proposed calendar of Business Meetings and Study Sessions for the School Board for July 2018 - June 2019 is shown below. In keeping with Board practice, Business meetings are held once a month and Study Sessions are scheduled throughout the school year.

Therefore, the Superintendent of Schools recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District #622 that pursuant to Policy G-033, School Board Business meeting dates will be as follows:

July 24, 2018
August 21
September 25
October 23
November 20
December 18
January 22, 2019
February 26
March 26
April 23
May 21
June 25

AND THAT THE School Board Work Study Session meeting dates will be as follows:

August 7, 2018
October 9
January 15, 2019
February 12
April 9

AND THAT THE School Board Reflection Study Session meeting dates will be as follows:

September 25, 2018
December 18
March 26, 2019
June 25

AND THAT THE regular meeting place for School Board Business meetings shall be in the Board Room in the District Education Center at 6:00 p.m., with the exception of the July 24, 2018 meeting which will be held at 4:30 p.m., or unless otherwise specified,

AND THAT THE regular time for the School Board Work Study Sessions will be at 4:30 p.m. and the meeting place will be posted,

AND THAT THE regular meeting place and time for the School Board Reflection Study Sessions shall be in the District Education Center at 5:00 p.m.

MOTION:

SECOND: