



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

July 23, 2019
4:30 PM

Board Members:

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

Superintendent:

Christine Tucci 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
July 23, 2019
4:30 PM**

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

A G E N D A

I. Call to Order and Pledge of Allegiance

II. Approval of the Agenda

III. Public Comment

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

IV. Consent Agenda

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

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

A. Minutes of June 25, 2019 Reflection Study Session 7

B. Minutes of June 25, 2019 Business Meeting 8

C. Routine Personnel 14

D. Bid Awards 17

E. Disbursements 20

V. Reports

A. Assistant Superintendent - Miller

1. Introduction of New Building Leaders

After the Board has approved Routine Personnel as part of the Consent Agenda, Troy will take a moment to tell you about two new building leaders.

Afolabi Runsewe is the principal at Cowern Elementary; and Lisa Gruenewald has taken the position as principal at Richardson Elementary. Both of these individuals are new hires to the District and are so excited to have joined our team.

Unfortunately Lisa has a prior commitment and is unable to attend the meeting, but Afolabi will be in attendance and will address you after Troy's opening comments.

B. Superintendent - Tucci Osorio

1. Facilities 24

VI. Action Items

A. Business Office

1. Acknowledgment of Contributions - Hunt 35

**I recommend that the contributions, with a total of \$708.00 of monetary contributions for the 2019-2020 fiscal year, be approved.*

2. District 622 LTFM - R. Anderson 36

As an approved school district by the Minnesota Department of Education, to participate in the Long Term Facilities Maintenance (LTFM) program, the Board must approve an updated 10-year plan by July 31, 2019. We will again be updating the LTFM 10-year plan during our levy certification process in the fall to account for any suggested changes.

Working with LHB Architects and Adolfson & Peterson we have put together the cost for Phase 1 and Phase 2 of our Facilities Plan that

includes LTFM projects which have been incorporated into our 10-year LTFM Plan.

The funding stream used to fund the LTFM program is through a pay-as-you-go levy and LTFM bonding that is certified each fall by the School Board. We will update our LTFM Plan before final levy certification in December to account for any additional LTFM bonding used for Phase 2.

**I recommend that the School Board approve the District's updated LTFM 10-Year plan as presented.*

3. Elementary Meal Price Revision - R. Anderson 42

Last month you took action on approving a price increase for Nutrition Services. The lunch price for elementary students was incorrectly listed, so Randy has updated the lunch price resolution for your approval. The increase of \$.05 is still valid.

**I recommend that the Elementary Meal Price revision be approved as presented.*

B. Assistant Superintendent - Miller

1. Revision of Policy 709 (Student Transportation Safety) 43

You had a first informal reading of the proposed revisions of this policy at the June work session, followed by a formal presentation at the June 25 business meeting. Tonight we will be looking for your approval to revise Policy 709, Student Transportation Safety.

**I recommend that Policy 709 be revised as presented.*

C. School Board

1. Set Time, Location, and Agenda for August 6, 2019 Work Study Session

We have set the date of the August 6 work session, but need to set the time, location and agenda. Suggested items include our standing

topics of my check in, facilities and board check in; topics with board member interest such as recycling and the supper program; and the proposed revision, adoption, and rescinding of policies.

**I recommend that the August 6, 2019 work study session begin at 4:30 p.m. in Room 202 of the District 622 Education Center, and contain the following agenda items: 1)Superintendent Check In; 2)Update on Supper Program; 3)Facilities; 4)Recycling Update; 5)Rescinding, Adoption and Revision of Policies; and 6)Board Check In.*

VII. Board Communications

VIII. Future Board Meeting Dates

A. August 6, 2019 Work Session

B. August 20, 2019 Business Meeting 6:00 p.m. (Board Room)

IV. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

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

MOTION:

SECOND:

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

**REFLECTION SESSION
SCHOOL BOARD
June 25, 2019**

Chair Yener called the meeting to order at 5:01 PM with the following present: Chair Yener, Clerk Augé, Directors Hunt, Jarman, and Neve. Absent: Vice Chair Livingston and Superintendent Osorio. Arriving at 5:13 PM: Treasurer Anderson.

Others present were: Troy Miller, Lisa-Sayles Adams, Josh Anderson, and Kim Cavallaro.

In the audience: Rory Sanders.

Board members shared items and discussed topics including Pathways, legal notice communications and plans for sharing facilities documents.

The meeting adjourned at 5:47 PM.

Clerk

Public notice for solicitation of bids, requests for quotes and requests for proposals are located on the ISD 622 website, www.isd622.org.

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

**REGULAR MEETING
SCHOOL BOARD
June 25, 2019**

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

Others present were: Julie Coffey, Director of Human Resources; Josh Anderson, Director of Communications & Technology Innovation; Randy Anderson, Director of Business Services; Troy Miller, Assistant Superintendent; Lisa Sayles-Adams, Assistant Superintendent; Terri Johnson, Director of Community Education; and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance.

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

THAT the agenda be approved as presented.

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

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

Noting that the Board had just taken action on Routine Personnel as part of the Consent Agenda, Sayles-Adams introduced Nicole Napierala as the Assistant Principal at Skyview Middle; and Deron Drummond as the Assistant Principal at North High. Napierala and Drummond addressed the Board. Sayles-Adams also reported that Stephanie Goeken will be an Assistant Principal at North High.

Miller introduced new Webster Elementary Principal Heidi George. George addressed the Board.

Coffey presented the 2018-2019 Q Comp Annual Report. She shared the background and process, key findings, the District's directive from MDE, and implications for 2019-2020.

Johnson introduced Adult Programs Coordinator Cheryl Gysbers who provided an overview of Community Education Adult Programs, including Adult Enrichment, Community Bridge, Meals on Wheels, Community Gardens and Senior Programs.

R. Anderson gave a brief summary of legislation that will affect school finance during the next fiscal year, 2019-2020.

Miller presented the following nine policies that require annual review: 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse); 415 (Mandated Reporting of Maltreatment of Vulnerable Adults); 714 (Fund Balance); 410 (Family & Medical Leave); 413 (Harassment & Violence); 506 (Student Discipline); 522 (Student Sex Nondiscrimination); 524 (Internet Acceptable Use); and 806 (Crisis Management). Miller suggested revisions to Policies 714, 410 and 413 and stated that they will be presented for a first informal reading at the August work session.

Miller read the names of the 36 District staff who retired this past school year. He wished them well and thanked them for their service to District 622.

Miller presented a first formal reading of Policy 709 (Student Transportation Safety). This policy will have a final reading and proposed action at the July business meeting.

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

BE IT RESOLVED by the School Board of Independent School District 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>
Roni Dornfield	\$232.86	Meals on Wheels
Thaddeus Reed	Hoyer Lift	John Glenn Multiple Needs Program
Anonymous	\$310.00	Castle Grade 5 Audubon Scholarships
Lolita Cox	School supplies	Castle Elementary
Gayle Dworak	\$100.00	Webster Choir Program
The Keyzers	\$600.00	Cowern Lunch Accounts
Anonymous	\$2,000.00	North High Student in Need Account

Livingston 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, 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 2020-2021 school year (pay 2020 levy) in the amount of \$144,700. 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 2021 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.

Hunt 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 622 that the 2019-2020 preliminary budgets be approved as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
01 General Fund	\$149,024,612	\$148,971,896
02 Food Service Fund	\$6,998,500	\$6,896,232
04 Community Education Fund	\$9,705,518	\$10,008,275
06 Building Construction Fund	\$500,000	\$25,765,000
07 Debt Service Fund	\$14,466,620	\$13,943,319
09 Trust and Agency Fund	\$1,400,000	\$1,400,000
20 Self-Insured Health Fund	\$18,947,600	\$18,947,600
45 OPEB Trust Fund	\$1,150,000	\$2,288,000
47 OPEB Debt Service Fund	\$2,275,928	\$2,263,595
GRAND TOTAL ALL FUNDS	<u>\$204,468,778</u>	<u>\$230,483,917</u>

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 meal prices become effective September 2019.

Elementary lunch \$2.80

Secondary lunch	\$3.00
Adult lunch	\$4.10
Milk	\$.40
Elementary breakfast	\$1.80
Secondary breakfast	\$1.80
Adult breakfast	\$2.00

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

WHEREAS, Minnesota Session Laws 2019, 1st Special Session, CH. 11, Art. 1, Sec. 5 will require changes in the accounting for student activity funds and school boards must take charge of and control all student activities of the public schools in the District and that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the District;

THEREFORE, BE IT RESOLVED, that the School Board of North St. Paul, Maplewood, Oakdale Schools, Independent School District No. 622, directs the district's administration to implement the requirements of Minnesota Session Laws 2019, 1st Special Session, CH. 11, Art. 1, Sec. 5.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2018-19 District Construction Budget be revised as presented.

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 #622 that pursuant to Policy 205, School Board Business meeting dates will be as follows:

- July 23, 2019
- August 20
- September 24
- October 22
- November 19
- December 17
- January 21, 2020
- February 18
- March 24
- April 28
- May 19
- June 23

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

August 6, 2019
October 8
November 12
December 3
January 14, 2020
March 17
April 7
June 9

AND THAT THE School Board Retreat meeting date will be as follows:

February 22, 2020

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 23, 2019 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 meeting place and time for the School Board Retreat shall be in the District Education Center from 9:00 a.m. - 2:00 p.m.

During Board Communications, the following items were shared:

- ✓ Augé commented that Cheryl Gysber's Community Education adult programs fact sheet was exciting. She expressed interest to have all departments do something similar for opening week. Augé discussed the renovation taking place at Richardson and Cowern and the visual process as it unfolds.
- ✓ Anderson said that he attended the Young Scholars summer camp. He reported that the theme was transportation and students had many activities including testing out paper airplanes, and designing and weaving magic carpets. Anderson commented that teacher Josh Granlund made the looms himself out of cardboard. Students also had a field trip to Osceola, Wisconsin and got to go on the train ride. Each classroom had a Tartan student volunteer to help with the program.
- ✓ Livingston congratulated all of our graduates. She mentioned that graduation is the most satisfying thing that board members do. Livingston reported on District 916 and added that their board had a retreat last week. She stated that one of the agenda topics was equity and that District 916 Superintendent Connie Hayes has a dedication to equity and is really making changes for her district.
- ✓ Jarman talked about the environment surrounding many of our school buildings, and specifically about a duck that nests every year at Carver. He said that Carver staff members keep an eye out on the duck family and have

even made T shirts! (Jarman pointed out that he was wearing one of the shirts) There is also a duck nesting at Skyview and Castle. Randy Anderson talked about the construction project at Castle and how the workers are being careful not to disturb the mom duck on her nest.

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

THAT the meeting be adjourned.

The meeting adjourned at 8:02 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
Crystal	Barclay	Kindergarten Teacher	Carver	8/26/19	\$68,748.00	Year
Michael	Bjork	Music Teacher	Webster	8/26/19	\$48,665.00	Year
Jeffrey	Carlson	SPED Teacher	Skyview Middle	8/26/19	\$39,039.00	Year
Kristin	Carlson	Language Arts Teacher	Skyview Middle	8/26/19	\$55,530.00	Year
Yeng	Chang	TOSA: Technology Integration Specialist	DEC	8/26/19	\$82,773.14	Year
Nicole	Chessnoe	SPED Para	Maplewood	9/3/19	\$16.42	Hour
Heidi	Christenson	School Psychologist	Beaver Lake	8/26/19	\$27,447.50	Year
Erin	Collins	Choir Teacher	Tartan	8/26/19	\$24,251.40	Year
Rachel	David	Research Evaluation Coordinator	DEC	7/29/19	\$95,000.00	Year
Bryan	Farkas	SPED Teacher	Maplewood	8/26/19	\$77,345.00	Year
Lisa	Gruenewald	Principal	Richardson	7/1/19	\$129,632.00	Year
Sarah	Johnson	Small Group Instruction Teacher - One Year Only	Skyview Elem	8/26/19	\$36,377.10	Year
Asa	Malata	Young Scholar/SAIL Teacher	Cowern	8/26/19	\$37,811.40	Year
Afolabi	Runsewe	Principal	Cowern	7/1/19	\$123,992.00	Year
Mary	Schikert	Van Driver	Bus Garage	6/27/19	\$18.97	Hour
Charles	Stahlberg	SPED Teacher	Webster	8/26/19	\$39,039.00	Year
Austin	Storm	Science Teacher	North	8/26/19	\$44,086.00	Year
Jordyn	Tansom	Grade 2 Teacher	Castle	8/26/19	\$40,419.00	Year
Kyle	Taylor	SPED Para	Webster	9/3/19	\$15.32	Hour

Status Change						
First Name	Last Name	From	To	Effective	Pay Rate	Per
Tamimira	Bauer	Student Contact Day Driver	Full Time Custodian	7/16/2019	\$18.78	Hour
Jessica	Hurley	.6875 Building EA	.75 Job Coach Para	9/3/2019	\$16.80	Hour
Diane	Miller	.50 Classroom EA	.625 Classroom EA	9/3/2019	\$15.47	Hour
Jordan	Osberg	Sped Para	BIS - Special Education	8/26/2019	\$23.19	Hour
Corinne	Ravenwald	LPN	BSN	8/26/2019	\$23.19	Hour
Trish	Weldon	11 month Office Coordinator	12 month Coordinator	7/1/2019	\$22.76	Hour
Ma	Xiong	.375 Building EA	.50 Building EA	9/3/2019	\$15.47	Hour

Leave of Absence					
First Name	Last Name	Assignment	Building	Leave Type	Dates
Brenda	Badger	English/Lang Art Teacher	Tartan	5-year	08/26/19-06/30/24
Karena	Hunt	Instructional Coach	John Glenn	.20 FTE Child Care LOA	08/26/19-06/08/20
Marissa	Jagger	Grade 3 Teacher	Richardson	Child Care	09/09/19-11/08/19
Grace	Mauer	Kindergarten Teacher	Richardson	Child Care	08/26/19-10/18/19
Sara	Pachick	Science Teacher	Maplewood	Child Care	08/26/19-06/08/20
Marta	Stoeckel-Rogers	Science Teacher	Tartan	Special - Reduce .20 FTE LOA	08/26/19-06/08/20
Laurie	Wahl	Grade 1 Teacher	Skyview Elementary	5-year	08/26/19-06/30/23

Resignation					
* First Name	Last Name	Assignment	Building	Effective	
Sahara	Aden	Bicultural Liaison	District Wide	7/26/2019	
Nicole	Alt	Para Monitor	Skyview Elementary	6/7/2019	
Jeffrey	Cavett	TOSA: MTSS, AVID, Curriculum Specialist	DEC	6/19/2019	
Carrie	Duffee	SPED Teacher	Tartan	7/1/2019	
Angela	Dunbar	FT Custodian	North	7/9/2019	
Allison	Eilers	Transportation Coordinator	Bus Garage	7/19/2019	
Tad	Hagan	Community Ed Supervisor	DEC	7/8/2019	
Casey	Holm	Social Studies/AVID Teacher	North	6/26/2019	
Shelby	Houfer	SPED Para	Maplewood	6/27/2019	
Karnes	Laurel	PT Custodian	Gladstone	7/15/2019	
* Cheryl	Lien	Assistant Principal	North	11/29/2019	
Jennifer	Lundgren	CID Teacher	Skyview Middle	7/16/2019	
Michelle	Marcotte	Community Ed Clerk	Gladstone	8/14/2019	
Diane	Pottratz	Cultural Academic Support Specialist	Skyview Middle School	6/7/2019	
Damien	Smith	SPED Para/CC Para	Cowern	6/25/2019	
Shivani	Srikanth	SPED Para	Maplewood	6/5/2019	
Paula	Swift	Building EA	Carver	6/28/2019	
Roger	Sykes	BIS	Carver	6/7/2019	
Ker	Thao	Guidance Counselor	Tartan	6/25/2019	
Beth	Thibodeau	SPED Para	Cowern	6/25/2019	
Jamie	Wiggins	Grade 4 Teacher	Richardson	6/24/2019	

	Sandra	Williams	SPED Para	Skyview Middle	6/25/2019
	Lynda	Wolter	SPED Para	Skyview Middle	6/28/2019
	Alexandra	Yakin	SN CC Para/SPED Para	Eagle Point	6/28/2019
Termination					
First Name	Last Name	Assignment	Building	Effective	
Shad	Williams	AC Site Manager	District Wide	7/30/2019	

IV. D. BID AWARDS

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

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

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

<u>For</u>	<u>Vendor</u>	<u>Fund</u>	<u>Amount</u>
RUBBISH & RECYCLABLE MATERIALS	WASTE MANAGEMENT	1	\$166,436.40

*Estimated amount based on 18-19

IV. DISBURSEMENTS

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

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

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

General Fund	\$	3,236,823.00
Food Service		380,788.00
Community Service		268,521.00
Building Construction		3,462,325.00
Debt Service		500.00
Trust		146,807.00
Internal Service Fund		30,621.00
OPEB Benefits Trust Fund		22,834.00
		<hr/>
A/P Checks Disbursed (06-01-19 thru 06-30-19)	\$	7,549,219.00
Payroll Disbursed - Net (06-01-19 thru 06-30-19)	\$	3,170,020.00
Wire Transfers (06-01-19 thru 06-30-19)	\$	16,185,193.00
Investments on 07-01-19	\$	112,287,883.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	AMOUNT
MSDLAF OTHER FUNDS	MM	2.30%	(BALANCE AT 07-01-19)	\$334,561.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	2.35%	(BALANCE AT 07-01-19)	\$52,365,447.00
P M A SECURITIES MAINTENANCE FACILITIES BONDS	VARIOUS	2.50%	(BALANCE AT 07-01-19)	\$35,592,641.00
P M A SECURITIES CAPITAL FACILITIES AND ABATEMENT BONDS	VARIOUS	2.53%	(BALANCE AT 07-01-19)	\$4,392,527.00
P M A SECURITIES COP	VARIOUS	2.55%	(BALANCE AT 07-01-19)	\$5,666,765.00
P M A SECURITIES CITY OF OAKDALE - CASTLE PROJECT	VARIOUS	2.57%	(BALANCE AT 07-01-19)	\$1,147,031.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.29%	(BALANCE AT 07-01-19)	\$11,391,659.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.39%	(BALANCE AT 07-01-19)	\$1,397,252.00
				<u>\$112,287,883.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

06-01-19 thru 06-30-19

DATE	FROM	TO		REASON
06/30/19	PREMIER BANK	MISCELLANEOUS	\$7,255.00	MISCELLANEOUS
06/03/19	P M A	HEALTH PARTNERS	\$214,030.00	MEDICAL CLAIM FEES
06/03/19	PREMIER BANK	FURTHER	\$15,681.00	FLEX PROCESSING
06/03/19	PREMIER BANK	DELTA DENTAL	\$139,943.00	MONTHLY PAYMENT
06/03/19	PREMIER BANK	HEALTH PARTNERS	\$243,398.00	HEALTH CLAIMS
06/03/19	PREMIER BANK	STATE OF MINN.	\$556,689.00	PAYROLL TAX
06/04/19	PREMIER BANK	ANNUITY COMPANIES	\$1,080,513.00	PAYROLL PAYABLES
06/05/19	PREMIER BANK	FURTHER	\$14,388.00	FLEX PROCESSING
06/06/19	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
06/07/19	PREMIER BANK	ANNUITY COMPANIES	\$2,104,360.00	PAYROLL PAYABLES
06/10/19	PREMIER BANK	FURTHER	\$18,422.00	FLEX PROCESSING
06/10/19	PREMIER BANK	HEALTH PARTNERS	\$334,988.00	HEALTH CLAIMS
06/12/19	P M A	PREMIER BANK	\$1,700,000.00	A/P - P/R*
06/13/19	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
06/13/19	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/14/19	PREMIER BANK	I R S	\$397,866.00	PAYROLL TAX
06/17/19	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
06/17/19	PREMIER BANK	FURTHER	\$18,331.00	FLEX PROCESSING
06/17/19	PREMIER BANK	HEALTH PARTNERS	\$226,638.00	HEALTH CLAIMS
06/17/19	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/17/19	PREMIER BANK	STATE OF MINN.	\$67,447.00	PAYROLL TAX
06/18/19	PREMIER BANK	ANNUITY COMPANIES	\$47,785.00	PAYROLL PAYABLES
06/19/19	PREMIER BANK	FURTHER	\$11,056.00	FLEX PROCESSING
06/21/19	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
06/21/19	PREMIER BANK	ANNUITY COMPANIES	\$65,574.00	PAYROLL PAYABLES
06/24/19	PREMIER BANK	FURTHER	\$17,904.00	FLEX PROCESSING
06/24/19	PREMIER BANK	HEALTH PARTNERS	\$379,246.00	HEALTH CLAIMS
06/25/19	PREMIER BANK	ANNUITY COMPANIES	\$173,569.00	PAYROLL PAYABLES
06/25/19	PREMIER BANK	FURTHER	\$958.00	FLEX PROCESSING
06/26/19	P M A	PREMIER BANK	\$3,690,000.00	A/P - P/R*
06/26/19	PREMIER BANK	FURTHER	\$42,700.00	FLEX PROCESSING
06/28/19	PREMIER BANK	I R S	\$610,452.00	PAYROLL TAX
		TOTAL	<u>\$16,185,193.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

Facilities Update

School Board Meeting

July 23, 2019

Superintendent Christine Tucci Osorio



Commitments

Transparency & Communication

Fiscal Responsibility During Construction

Support for Staff who will be Changing Buildings

Support for Families who will be Changing Buildings

Staff & Community Input During Planning

622 History - Legacy



Castle Elementary

Projected Finish Dec. 2019



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

Where are we at with Castle?

- Installing windows
- Drywall going up
- Bathroom tiling
- Exterior brick work
- Continued roof work



*Gallery of construction photos on district website



Richardson Elementary

Projected Finish Dec. 2019

Where are we at with Richardson?

- Roofing on additions
- Windows being installed
- Exterior brick work
- Bathroom tiling
- Bus loop
- Sod for playground
- Framing/wall work interior



*Gallery of construction photos on district website

Timeline - Next Steps

18-19	<p style="text-align: center;">Facilities Plan - Stakeholder Input May 14, 2019 Facilities Bond Referendum Passed</p>
19-20	<p style="text-align: center;">Architectural Drawings Completed for Carver and John Glenn by Fall 2019 Construction begins in Spring 2020</p>
20-21	<p style="text-align: center;">Construction Continues, New Elementary Schools & Skyview Designed & Out for Bid Boundary Study Underway Design Work Begins for High School Renovation</p>
21-22	<p style="text-align: center;">Construction Continues for Elementary & Middle Sites High School Construction Begins</p>
22-23	<p style="text-align: center;">New & Renovated Elementary and Middle Schools Open New Boundaries Take Effect High School Construction Continues</p>
23-24	<p style="text-align: center;">High School Construction Final Phase</p>

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- Safe & secure
- Flexible areas to meet student needs
- Healthy environment

Carver Elementary



John Glenn Middle School



- Program Design
- Flexible & healthy learning spaces

Timelines

Richardson & Castle

- Summer Construction 2019
- Fall Construction 2019
 - Parts of both buildings
 - Site Work
- Finish December 2019

Carver & John Glenn

- Design Stages Summer/Fall 2019
- Bids Fall/Winter 2019
- Construction Begins Spring 2020



Learn more:

www.isd622.org/construction
communications@isd622.org



VI. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS

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

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

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

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Kim Hunter Law	\$150.00	North High Mock Trial
Thomas Plunkett	\$50.00	North High Mock Trial
Zimmer Law Group	\$25.00	North High Mock Trial
Caplan & Tamburino	\$100.00	North High Mock Trial
Nagell Law PLLC	\$100.00	North High Mock Trial
The Cody Law Group, Chartered	\$50.00	North High Mock Trial
Tilton & Dunn Attorneys at Law	\$25.00	North High Mock Trial
Ron Sushak	\$208.00	Community Bridge T-ball Team

MOTION:

SECOND:

Total fiscal year 2019-2020 monetary contributions: \$708.00

VI. A. 2. RESOLUTION FOR APPROVING THE LONG TERM FACILITIES MAINTENANCE (LTFM)
10- YEAR PLAN

As an approved school district by the Minnesota Department of Education to participate in the Long Term Facilities Maintenance (LTFM) program, the Board must approve an updated 10-year plan by July 31, 2019.

Therefore, the Director of Business recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the School Board approve the District's updated Long Term Facilities Maintenance 10-Year Plan as presented.

MOTION:

SECOND:



Fiscal Year (FY) 2021 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts and cooperatives applying for Long-Term Facilities Maintenance (LTFM) revenue under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2019. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District or Cooperative: North St. Paul - Maplewood - Oakdale	District Number and Type: 622-01	Date Submitted: 7/24/19
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2021 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2021 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. § 121A.335).

Certification of Statement of Assurances

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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 DEPARTMENT OF EDUCATION	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only	ED - 02478-05
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Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information								
District Name:	NORTH ST. PAUL - MAPLEWOOD - OAKDALE SCHOOLS - ISD 622	Date:	7/23/2019								
District Number:	622-01	Email:	mboland@isd622.org								
District Contact Name:	MIKE BOLAND RANDY ANDERSON		randerson@isd622.org								
Contact Phone #	651-748-7524 651-748-7511										

		Fiscal Year (FY) Ending June 30										
Expenditure Categories		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$34,000	\$50,073	\$50,073	\$50,073	\$50,073	\$50,073	\$50,073	\$50,073	\$50,073	\$50,073	\$50,073
349	Other Hazardous Materials	\$38,500	\$31,605	\$31,605	\$31,605	\$31,605	\$31,605	\$31,605	\$31,605	\$31,605	\$31,605	\$31,605
352	Environmental Health and Safety Management	\$150,000	\$202,829	\$202,829	\$202,829	\$202,829	\$202,829	\$202,829	\$202,829	\$202,829	\$202,829	\$202,829
358	Asbestos Removal and Encapsulation	\$150,000	\$96,500	\$96,500	\$96,500	\$96,500	\$96,500	\$96,500	\$96,500	\$96,500	\$96,500	\$96,500
363	Fire Safety	\$21,000	\$26,745	\$26,745	\$26,745	\$26,745	\$26,745	\$26,745	\$26,745	\$26,745	\$26,745	\$26,745
366	Indoor Air Quality	\$12,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Total Health and Safety Capital Projects	\$405,500	\$422,752	\$422,752	\$422,752	\$422,752	\$422,752	\$422,752	\$422,752	\$422,752	\$422,752	\$422,752
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$600,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$600,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category (3)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner. (No new appropriations for this category FY 2020 - beyond.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$3,000,000	\$1,500,000	\$100,000	\$627,500	\$695,000	\$550,000	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000
369	Building Hardware and Equipment	\$350,000	\$700,000	\$2,704,324	\$1,000,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
370	Electrical	\$1,000,000	\$1,450,000	\$3,136,575	\$515,000	\$190,000	\$572,850	\$378,000	\$400,000	\$400,000	\$400,000	\$400,000
379	Interior Surfaces	\$1,200,000	\$1,900,000	\$4,029,000	\$154,000	\$972,500	\$659,250	\$918,975	\$137,100	\$137,100	\$137,100	\$137,100
380	Mechanical Systems	\$2,000,000	\$3,700,000	\$5,492,153	\$1,500,000	\$757,400	\$1,500,000	\$1,000,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
381	Plumbing	\$500,000	\$850,000	\$613,000	\$166,000	\$595,000	\$545,000	\$1,309,850	\$595,000	\$595,000	\$595,000	\$595,000
382	Professional Services and Salary	\$2,000,000	\$3,500,000	\$915,000	\$915,000	\$915,000	\$915,000	\$915,000	\$915,000	\$915,000	\$915,000	\$915,000
383	Roof Systems	\$3,500,000	\$1,650,000	\$2,277,500	\$2,065,628	\$1,665,728	\$1,498,528	\$1,498,528	\$2,498,528	\$2,498,528	\$2,498,528	\$2,498,528
384	Site Projects	\$2,000,000	\$1,500,000	\$1,692,875	\$627,500	\$1,280,000	\$830,000	\$800,275	\$825,000	\$825,000	\$825,000	\$825,000
	Total Deferred Capital Expense and Maintenance	\$15,550,000	\$16,750,000	\$20,960,427	\$7,570,628	\$7,570,628	\$7,570,628	\$7,570,628	\$7,570,628	\$7,570,628	\$7,570,628	\$7,570,628
Total Annual 10-Year Plan Expenditures		\$16,555,500	\$17,672,752	\$21,883,179	\$8,493,380	\$8,493,380	\$8,493,380	\$8,493,380	\$8,493,380	\$8,493,380	\$8,493,380	\$8,493,380

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FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection		Revised 6/04/2019										
622	<= Type in School District Number											
	North St Paul-Maplewood-Oakdale Public School Dist											
Calculations for Ten Year Projection		Pay 19	Current Estimate									
	LLC #	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
1	Type your district number in cell A2 (Minneapolis = 1.2)											
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50											
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33											
4	Look-up data from following tabs											
5	Initial Formula Revenue											
6	Current year APU	57	11,631.55	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)											
6b	Total Adjusted Pupil Units = (6) + (6a)		11,631.55	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	
7	District average building age (uncapped)	451	43.39	44.39	45.39	46.39	47.39	48.39	49.39	50.39	51.39	
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	
9	Building age ratio = (Lesser of 1 or (7) / 35)	452	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	
10	Initial revenue = (6) * (8) * (9)	453	4,419,988	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	
11	Added revenue for Eligible H&S Projects > \$100,000 / site											
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702	-	-	-	-	-	-	-	-	-	
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756	-	-	-	-	-	-	-	-	-	
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701	-	-	-	-	-	-	-	-	-	
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755	-	-	-	-	-	-	-	-	-	
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	767	-	-	-	-	-	-	-	-	-	
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
Added revenue for Pre-K remodeling (for VPK approvals only)												
20a	Net debt service for bonds approved for Pre-K remodeling	768	-	-	-	-	-	-	-	-	-	
20b	Pay as you go for projects approved for Pre-K remodeling	457	-	-	-	-	-	-	-	-	-	
20c	Total Pre-K revenue		-	-	-	-	-	-	-	-	-	
20d	Total New Law Revenue (10) + (19) + (20c)	458	4,919,988	4,935,661	4,935,661	4,935,661	4,935,661	4,935,661	4,935,661	4,935,661	4,935,661	

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FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection		Revised 6/04/2019										
622	<= Type in School District Number											
	North St Paul-Maplewood-Oakdale Public School Dist											
Calculations for Ten Year Projection		Pay 19	Current Estimate									
	LLC #	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
	Old Formula revenue											
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	459	767,752	422,752	422,752	422,752	422,752	422,752	422,752	422,752	422,752	
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701	7,441,963	6,624,779	6,036,709	5,604,422	4,999,043	4,498,463	3,539,641	3,552,775	2,323,225	
23	Debt Excess allocated to line 22											
24	Old formula alt facilities debt revenue (1A) - debt excess	765	7,441,963	6,624,779	6,036,709	5,604,422	4,999,043	4,498,463	3,539,641	3,552,775	2,323,225	
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	766	-	-	-	-	-	-	-	-	-	
26	Old formula alt facilities pay as you go revenue (1A) (these should match the pay as you go amounts calculated on the Alt Facilities Page 8 worksheet through FY 2020)	460	5,030,628	7,600,000	7,600,000	7,600,000	7,600,000	7,600,000	7,600,000	7,600,000	7,600,000	
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	463	-	-	-	-	-	-	-	-	-	
27a	LTFM "H&S >100K per site" bonds	767	-	-	-	-	-	-	-	-	-	
27b	LTFM "other" bonds for 1A hold harmless	769	2,241,434	1,620,314	1,620,314	1,620,314	1,620,314	1,620,314	1,840,814	1,798,289	3,426,839	
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466	-	-	-	-	-	-	-	-	-	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	15,481,777	16,267,846	15,679,775	15,247,488	14,642,109	14,141,529	13,403,207	13,373,816	13,772,816	
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	15,481,777	16,267,846	15,679,775	15,247,488	14,642,109	14,141,529	13,403,207	13,373,816	13,772,816	
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-	-	-	-	-	-	-	-	-	
32	District LTFM Revenue (30) - (31)	470	15,481,777	16,267,846	15,679,775	15,247,488	14,642,109	14,141,529	13,403,207	13,373,816	13,772,816	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	16,853	25,024	25,024	25,024	25,024	25,024	25,024	25,024	25,024	
34	Grand Total LTFM Revenue (32) + (33)	472	15,498,630	16,292,870	15,704,799	15,272,512	14,667,133	14,166,553	13,428,231	13,398,840	13,797,840	
	Aid and Levy Shares of Total Revenue											
35	For ANTC & APU, three year prior date		2017	2018	2019	2020	2021	2022	2023	2024	2026	
36	Three year prior Ag Modified ANTC	33	96,073,051	103,095,879	107,219,714	111,508,503	115,968,843	120,607,596	125,431,900	130,449,176	135,667,143	
37	Three year prior Adjusted PU (New Weights)	54	11,521.78	11,674.63	11,681.84	11,631.55	11,672.79	11,672.79	11,672.79	11,672.79	11,672.79	
38	ANTC / APU = (36) / (37)	474	8,338.39	8,830.76	9,178.32	9,586.73	9,934.97	10,332.37	10,745.66	11,175.49	11,622.51	
39	State average ANTC / APU with ag value adjustment	475	8,124.44	8,591.39	9,061.00	9,544.16	9,926.00	10,323.00	10,736.00	11,165.00	11,612.00	
40	Equalizing Factor = 123% of (39)	476	9,993.06	10,567.41	11,145.03	11,739.32	12,208.98	12,697.29	13,205.28	13,732.95	14,282.76	
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	83.44%	83.57%	82.35%	81.66%	81.37%	81.37%	81.37%	81.38%	81.37%	
42	State (aid) share of Equalized Revenue (1 - (41))	478	16.56%	16.43%	17.65%	18.34%	18.63%	18.63%	18.63%	18.62%	18.63%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	4,419,988	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	
44	Initial LTFM State Aid (42) * (43)	479	731,870	728,957	782,740	813,349	826,174	826,159	826,188	826,044	826,169	
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	482	731,870	728,957	782,740	813,349	826,174	826,159	826,188	826,044	826,169	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	14,766,760	15,563,912	14,922,059	14,459,163	13,840,959	13,340,394	12,602,043	12,572,795	12,971,671	
48	Debt Service Portion of Revenue (non-grandfather districts)											
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	765+766+767+768	7,441,963	6,624,779	6,036,709	5,604,422	4,999,043	4,498,463	3,539,641	3,552,775	2,323,225	
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	769	2,241,434	1,620,314	1,620,314	1,620,314	1,620,314	1,620,314	1,840,814	1,798,289	3,426,839	
51	Total Debt Service Revenue = (49) + (50)	770	9,683,397	8,245,094	7,657,023	7,224,736	6,619,357	6,118,777	5,380,455	5,351,064	5,750,064	
52	Equalized debt Service Revenue (lesser of (43) or (51))	486	4,419,988	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	4,435,661	
53	Debt Service Aid = (52) * (42)	488	731,870	728,957	782,740	813,349	826,174	826,159	826,188	826,044	826,169	
54	Equalized Debt Service Levy = (52) - (53)	489	3,688,118	3,706,704	3,652,922	3,622,313	3,609,488	3,609,502	3,609,474	3,609,617	3,609,493	

49

FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection		Revised 6/04/2019										
622	<= Type in School District Number											
	North St Paul-Maplewood-Oakdale Public School Dist											
<i>Calculations for Ten Year Projection</i>		Pay 19	Current Estimate									
	LLC #	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490	5,263,409	3,809,432	3,221,362	2,789,075	2,183,696	1,683,116	944,793	915,402	1,314,402	788,373
56	General Fund Portion of Revenue (non-grandfather districts)											
57	Total General Fund Revenue = (34) - (51)	491	5,815,233	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776
58	General Fund Equalized Revenue = (43) - (52)	492	-	-	-	-	-	-	-	-	-	-
59	Total General Fund Aid = (46) - (53)	493	-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	494	-	-	-	-	-	-	-	-	-	-
61	General Fund Unequalized levy = (57) - (58)	495	5,815,233	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776
62	Total General Fund Levy = (60) + (61)	496	5,815,233	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776	8,047,776
	Notes:											
	1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.											
	2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.											
	3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.											

VI. A. 3. RESOLUTION FOR ELEMENTARY LUNCH PRICE INCREASE

An incorrect lunch price for elementary students (see below) was inadvertently presented for Board approval at the June 25, 2019 business meeting.

	<u>Present</u>	<u>Proposed</u>	<u>Increase</u>
Elementary Lunch	\$2.75	\$2.80	\$.05

To correct the error, and updated lunch price resolution is proposed for approval. The increase of \$.05 is still valid.

	<u>Present</u>	<u>Proposed</u>	<u>Increase</u>
Elementary Lunch	\$2.70	\$2.75	\$.05

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 meal price becomes effective September, 2019.

Elementary lunch	\$2.75
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MOTION:

SECOND:

Policy Title	Policy Number	Date Approved/Revised
Student Transportation Safety Policy	709	5/20/08 Revised: 6/22/10 Revised: 11/22/11 Revised: 7/23/13 Revised: 9/24/13 Revised: 5/26/15 Revised: 9/25/18 Revised: 5/21/19

1) Plan for Student Transportation Safety Training

a) School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

b) Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe ~~vehicle lane crossing~~ **street and road crossing**; and
 - g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by M.S. 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

2) Conduct on School Buses and Consequences for Misbehavior **and Student Discipline for School Bus and School Bus Stop Behavior**

- a) Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- b) Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct ~~may be reported to local law enforcement~~ **including misbehavior causing an immediate and substantial danger to self and surrounding person or property on a school bus or in a bus loading or unloading area shall be reported to law enforcement.**
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.

- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, **or** intimidation ~~or horseplay~~.
- j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, **or** intimidation ~~or horseplay~~.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. **Student Discipline for School Bus and School Bus Stop Behavior**

Students are subject to school discipline for behavior while on school buses and at school bus stops.

- a. **Students will follow instructions of the bus driver, the posted bus expectations and the school bus safety training while on school buses or at school bus stops.**
- b. **All referrals of a student's misconduct on a school bus are forwarded to the student's building principal or principal's designee. The building principal may impose discipline up to and including a recommendation for expulsion or exclusion for behavior on a school bus or at a school bus stop.**

stop that violates applicable school policy.

5. Suspension of Bus Riding Privileges

- a. The student's principal or his or her designee will inform the parent or guardian of discipline problems on a school bus.
- b. School bus riding privileges will be revoked in cases of serious misconduct or repeated misconduct. In cases of less serious misconduct, students will receive a warning and school bus riding privileges will not be revoked for the first offense.
- c. If school bus riding privileges are revoked, the parent or guardian is responsible for providing transportation for the student to and from school. Exceptions may be made in circumstances where special transportation is a related service on a student's IEP.

Consequences

~~a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.~~

~~(1) Elementary (K-6)~~

- ~~1st offense — warning~~
- ~~2nd offense — 3 school day suspension from riding the bus~~
- ~~3rd offense — 5 school day suspension from riding the bus~~
- ~~4th offense — 10 school day suspension from riding the bus/meeting with parent~~

~~Further offenses individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.~~

~~(2) Secondary (7-12)~~

- ~~1st offense — warning~~
- ~~2nd offense — 5 school day suspension from riding the bus~~
- ~~3rd offense — 10 school day suspension from riding the bus~~
- ~~4th offense — 20 school day suspension from riding the bus/meeting with parent~~
- ~~5th offense — suspended from riding the bus for the remainder of the school year~~

~~Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.~~

~~(3)~~⁽⁴⁾ Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

~~(4)~~(2) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

~~(5)~~(3) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

~~(6)~~(4) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

~~(7)~~(5) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

3) Parent and Guardian Involvement

a) Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

b) Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;

6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

4) School Bus Driver Duties and Responsibilities

- a) School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle with a seating capacity of 10 or fewer persons used as a school bus, but not outwardly equipped or identified as a school bus as set forth in Sections 6B. and 6.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section 6. D., below.
- b) The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- c) A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services ("Division") of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- d) A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- e) A school bus driver, with the exception of a driver operating a type A-1 school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification.

Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- f) A person who operates a type III vehicle and who sustains a conviction as described in Section 6.C.1.g. (*i.e.*, driving while impaired offenses), 6.C.1.h. (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or 6.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

5) School Bus Driver Training

a) Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section 6.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

b) Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

6) Operating Rules and Procedures

a) General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether handheld or hands free, when the vehicle is in motion or part of traffic. For purposes of this paragraph, "school bus" has the meaning given in M.S. 169.01, Subd.6. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

b) Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal

law.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies

the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

c) Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections; and
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and

unloading;

- (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph 4F concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under M.S. 122A.18, Subd. 8, or M.S. 123B.03 for school district employees; M.S. 144.057 or M.S. Ch. 245C for day care employees; or M.S. 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by M.S. 171.321, Subd. 2.
- e. The operator's employer has adopted and implemented a policy that provides for mandatory drug testing of applicants for operator positions and current operators, in accordance with M.S. 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn Stat. § 171.321, Subd. 5.
- g. A person who sustains a conviction, as defined under M.S. 609.02, of violating M.S. 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under M.S. 169A.50 to 169A.53 of the implied consent law, or who is convicted of or has his or her driver's license revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in M.S. 171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under M.S. 609.02, of a moving offense in violation of M.S. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
- j. Students riding the type III vehicle must have training required under M.S. 123B.90, Subd. 2 (See Section 1B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining

these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under M.S. 169.451.
3. An operator employed by the school district, whose normal duties do not include operating a type III vehicle, who holds a Class D driver's license without a school bus endorsement, may operate a type III vehicle and is exempt from paragraphs VII.C.1.c. (background checks), VII.C.1.d. (physical examination), VII.C.1.e. (drug testing), and VII.C.1. f. (annual license verification), above.

d) Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by M.S. 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in M.S. 171.02, Subd. 2a(h) – 2 a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section 5, above.
 - g. The bus has a gross vehicle weight of 10,000 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

7) School District Emergency Procedures

- a) If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- b) School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- c) School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- d) Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

8) School District Vehicle Maintenance Standards

- a) All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- b) All school vehicles shall be state inspected in accordance with legal requirements.
- c) A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- d) Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

9) School Transportation Safety Director

The school board has designated an individual to serve as the school district’s school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to

ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by M.S. 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver's Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

10) Student Transportation Safety Committee

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Rationale: *School District 622 – North St. Paul-Maplewood-Oakdale shall provide safe transportation for students and educate students on safety issues and the responsibilities of school bus ridership.*

Adoption and Revision History	Incorporated Policies
709 STUDENT TRANSPORTATION COMPREHENSIVE SAFETY (This Policy Adopted: April 25, 2006; Rescinded: August 5, 2008)	MSBA 709
711 VIDEO SURVEILLANCE ON SCHOOL STUDENT TRANSPORTATION VEHICLES (This Policy Adopted: April 28, 1998; Rescinded: August 5, 2008)	
EM-020.25 STUDENT TRANSPORTATION SAFETY POLICY (This Policy Adopted: May 20, 2008; Revised: June 22, 2010; Revised: November 22, 2011); Revised: July 23, 2013; Revised: September 24, 2013; Revised: May 26, 2015; Revised: September 25, 2018	
709 STUDENT TRANSPORTATION SAFETY POLICY (This Policy Revised: May 21, 2019)	

Administrative Rule, Regulation and Procedure: NA

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71(Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subds. 2 (Driver Training Programs)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. § 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. § 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of a School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1 (c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 34 C.F.R. § 383.5 (Transportation Definitions)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 707 (Transportation of Public Students)
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

VI. B. 1. REVISE POLICY

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

709 (Student Transportation Safety) is proposed for revision to restructure the discipline and consequence for students on school buses and school bus stop behavior.

Therefore, the Assistant Superintendent recommends the following resolution:

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

709 (Student Transportation Safety)

MOTION:

SECOND: