



Robbinsdale Area Schools School Board Meeting Agenda

Monday, March 14, 2011 at 5:30 PM

Work Session

Education Service Center Boardroom, 4148 Winnetka Avenue North,
New Hope, Minnesota

1. Welcome
Presenter: Chair Van Heel
Time: 5:30 p.m.
2. OPEB Bond Report 2
Presenter: Lonnie Smith
Time: 5:30 - 6:00 p.m.
3. Armstrong and Cooper Girls Hockey 14
Presenter: Patti Weldon/John Oelfke
Time: 6:00 - 6:30 p.m.
4. 2011-2012 Capital Budget 27
Presenter: Lonnie Smith
Time: 6:30 - 7:00 p.m.
5. Break
Time: 7:00 - 7:15 p.m.
6. Update on Work of Operations Budget Committee 36
Presenter: Lonnie Smith
Time: 7:15 - 8:15 p.m.
7. Process for Updating Policy Manual 44
Presenter: Chair Van Heel
Time: 8:15 - 8:30 p.m.
8. Adjourn
Presenter: Chair Van Heel
Time: 8:30 p.m.



TO: Members of the School Board
Dr. Aldo Sicoli, Superintendent

FROM: Lonnie Smith, Executive Director of Business Services

DATE: March 14, 2011

RE: OPEB Bonds

DISCUSSION:

Brady Hoffman from LarsonAllen, LLP and Sandra Bruns from Van Iwaarden will make a brief presentation on OPEB Bonds. A PowerPoint presentation is attached for your review. The July, 2010 Actuarial Report will be distributed at the meeting.

QUESTIONS:

For questions please contact Lonnie Smith at 763-504-8037 or Lonnie_Smith@rdale.org

STRATEGIC PLAN:

5C-Seek stable, predictable funding to support comprehensive educational programs.

Robbinsdale Area Schools

Other Postemployment Benefits Refresher



Brady Hoffman, Manager

Agenda

- Background
- OPEB Trust Activity
- Financial Statement Presentation
- Unfunded OPEB Obligation
- Summary
- Questions and Comments



Background

- GASB 45 – Other Postemployment Benefits
 - Effective/implemented in FY 2008
 - Required the District to obtain an actuarial valuation to determine the District's OPEB Liability
- In 2008, the State Legislature passed a law allowing school districts to issue OPEB bonds and establish a trust to fund their OPEB liability without voter approval then levy to repay the bonds. After October 2009, school districts must obtain voter approval to issue OPEB bonds.



Background (cont'd)

- With an OPEB Trust, the District is able to reimburse the operating funds for the implicit rate subsidy and direct subsidy payments.
 - Can request reimbursement up to the total implicit and direct subsidy payment per year.
 - Reimbursements are not cumulative. You can't say you are taking more out of the trust in a future year because you didn't take as much as you could have in a previous year – each year stands on its own.



OPEB Trust Activity

Fiscal Year 2009				
6/30/2008	Issuance of OPEB Bonds	Earnings less Admin Fee	Retiree Payments	6/30/2009
\$ -	\$ 19,194,773	\$ 81,958	\$ (731,284)	\$ 18,545,447
Fiscal year 2010				
6/30/2009	Issuance of OPEB Bonds	Earnings less Admin Fee	Retiree Payments	6/30/2010
\$ 18,545,447	\$ -	\$ 970,380	\$ (647,942)	\$ 18,867,885

In March 2009, the District issued \$20,065,000 of OPEB bonds and established an irrevocable trust.

For FY 2009 and 2010, Robbinsdale only reimbursed the operating funds for the direct subsidy payments made on behalf of retirees in an effort to extend the life of the OPEB trust.



Financial Statement Presentation

- OPEB Trust Fund established to account for the assets and activity related to retiree health insurance.
- In FY 2009, an expenditure equal to the amount of funds contributed to the trust were recognized in the operating funds.
- FY 2010 and beyond, the only impact in the operating funds is the reduction of health insurance costs that are reimbursed by the OPEB Trust



Financial Statement Presentation (cont'd)

- Net OPEB Obligation/Asset – this is determined by taking the annual OPEB cost (actuarial accrued liability amortized over 30 years) less district contributions (includes contributions to OPEB trust).
- In the Statement of Net Assets (government wide presentation), the District has a net OPEB obligation asset of \$17,495,583 at June 30, 2010.



Unfunded OPEB Obligation

- Unfunded Obligation – calculated by taking the total actuarial liability minus assets of the irrevocable OPEB trust.
- Using the 2008 actuarial report, Robbinsdale's unfunded obligation was:

AAL per July 1, 2008 Actuarial	\$ 19,023,708
Trust Asset as of 6/30/10	(18,867,885)
Unfunded OPEB Obligation	<u>\$ 155,823</u>



Unfunded OPEB Obligation (cont'd)

- Using the District's revised actuarial for FY 2011, the unfunded obligation was:

AAL per July 1, 2010 Actuarial	\$ 24,464,795
Trust Asset as of 6/30/10	(18,867,885)
Unfunded OPEB Obligation	<u>\$ 5,596,910</u>

- Increase in the unfunded obligation is due to:
 - New claims costs and updated premiums
 - Post 65 dental assumptions on future retirees
 - Addition of GASB 45 severance payments



Summary

- Bonds were issued in 2009 and an irrevocable trust was established.
- District has a net OPEB asset of \$17,495,583.
- In total, the District currently has an unfunded obligation of \$5,596,910.
- Since the District has an unfunded OPEB obligation, it would be in the District's best interest to extend the life of the trust to the extent possible to take advantage of investment returns within the trust.



Questions and Comments

Thank You!

Brady Hoffman

Manager

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Armstrong/Cooper Girls Hockey Cooperative

Why Co-op?

Grad Year	Start	End	AHS	CHS	2010-11	
2012	9/1/1993	8/31/1994	5	1	Juniors	
2013	9/1/1995	8/31/1995	2	1	Sophomores	CHS goalie
2014	9/1/1996	8/31/1996	11	6	Freshman	AHS two goalies
2015	9/1/1997	8/31/1997	4	4	8 th grade	CHS one goalie
2016	9/1/1998	8/31/1998	7	3	7 th grade	CHS two goalies, AHS one goalie
2017	9/1/1999	8/31/1999	9	6	6 th grade	
2018	9/1/2000	8/31/2000	10	6	5 th grade	
2019	9/1/2001	8/31/2001	11	4	4 th grade	
2020	9/1/2002	8/31/2002	10	4	3 rd grade	
2021	9/1/2003	8/31/2003	5	5	2 nd grade	
2022	9/1/2004	8/31/2004	6	5	1 st grade	
2023	9/1/2005	8/31/2005	4	1	Kinder	
2024	9/1/2006	8/31/2006	1	1	Pre-K	
2025	9/1/2007	8/31/2007	3	1	Pre-K	

Five school co-op

- Cooper is already involved in a two year co-op so these schools would be included for one year:
 - Providence Academy (1)
 - Heritage Christian Academy (0)
 - Fair School (1)

Co-op Submissions/Approval Process

Class AA Exception Procedure

- Class AA schools who wish to cooperatively sponsor a team activity may appeal to the Board for an exception to the Cooperative Sponsorship Bylaw on an annual basis. The appeal must include, but shall not be limited to, the following documentation from each of the applying schools:

- 1) Identify and document the reasons for the appeal
- 2) Provide a summary of what each of the applying schools has done to promote participation in the activity in their school
- 3) Provide a written review and comment regarding the proposed coop from
 - a) The Competitive Section schools,
 - b) The Competitive Subsection schools, and
 - c) The Conference member schools.
- 4) Document student interest in the activity (grades 7-12) from the most recent Student Interest Survey required by the department of Education: and
- 5) Provide other information as may be deemed necessary by the Board of Directors.

Conference

- Armstrong's current conference:
 - Northwest Suburban Conference (NWSC)



Coordinator/Supervisor

Patti Weldon

- Schedules
- Referees
- Busing
- Budget

Home Arena

- New Hope Ice Arena
 - For two years. Will evaluate options for future years



Budget

- Patti will oversee. Expenses will be split 50-50 between the two schools.
- In the first year, Providence, Heritage and Fair would be pro-rated based on number of participants.



Booster Clubs

- Combine clubs
- Combine existing funds



Coaches

- TBD
- Job opened up to applicants once we gain approval of a co-op agreement



Uniforms

- Still in discussion mode
- Use new logo
- White helmet
 - Parent
- Black breezers
 - Parent
- Gloves
 - Parent
- New neutral jerseys, home & away
 - Expense to the District



Next Steps

- School Board approval
- Conference approval
- Section approval
- MSHSL approval

(Co-op deadline – October 1)



TO: Members of the School Board
Dr. Aldo Sicoli, Superintendent

FROM: Lonnie Smith, Executive Director of Business Services

DATE: March 14, 2011

RE: 2011-2012 Draft Capital Expenditure Budget

DISCUSSION:

Attached is the 2011-2012 draft Capital Expenditure Budget that will be reviewed for comments and questions. The School Board will be asked to approve the preliminary 2011-2012 Preliminary Capital Budget at the March 21, 2011 School Board Meeting.

QUESTIONS:

For questions please contact Lonnie Smith at 763-504-8037 or Lonnie_Smith@rdale.org

STRATEGIC PLAN:

5C-Seek stable, predictable funding to support comprehensive educational programs.

**INDEPENDENT SCHOOL DISTRICT #281
ROBBINSDALE AREA SCHOOLS
GENERAL FUND
CAPITAL EXPENDITURE ACCOUNTS
ASSUMPTIONS AND CHANGES TO PROGRAMS**

Operating capital revenue replaces two former capital formulas known as equipment revenue and facilities revenue. Operating capital revenue must be reserved and used for equipment and facility needs. A school board may spend other general fund money for operating capital expenses, but general fund money generated by the operating capital revenue component must be reserved and spent only for eligible equipment and facilities needs. The capital expenditure accounts are also funded with health and safety levy proceeds and lease levy proceeds. Expenditures from these revenue sources are controlled by state law and the levy along with expenditures must be approved by the Minnesota Department of Education. Because operating capital expenditure accounts have their own funding sources the effect on the general operations of the district is minimal.

Operating capital revenue is computed by adding a fixed dollar amount for all districts to a variable amount per pupil unit based on the age of the District's school facilities. The age index is called the facilities age index.

Operating capital revenue provides \$100 per AMCPU times the District's facilities age index. Districts with older buildings receive more revenue because of the facilities age index. Districts with newer buildings receive less revenue because of the index.

Revenue

- The operating capital revenue formula is projected at \$215.66 per 13,803 pupil units. This will generate total revenue of approximately \$2,976,754 which will come from state aid and local property tax levies. The aid component totals \$848,893.
- The Intermediate District #287 building lease levy is \$686,574.
- The levy for various athletic leases such as ice rental total \$130,635.
- The net health and safety levy is \$1,106,316.
- The lease purchase levy for the Noble Multi-purpose addition is \$196,811.
- The warehouse lease levy is \$151,344.

Expenditures

- Operating capital expenditures are grouped into four categories: technology, equipment, facilities, teaching and learning curriculum.
- There are significant lease payments relating to prior years' acquisition of equipment and infrastructure.
- Health and safety includes budgets for hazardous substances, physical hazard control, environmental management, asbestos abatement and fire and life safety.
- The largest single capital project is the renovation of Northport Elementary School.
- Bus purchases to be made include 11 large buses and 5 small buses.

**INDEPENDENT SCHOOL DISTRICT #281
ROBBINSDALE AREA SCHOOLS
GENERAL FUND
CAPITAL EXPENDITURE ACCOUNTS
REVENUE BY SOURCE AND PROGRAM**

	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budget 2010-11	Proposed Budget 2011-12
SOURCE:					
Property Taxes	\$3,624,762	\$ 5,727,282	\$ 4,655,927	\$ 3,829,865	\$ 3,293,225
State Aids	1,776,477	1,697,853	771,386	474,878	848,893
Other Local Revenue	466,337	3,179,760	856,603	-	-
TOTAL REVENUE BY SOURCE	<u>\$5,867,576</u>	<u>\$10,604,895</u>	<u>\$ 6,283,916</u>	<u>\$ 4,304,743</u>	<u>\$ 4,142,118</u>
	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budget 2010-11	Proposed Budget 2011-2012
PROGRAM:					
Health and Safety	\$ 478,570	\$ 1,736,772	\$ 562,445	\$ 435,839	\$ 1,106,316
Operating Capital	5,389,006	5,778,567	5,340,401	4,304,743	4,142,118
TOTAL REVENUE BY PROGRAM	<u>\$5,867,576</u>	<u>\$ 7,515,339</u>	<u>\$ 5,902,846</u>	<u>\$ 4,740,582</u>	<u>\$ 5,248,434</u>
OTHER FINANCING SOURCES:					
Sale of Fixed Assets	\$ -	\$ 3,089,556	\$ 381,070	\$ 1,175,000	\$ -
Capital Lease Proceeds	-	-	-	-	-
Hennepin County Grant	-	-	-	674,250	-
TOTAL OTHER FINANCING SOURCES	<u>\$ -</u>	<u>\$ 3,089,556</u>	<u>\$ 381,070</u>	<u>\$ 1,849,250</u>	<u>\$ -</u>
 TOTAL REVENUE AND OTHER SOURCES	 <u>\$5,867,576</u>	 <u>\$10,604,895</u>	 <u>\$ 6,283,916</u>	 <u>\$ 6,589,832</u>	 <u>\$ 5,248,434</u>

**INDEPENDENT SCHOOL DISTRICT #281
ROBBINSDALE AREA SCHOOLS
GENERAL FUND
CAPITAL EXPENDITURE ACCOUNTS
REVENUE CALCULATIONS**

	<u>Property Taxes</u>	<u>Aid</u>	<u>Other</u>	<u>Total</u>
OPERATING CAPITAL:				
Operating Capital Formula	\$ 2,127,861	\$ 848,893	\$ -	\$ 2,976,754
Building Lease Levy (Int. 287)	686,574	-	-	686,574
Lease Levy (various athletic leases)	130,635	-	-	130,635
Warehouse Lease Levy	151,344	-	-	151,344
Noble Lease Purchase	196,811	-	-	196,811
Lease Levy Adjustment	-	-	-	-
Hennepin County Grants	-	-	-	-
Property Sale	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL OPERATING CAPITAL	\$ 3,293,225	\$ 848,893	\$ -	\$ 4,142,118
HEALTH AND SAFETY:				
Health and Safety Levy	\$ 1,511,545	\$ -	\$ -	\$ 1,511,545
Levy Adjustments for Health and Safety	(405,229)	-	-	(405,229)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL HEALTH AND SAFETY	\$ 1,106,316	\$ -	\$ -	\$ 1,106,316
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUE	\$ 4,399,541	\$ 848,893	\$ -	\$ 5,248,434

The above does not include other financing sources.

**INDEPENDENT SCHOOL DISTRICT #281
ROBBINSDALE AREA SCHOOLS
GENERAL FUND
CAPITAL EXPENDITURE ACCOUNTS
EXPENDITURES BY PROGRAM AND OBJECT**

	Actual 2007-2008	Actual 2008-2009	Actual 2009-2010	Revised Budget 2010-2011	Proposed Budget 2011-2012
CAPITAL EXPENDITURES:					
Salaries and Wages	\$ 57,789	\$ 59,153	\$ 54,054	\$ 60,489	\$ 59,216
Employee Benefits	20,711	21,382	21,503	20,301	22,145
Purchased Services	1,253,175	2,193,414	214,964	1,379,520	1,202,052
Supplies	532,672	317,621	304,148	136,023	120,600
Capital	4,050,335	3,785,497	5,042,796	5,428,930	4,958,600
Fixed Costs	-	1,546	-	-	-
Other Expenditures	3,594	-	4,575	-	-
TOTAL CAPITAL EXPENDITURES	\$ 5,918,276	\$ 6,378,613	\$ 5,642,040	\$ 7,025,263	\$ 6,362,613
OTHER FINANCING USES (SOURCES):					
Capital Lease (Contra-Expenditure)	\$ (1,369,645)	\$ (1,103,671)	\$ -	\$ -	\$ -
Transfers to Other Funds	-	(797,973)	-	-	-
TOTAL OTHER USES (SOURCES)	\$ (1,369,645)	\$ (1,901,644)	\$ -	\$ -	\$ -
TOTAL EXPENDITURES AND OTHER USES (SOURCES)	\$ 4,548,631	\$ 4,476,969	\$ 5,642,040	\$ 7,025,263	\$ 6,362,613

**INDEPENDENT SCHOOL DISTRICT #281
ROBBINSDALE AREA SCHOOLS
GENERAL FUND
CAPITAL EXPENDITURE ACCOUNTS
EXPENDITURE PLAN**

Operating Capital

Technology

District Phone System Upgrade	\$ 533,000	
District Network Systems & Hardware	15,000	
Media Centers (collection, reference, equipment)	71,000	
Data Switch Upgrades	260,000	
School Technologies	300,000	
Total Technology		\$ 1,179,000

Equipment

Allocation to Buildings	\$ 251,700	
GPS in Buses	60,000	
Buses - Lease Purchase Principal and Interest Payment	246,404	
Bus Purchases and New Lease	599,670	
Buildings and Grounds Floor Care Equipment	87,900	
Security System Equipment	200,000	
Grounds Equipment-Tractor and Snowblowers	153,000	
Special Education	10,000	
Arts	20,000	
Business Office Copier/Fax	8,000	
West Metro Education Program Capital Share	35,000	
Event Tables	12,300	
Total Equipment		1,683,974

Facilities

Buildings and Grounds School Requests	\$ 200,000	
Special Assessment by Cities	80,000	
RMS South Field (with Grant)	125,000	
Armstrong Field, Lights and Storage (with Grant)	155,000	
Meadow Lake and Neill Flammable Storage	60,000	
Northport Deferred Maintenance	943,315	
Noble Site Sign	<u>8,000</u>	
Total Facilities		1,571,315

 Total Operating Capital \$ 4,434,289

Lease Levy Program

Ice Rental	\$ 99,535
Misc Facility Rental - Golf - Skiing - Diving	31,100
Warehouse Space	151,344
Noble Lease Purchase Principal and Interest Payment	196,811
District #287 Lease	<u>686,574</u>

 Total Lease Levy Program \$ 1,165,364

Health and Safety Program

Physical Hazard Control (Finance Code 347)	\$ 120,600
Hazardous Substance (Finance Code 349)	40,000
Environmental, Health, and Safety Management (Finance Code 352)	181,340
Asbestos Abatement (Finance Code 358)	234,500
Fire and Life Safety (Finance Code 363)	98,520
Violence Prevention (Finance Code 365)	-
Indoor Air Quality (Finance Code 366)	<u>88,000</u>

 Total Health and Safety Program \$ 762,960

Total Capital Expenditure Fund \$ 6,362,613

YEAR 3 - FISC		YEAR 2013-14		98134		FY 2011-12 LEASE PRICE YR 3		FY 2012-13 LEASE PRICE YR 2		YEAR TOTALS	
BUS #	YEAR	DESC	TRADE IN VALUE	NEW BUS LEASE PRICE	NEW BUS PURCHASE PRICE	FY 2011-12 LEASE PRICE YR 3	FY 2012-13 LEASE PRICE YR 2				
12	97	71 PASS	3300	30347		303470	242776				
3	97	71 PASS	3300	30347							
44	97	71 PASS	3300	30347							
			9900	91041	0	303470	242776			-627387	
YEAR 4 - FISCAL YEAR 2014-15											
101078											
BUS #	YEAR	DESC	TRADE IN VALUE	NEW BUS LEASE PRICE	NEW BUS PURCHASE PRICE	FY 2012-13 LEASE PRICE YR 3	FY 2013-14 LEASE PRICE YR 2			YEAR TOTALS	
8	98	71 PASS	3300		101078	242776	91041				
14	98	71 PASS	3300		101078						
43	98	71 PASS	3300	30347							
			9900	30347	202156	0	242776	91041			-556420
YEAR 5 - FISCAL YEAR 2015-16											
104111											
BUS #	YEAR	DESC	TRADE IN VALUE	NEW BUS LEASE PRICE	NEW BUS PURCHASE PRICE	FY 2013-14 LEASE PRICE YR 3	FY 2014-15 LEASE PRICE YR 2			YEAR TOTALS	
45	98	71 PASS	3300	30347		60694	30347				
46	98	71 PASS	3300	30347							
17	98	71 PASS	3300	30347							
20	99	71 PASS	3300	30347							
21	99	71 PASS	3300	30347							
23	99	71 PASS	3300	30347							
80	2000	71 PASS	3300	30347							
100	2000	FULL SIZE W/LIFT	3300	30347							
101	2000	MID SIZE W/LIFT	3300		104111						
102	2000	MID SIZE W/LIFT	3300		104111						
103	2000	MID SIZE W/LIFT	3300		104111						
			36300	242776	312333	0	0	60694	30347	-609850	

2011-2012 Technology Capital Plan

Technology Capital Category	Amount	Description of Expenditures
School Technologies	300,000	<ul style="list-style-type: none"> • The district has allocated funds for schools to implement technology in our schools. A key strategy in the district technology plan is to support school technology planning activities within the guiding framework of the district plan. The school technology plans ensure that the technology that is allocated to the schools align with their school improvement plans. • The school plan also must adhere to following district parameters found in the district technology plan. A high priority must be to replace aging and failing equipment. Based on preliminary information, it is expected that about 80% - 85% of this budget will be to replace equipment (i.e. computers, printers and data projectors older than 5 years, AV equipment older than 8 years).
Library/Media Centers (collection, reference, equipment)	71,000	<ul style="list-style-type: none"> • Reference databases for the schools. • Replacement budget for media center equipment such as scanners, specialized AV equipment, etc. • NROC Hippocampus (online learning curricular modules)
Phone System Upgrade	533,000	<ul style="list-style-type: none"> • Current phone system (8 years old) has reached the manufacturer's end-of-life and will not be supported within two years. • Replace with VoIP (voice over IP) system. This technology is more efficient. The convergence of phone and data networks and systems gives the system more functionality utilizing our robust data network bandwidth. Unified messaging, integration of voice, text and e-mail, is streamlined with VoIP. Requests for moves, adds and changes will be easier for limited support staff to manage. • Includes 3% contingency to accommodate unknown implementation issues
Data Switch Upgrade	260,000	<ul style="list-style-type: none"> • Our current Cisco data switches were installed in 2004 after our fiber network was constructed. The equipment is reaching normal life expectancy. Implementation of the new VoIP phone system requires POE ("power over Ethernet") protocol for the IP phone sets. Our current equipment does not support this protocol. I project that the upgrade of this equipment will position the district with robust data switch technology for the next 7-9 years. • Includes 3% contingency to accommodate unknown implementation issues
Network Equipment	15,000	<ul style="list-style-type: none"> • Additional blade servers to accommodate growth of data
Total Technology Capital Budget	1,179,000	<ul style="list-style-type: none"> • Same as 2010-11 budget amount



TO: Members of the School Board
Dr. Aldo Sicoli, Superintendent

FROM: Lonnie Smith, Executive Director of Business Services

DATE: March 14, 2011

RE: Update on Operations Budget Committee

DISCUSSION:

Attached is a financial report with potential costs for contracting the district portion of our transportation services. This is the last report of the Operations Committee to bring information to the School Board similar to other budget committees. The information is for possible School Board consideration in future budget years.

QUESTIONS:

For questions please contact Lonnie Smith at 763-504-8037 or Lonnie_Smith@rdale.org

STRATEGIC PLAN:

5B-Evaluate existing systems to ensure maximum efficiency, effectiveness and cost-benefit.



The Center for Efficient School Operations

“Partnering with School Districts to help keep educational dollars in the classroom.”

2697 East County Road E #110
White Bear Lake, Minnesota 55110
Phone: (651) 605-5107
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Email: info@ceso.us

To: Kristin Johnson, Robbinsdale Public Schools
From: Chuck Corliss
Date: March 7, 2011
Re: Likely cost for Contracted Transportation Services

The Center for Efficient School Operations has been asked to review the current Robbinsdale Schools Transportation system, and to try to estimate what the approximate cost would be of contracting for all transportation services within the district. The following is a report of expected costs of contracting all transportation services provided by the district.

This report is separated into four areas:

1. The first section of this report deals with the likely cost of Transportation Services from a contract service provider.
2. The second section discusses the recommended staffing levels for the department if the district were to outsource transportation services.
3. The third section of this report details the recommended implementation timelines for the conversion to contracted services.
4. Report Summary.

1. Estimated Cost of Contracted Services:

The estimated cost of contracted services needs to be examined from both an expenditure and revenue perspective. On the expenditure side, the report will examine the expected costs of transportation service to and from school, and for Field/Activity trips as well. On the revenue side, the report will examine the potential revenue gained from leasing the District’s current facility, and the revenue from selling and/or leasing the District’s current school bus fleet.

Transportation Service:

Currently the district has 74 Regular Education routes and 17 Special Education routes operating for 170 regular school days. The current average number of miles for the regular routes is 62 miles per day and the current average number of miles for the special education routes is 79 miles per day. Both types of routes average under 4-hours of live time daily. To pursue contracted service for these routes, the District would develop a RFP that asks for rates based on up to 4-hours of live time per route per day. The RFP would also seek rates for 25 mid day routes at an average of 2.0 hours of live time per route.

Based on these parameters and contracts that have been bid lately in the metro area, the District should expect to pay \$243.00 per route per day for contracted transportation services to and from school. This would equate to approximately \$41,300 per route per year. For mid-day route service, the District should expect to see a cost of \$55.00 per day or approximately \$9,300 per year. These cost projections assume that the contracting entity would lease the District's transportation facility at annual rates outlined later in this report. Based on these estimated costs, the District should expect the following to be the total cost for transportation services to and from school:

SERVICE	NUMBER ROUTES	ESTIMATED ANNUAL COST	TOTAL
REG ROUTES	74	\$41,300	\$3,056,200
SPED ROUTES	17	\$41,300	\$702,100
MID DAY ROUTES	25	\$9,300	\$232,500
TOTAL			

Total expenditure for service for to and from transportation = \$3,990,800 per year.

It is very difficult to estimate the field trip costs due to changing variables including:

- Mix of district-operated filed trips vs. contractor-operated field trips.
- Driver pay rates at regular time vs. overtime.

In this context, the District should expect that most contractors will attempt to realize a 10% to 20% profit on field/activity trips. For the purposes of this study, the District's actual costs for district and contractor operated trips during the last year will be used plus an additional 20% for district operated trips to adjust for anticipated additional contractor profit margin. The District should expect the following costs for contracted service of all field/activity trips:

FIELD TRIP COSTS		SY2010	ADDED 20% MARGIN	PROJECTED SY 2010
DISTRICT OPERATED TRIPS	=	\$260,712	\$52,142	\$312,854
CONTRACT OPERATED TRIPS	=	\$287,740		\$287,740
TOTAL ALL OPERATED TRIPS	=	\$548,452		\$600,594

Total added cost for 100% contracted athletic/field trips = \$52,142 per year.

Revenue from leasing the Transportation Facility:

If the District were to contract for services, the District should project that an ongoing amount of \$225,000 annually could be provided to the school district as a lease payment for contractor use of the District’s transportation facility. This would include contractor payment of all overhead costs. Alternatively, if the District would choose to lease the facility for \$1, the District could expect a lower daily route cost of \$232.00 per day which would equate to an adjusted annual to and from school transportation expenditure of \$3,820,000. Contractor would pay estimated facility overhead costs of approximately \$50,000 annually in either scenario.

Facility lease would provide ongoing revenue source of \$225,000 annually.

Buses:

The potential revenue from school buses can be looked at in three areas: The lease of the buses, the sale of the buses, and the cost avoidance of not purchasing future buses.

Lease of vehicles:

If contracted services are being considered, the district would pursue a lease of its’ current fleet of buses to the contractor for two years. If for some reason the district were to want to change back to a district owned fleet, this decision could be made during the second year of the contract. If the district decided to continue with contracted services, it could sell the fleet after the first two years of the contract.

If the value of the District’s current fleet is estimated to be \$2,400,000, the District should expect to receive \$400,000 per year for two years if it decided to lease the fleet to the contracting entity.

Sale of vehicles:

After the second year, the District should expect to sell the fleet for approximately \$2,000,000.

Cost avoidance of not purchasing future buses:

If the district were to no longer own school buses, it could anticipate an average Capital Outlay savings of \$500,000 per year from no longer needing to purchase new vehicles.

Summary:

This would provide a revenue source of \$400,000 for each of the first 2 years.

This would also provide a one-time capital payment to the district of approximately \$2,000,000 after the second year of the contact (when the buses are sold).

There would also be an ongoing Capital Outlay savings of \$500,000 per year.

2. Staffing levels for a contracted district:

If the district were to contract for transportation services, it should consider maintaining the following positions in the Transportation Department:

- Director
- Regular Education Router
- Special Education Router
- Safety Coordinator
- Department Secretary

With this staffing structure, the District could realize a reduction of 3.0 FTE positions within the department.

This would provide an ongoing expenditure reduction of approximately \$150,000 annually.

3. Timelines:

The District could consider the following implementation timeline if it were to convert to a contracted services transportation department. This timeline could be followed in any school year for implementation of contracted service for fall of the subsequent year:

- September/October - District develops and publishes RFP for conversion to contracted transportation service.
- November – District receives and evaluates transportation proposals from qualified contract service providers.
- December thru February – District negotiates with contractor(s) and executes agreement to convert to contracted service for the next school year.
- March thru June– Service contractor(s) commence with preparations to assume operations including hiring, staffing, training, vehicle maintenance, etc.
- July – Service contractor begins operations in the District transportation facility.

4. Report Summary:

It appears that there would be a potential savings if the Robbinsdale School District were to convert to operating 100% of its' transportation service by contracted services. The following is a summary of the information listed above.

Current District Transportation Costs:

In order to provide a valid comparison, current "Non-contracted" service costs that would be eliminated by converting to contracted services needs to be established.

The current "Non-Contracted" expenditures within the transportation department equal approximately \$4,825,000 annually. Based on the information listed above, the District should expect the following to be the cost difference if the district were to change to contracted services:

Potential Savings: Operations - Contacted Service – Scenario A

	ESTIMATED ANNUAL COST	ESTIMATED ANNUAL SAVINGS
Existing non-contracted service: To/From school	= \$4,825,000	
Estimated contracted service: To and From school (Assumes facility lease cost of \$225,000)	= \$3,990,800	
		\$834,200
Estimated additional cost for field trip service (20% up charge on current district operated trips)	= \$52,000	(\$52,000)
Office Staff Savings	=	\$150,000
Building Lease Revenue	=	\$225,000
<hr/>		
Total savings for conversion to contracted service	=	\$1,157,200

TOTAL ANNUAL SAVINGS = \$1,157,200*

Potential Savings: Operations - Contacted Service – Scenario B

	ESTIMATED ANNUAL COST	ESTIMATED ANNUAL SAVINGS
Existing non-contracted service: To/From school =	\$4,825,000	
Estimated contracted service: To and From school (Assumes facility lease cost of \$1) =	\$3,820,000	
		\$1,005,000
Estimated additional cost for field trip service (20% up charge on current district operated trips) =	\$52,000	(\$52,000)
Office Staff Savings =		\$150,000
Building Lease Revenue =		\$0
<hr/>		
Total savings for conversion to contracted service =		\$1,103,000
<u>TOTAL ANNUAL SAVINGS</u> =	<u>\$1,103,000*</u>	

Potential Savings: Capital

Bus Lease Revenue (2 years) =	\$400,000
Sale of buses =	\$2,000,000
Bus purchase savings =	(\$500,000)*

(* Ongoing Capital Outlay Savings)

As a reminder, this cost would only cover the costs currently being covered by the School District fleet. The current contracted costs would remain unchanged.

Total Savings Over 5 Years-Scenario A:

	OPERATIONS	CAPITAL	TOTAL
Year 1	\$1,157,200	\$900,000	\$2,057,200
		(Operations + Bus Lease + Capital Outlay)	
Year 2	\$1,157,200	\$900,000	\$2,057,200
		(Operations + Bus Lease + Capital Outlay)	
Year 3	\$1,157,200	\$2,500,000	\$3,676,200
		(Operations + Bus sale + Capital Outlay)	
Year 4	\$1,157,200	\$500,000	\$1,657,200
		(Operations and Capital Outlay)	
Year 5	\$1,157,200	\$500,000	\$1,657,200
		(Operations and Capital Outlay)	
Estimated total 5 year savings:			=\$11,105,000

Total Savings Over 5 Years-Scenario B:

	OPERATIONS	CAPITAL	TOTAL
Year 1	\$1,103,000	\$900,000	\$2,003,000
		(Operations + Bus Lease + Capital Outlay)	
Year 2	\$1,103,000	\$900,000	\$2,003,000
		(Operations + Bus Lease + Capital Outlay)	
Year 3	\$1,103,000	\$2,500,000	\$3,603,000
		(Operations + Bus sale + Capital Outlay)	
Year 4	\$1,103,000	\$500,000	\$1,603,000
		(Operations and Capital Outlay)	
Year 5	\$1,103,000	\$500,000	\$1,603,000
		(Operations and Capital Outlay)	
Estimated total 5 year savings :			=\$10,815,000

ROBBINSDALE AREA SCHOOLS
Policy Alignment Process
February 2011

This proposal seeks to align the district policy manual with the Minnesota School Boards (MSBA) Model Policies. The model policies created by MSBA are widely used by Minnesota school boards. MSBA attorneys regularly review state and federal legislation, update the model policies accordingly, and alert member districts of any changes. An alignment to MSBA policies is proposed at this time because:

- Many district policies have not been reviewed or updated in a decade or longer, resulting in documents that may not reflect current legislation.
- When it becomes necessary to refer to the policy manual, district administrators often find it prudent to also review applicable statute and/or MSBA sample policies in order to be certain that the district's policy is valid.
- The existing district policy manual is bulky and hard to manage and contains procedural language that might otherwise be located in an administrative handbook.
- A single, easily accessible, web-based repository of policies and procedures does not exist for district and community stakeholders and requests from the community members to examine a particular policy is problematic.

Aligning the district policy manual with the MSBA model policies would strengthen the validity of the district policy manual by ensuring that it contains the most updated language. It would also prepare the district to confidently post its policies on the web site to ensure broad accessibility.

MSBA Study

MSBA organizes their policies into 3 categories, mandatory, legal and recommended, and 9 series including:

- 100 for School District policies
- 200 for School Board policies
- 300 for Administration
- 400 for Employees/Personnel
- 500 for Students
- 600 for Educational Programs
- 700 for Non-Instructional Operations and Business Services
- 800 for Buildings and Sites
- 900 for School District: Community Relations

Several years ago the district asked MSBA to cross-reference each of their model policies with district policies. The crosswalk collapsed roughly 242 district policies into about 130 MSBA model policies. The reduced number occurred because, in many cases, several district policies could be combined into 1 MSBA sample policy. Additionally, some district policies fell outside of MSBA's mandatory, legal or recommended categories and could therefore either be repealed or shifted to an administrative manual.

MSBA also recommends that districts adopt a review cycle to ensure that all mandatory policies are reviewed on an annual basis and that all legal and recommended policies are reviewed at least every 5 years.

Proposed Policy Review Process

Administration suggests that the School Board review all mandatory policies within the next 12 months and begin to place the updated policies in a single, web-based repository that is easily accessible to all stakeholders. See the accompanying flowchart for more details

Repeal of Old District Policies

In a January 2011 e-mail correspondence the MSBA policy attorney suggested that once all of the mandatory policies have been updated, the school board repeal any redundant district policies in one motion.

Annual Review of Mandatory Policies

The annual review of Mandatory policies can be accomplished by series batch. When any particular series is to be reviewed, the assigned Cabinet member may scan all policies within the series and suggest any changes. Most policies would require no change and may thus be placed on the Consent Agenda and approved in one action. Policies within the series that require new language would follow the prescribed process for board approval.

5-Year Review Cycle for Legal and Recommended Policies

It is suggested that Legal and Recommended policies be reviewed every 5 years. These policies can also be reviewed by series batch and approved in one action if no change is necessary. Policies that require new language would follow the prescribed process for board approval.

Continuous Update Based on Legislative Changes

As mentioned above, MSBA regularly notifies the district of any suggested changes in policy language, or when a new policy must be created. It is proposed that the Cabinet member assigned to that particular policy would be responsible for reviewing the suggested change and for following the applicable process toward board approval.

PROPOSED POLICY REVIEW PROCESS

February 2011

1. Cabinet members are informed of policies that fall within their area of responsibility, the timeline for presenting recommended changes to Cabinet, and the timeline for the first and second reading.

2. Cabinet member obtains a working policy folder from Arlene Peszynski. The folder contains a copy of the MSBA model policy and any associated district policies. Members also receive an e-copy of the MSBA sample policy.

3. Respective Cabinet members examine the alignment between the MSBA model policy and the existing district policy and make changes or additions to the sample MSBA policy:

- Language from the MSBA model policy that is proposed to be deleted is shown using the ~~striketrough~~.
- Language that is proposed to be added to the MSBA model policy is underlined.

Cabinet member also indicates the status of the *existing* district policy:

- Portions of the district policy(s) that are embedded within the MSBA sample policy should be underlined; whole paragraphs can be bracketed.
- Portions of the district policy(s) that should NOT be embedded within the MSBA sample policy because they are obsolete should be noted by ~~striketrough~~.
- Portions of the district policy that should NOT be embedded within the MSBA sample policy and will be considered in a different MSBA sample policy should be circled.

4. Cabinet member prepares materials for the school board for the first reading including:

- A copy of the MSBA model policy with underline and ~~striketrough~~ to note any recommended changes.
- A copy of the district policy or policies that will be replaced by the model policy indicating which portion of the district policy is embedded in the model policy, deleted as obsolete, or found in yet another model policy.

A memo is prepared for the school board including:

- The name and number of the MSBA sample policy under review.
- The name (s) and number (s) of the district policy, or portions of the district policy that it would replace.

5. Cabinet member presents the first reading of the MSBA model policy (with revisions as indicated) to the school board. During the 2 weeks between the first and second reading the Cabinet member collects input and brings any suggested revisions to Cabinet for deliberation and prepares materials for the school board.

6. Once the policy is adopted by the School Board:

- All contents of the working folder are returned to Arlene where it is stored for 2 years.
- An electronic copy of the new policy is sent to Arlene where it is temporarily placed on the ESC Shared Drive (see "School Board Policy"). Once a location for school board policies is created on the web site Arlene will post all adopted school board policies, along with any accompanying forms.
- Arlene will prepare an Administrative Procedural Manual for any district policies that fall outside the mandatory, legal or recommended categories (unless they are rendered obsolete) as well as for other procedures recommended for inclusion in an Administrative Manual (the manual could be electronic).

SCHOOL BOARD POLICY REVIEW - Sorted by Policy Type

3/14/2011									
No.	Description	Type	Person Responsible	Cabinet Review	First Reading	Second Reading	Comments	Progress	Replaces
#102	Equal Educational Opportunity	Mandatory Policy	Lori	3/21/2011	4/4/2011	4/20/2011		To LS 11-22	S-21,S21A,S21C,S-40
#214	Out-of-State Travel by School Board Members	Mandatory Policy	School Board				Added from MSBA On-line List		Added
#401	Equal Employment Opportunity	Mandatory Policy	Stephanie	12/20/2010	1/3/2011	1/19/2011		To SC 11-22 DONE	P-11, P-12
#402	Disability Nondiscrimination	Mandatory Policy	Stephanie	1/24/2011	2/7/2011	2/23/2011		To SC 1/4 DONE	P-12,S-21,S-21A,S-21C
#406	Public/Private Personnel Data	Mandatory Policy	Stephanie	1/24/2011	2/7/2011	2/23/2011		To SC 1/4 DONE	Added
#410	Family/Medical Leave (FMLA)	Mandatory Policy	Stephanie	3/21/2011	4/4/2011	4/20/2011		To SC 3/2	Added
#412	Expense Reimbursement	Mandatory Policy	Lonnie	2/28/2011	3/7/2011	3/21/2011	Past Recommended Policy	To LS 2/3	B-27
#413	Harassment and Violence	Mandatory Policy	Lori	12/20/2010	1/3/2011	1/19/2011		To LS 11-22 DONE	P-12,P-16,P-16A,S-23,S-23A,Handbook
#417	Chemical Use/Abuse	Mandatory Policy	Lori	4/18/2011	5/2/2011	5/16/2011			P-8,S-16
#418	Drug Free Workplace/School	Mandatory Policy	Stephanie / Lori	4/18/2011	5/2/2011	5/16/2011			C-9,P-9,S-17
#419	Tobacco-Free Environment	Mandatory Policy	Stephanie	3/21/2011	4/4/2011	4/20/2011	Added from MSBA On-line List	To SC 3/2	C-12,P-10,S-33
#501	Weapons	Mandatory Policy	Lori	5/23/2011	6/6/2011	6/20/2011			Handbook
#502	Student Searches	Mandatory Policy	Lori	6/27/2011	7/11/2011	7/11/2011			Handbook
#506	Student Discipline (Conduct)	Mandatory Policy	Lori	July	August	August			C-12A,P-10A,S-13,S-20
#514	Bullying Prohibition	Mandatory Policy	Lori	July	August	August	Past Recommended Policy		Added
#515	Protection & Privacy of Pupil Records (FERPA)	Mandatory Policy	Dennis	July	August	August			B-29,S-27,S-28,S-28A,S-28B
#516	Student Medication	Mandatory Policy	Gayle / Ann	July	August	August	Added from MSBA On-line List	To AG 2-14	S-10,S-10A
#521	Student Disability Nondiscrimination	Mandatory Policy	Lori / Ellen	August	September	September		To SC 1/5	P-12,S-15C,S-21,S-21A,S-21C
#522	Student Sex Nondiscrimination	Mandatory Policy	Lori	August	September	September			P-12,S-21,S-21A,S-21C
#524	Internet Acceptable Use	Mandatory Policy	Dennis	September	October	October			P-24,P-24A
#526	Hazing Prohibition	Mandatory Policy	Lori	September	October	October			Handbook
#531	Pledge of Allegiance	Mandatory Policy	Lori	October	November	November			B-30,S-43
#532	Use of Peace Officers & Crisis Teams to Remove IEP Students	Mandatory Policy	Lori / Ellen	October	November	November			S-14,S-14A
#533	Wellness	Mandatory Policy	Gayle / Ann	3/21/2011	4/4/2011	4/20/2011	Added from MSBA On-line List	To AG 2-14	Added
#601	School District Curriculum and Instruction Goals	Mandatory Policy	Gayle		November	November	Past Recommended Policy		Added
#603	Curriculum Development	Mandatory Policy	Gayle		November	November	Past Recommended Policy		Added
#612.1	Development of Parental Involvement Policies for Title I Programs	Mandatory Policy	Gayle		December	December	Past Legal Requirements Policy		No Number
#616	School District System Accountability	Mandatory Policy	Gayle		December	December	Past Legal Requirements Policy		C-5,C-5A
#709	Student Transportation Safety	Mandatory Policy	Lonnie	2/28/2011	3/7/2011	3/21/2011		To LS 2/3	P-18,P-18A,S-39,S-39A,S-42
#806	Crisis Management	Mandatory Policy	Lori		December	December			C13 ,I-12,P-23,S-26
#202	School Board Officers	Legal Requirements Policy	Aldo						SB-7,SB-9,SB-10,SB-11,SB-12,SB-13,SB-14,SB-15,SB-17
#204	School Board Meeting Minutes	Legal Requirements Policy	Aldo						Added
#205	Open Meetings/Closed Meetings	Legal Requirements Policy	Aldo						SB-18
#210	Conflict of Interest - School Board Members	Legal Requirements Policy	Aldo						B-14,P-11,SB-26,SB-26A
#210.1	Conflict of Interest - Charter School Board Members	Legal Requirements Policy	School Board				Added from MSBA On-line List		Added

No.	Description	Type	Person Responsible	Cabinet Review	First Reading	Second Reading	Comments	Progress	Replaces
#404	Employment Background Checks	Legal Requirements Policy	Stephanie						Added
#405	Veteran's Preference; Hiring	Legal Requirements Policy	Stephanie						Added
#407	Employee Right to Know - Exposure to Hazardous Substances	Legal Requirements Policy	Business Serv	3/7/2011	3/7/2011	3/21/2011	Past Mandatory Policy	To LS 2/7	Added
#414	Child Neglect/Physical/Sexual Abuse	Legal Requirements Policy	Lori / Business Serv						S-12,S-12A
#415	Maltreatment of Vulnerable Adults	Legal Requirements Policy	Stephanie						S-12,S-12A
#416	Drug/Alcohol Testing	Legal Requirements Policy	Stephanie						P-18,P-18A
#420	Aids/Other Infectious Disease	Legal Requirements Policy	Stephanie				Past Mandatory Policy		P-1,P-1A,S-11,S-11A
#424	License Status	Legal Requirements Policy	Stephanie						Added
#425	Staff Development	Legal Requirements Policy	Gayle						P-5
#503	Student Attendance	Legal Requirements Policy	Lori						S-1,S-1A,S-1B
#507	Corporal Punishment	Legal Requirements Policy	Lori						Added
#508	Extended School Year for Students with IEP's	Legal Requirements Policy	Lori / Ellen						Added
#509	Enrollment of Non-resident Students	Legal Requirements Policy	Lori / Dennis						S-2,S-3,S-4,S-4A
#520	Student Surveys	Legal Requirements Policy	Gayle						No Number
#528	Student Parental/Family/Marital Non-discrimination	Legal Requirements Policy	Stephanie						P-12,S-21,S-21A,S-21C
#529	Notification to Staff Re: Violent Students	Legal Requirements Policy	Stephanie						No Number
#530	Immunization Requirements	Legal Requirements Policy	Lori						S-9,S-9A
#608	Special Education Services	Legal Requirements Policy	Lori / Ellen						S-15C,S-40
#611	Home Schooling	Legal Requirements Policy	Lori						I-17,I-17A
#613	Grad Requirements	Legal Requirements Policy	Gayle						I-5-2
#614	Testing Plan & Procedure	Legal Requirements Policy	Gayle						Added
#617	Preparatory and High School Standards	Legal Requirements Policy	Gayle						Added
#618	Assessment of Standard Achievement	Legal Requirements Policy	Gayle						Added
#619	Staff Development for Standards	Legal Requirements Policy	Gayle						P-5
#620	Credit for Learning	Legal Requirements Policy	Gayle						I-14,I-14A
#624	On-line Learning Options	Legal Requirements Policy	Dennis / Gayle						Added
#701	Establishment/Adoption of School District Budget	Legal Requirements Policy	Business Serv						B-2,B-2A,B-3,B-4
#701.1	Modification of School District Budget	Legal Requirements Policy	Business Serv						B-2,B-2A,B-3,B-4
#702	Accounting	Legal Requirements Policy	Business Serv						Added
#703	Annual Audit	Legal Requirements Policy	Business Serv						SB-16
#705	Investments	Legal Requirements Policy	Business Serv						B-11,B-12
#706	Acceptance of Gifts	Legal Requirements Policy	Business Serv						B-8
#707	Transportation of Public School Students	Legal Requirements Policy	Business Serv						S-30
#708	Transportation of Non-Public Students	Legal Requirements Policy	Business Serv						S-30
#713	Student Activity Accounting	Legal Requirements Policy	Business Serv				Added from MSBA On-line List		Added
#801	Equal Access to Facilities	Legal Requirements Policy	Business Serv						Added
#802	Disposition of Obsolete Equipment and Materials	Legal Requirements Policy	Business Serv						B-7,B-35,B-35A
#805	Waste Reduction/Recycling	Legal Requirements Policy	Business Serv						Added
#101	Legal Status (see New BP/Bylaws)	Recommended Policy	Aldo						SD-2
#101.1	Name of the School District (see New BP/Bylaws)	Recommended Policy	Aldo						SD-1
#103	Complaints (see New LSA)	Recommended Policy	Aldo						C-2,C-2A,P-15,P-15A
#104	Mission Statement (see New LSA)	Recommended Policy	Aldo						I-1
#201	Legal Status (see New BP/Bylaws)	Recommended Policy	School Board						SB-1,SB-2,SB-5

No.	Description	Type	Person Responsible	Cabinet Review	First Reading	Second Reading	Comments	Progress	Replaces
#203	Operation of the School Board - Governing Rules (see New BP)	Recommended Policy	School Board						SB-18A
#203.1	School Board Procedures - Rules of Order (see New BP)	Recommended Policy	School Board						SB-8,SB-20
#203.2	Order of the Regular School Board Meeting (see New BP)	Recommended Policy	School Board						SB-19
#203.5	School Board Meeting Agenda (see New BP)	Recommended Policy	School Board						Added
#203.6	Consent Agendas (see New BP)	Recommended Policy	School Board						Added
#206	Public Participation/Complaints about Persons/Data Privacy Considerations at School Board Meetings (see New BP)	Recommended Policy	School Board						SB-22,SB-22A
#207	Public Hearings (see New BP)	Recommended Policy	School Board						Added
#208	Development/Adoption/Implementation of Policies (see NEW BP/LSA)	Recommended Policy	School Board						SB-25
#209	Code of Ethics (see New BP)	Recommended Policy	School Board						SB-3
#211	Criminal or Civil Action Against School District/School Board Member/Employee or Student (see New BP)	Recommended Policy	School Board						Added
#212	Board Member Development (see New BP)	Recommended Policy	School Board						Added
#213	School Board Committees (see New BP)	Recommended Policy	School Board						Added
#301	School District Administration (See New BSR)	Recommended Policy	School Board						Added
#302	Superintendent (See New BSR)	Recommended Policy	School Board						Added
#303	Superintendent Selection (see New BSR)	Recommended Policy	School Board						Added
#304	Superintendent Contract, Duties & Evaluation (See New BSR and Monitoring BG & LSA)	Recommended Policy	School Board						P-7,SB-27
#305	Policy Implementation (See New LSA)	Recommended Policy	School Board						Added
#306	Administrator Code of Ethics (See New LSA)	Recommended Policy	School Board						Added
#403	Discipline/Suspension/Dismissal of Employees	Recommended Policy	Stephanie						C-12A,P-10A
#408	Subpoena of an Employee	Recommended Policy	Stephanie						Added
#409	Employee Publications, Instructional Materials, Inventions & Creations	Recommended Policy	Dennis						B-13
#421	Gifts to Employees	Recommended Policy	Business Serv						Added
#422	Policies Incorporated by Reference	Recommended Policy	Business Serv						Added
#423	Employee/Student Relationships	Recommended Policy	Stephanie						Added
#504	Dress/Appearance	Recommended Policy	Lori / Stephanie						Added
#505	Distribution of Non-school Sponsored Materials on School Grounds by Employees and Students	Recommended Policy	Tia						Added
#510	School Activities	Recommended Policy	Lori						S-36,S-36A
#511	Student Fundraising	Recommended Policy	Lori						Added
#512	School Sponsored Student Publications	Recommended Policy	Lori						Added
#513	Student Promotion, Retention and Program Design	Recommended Policy	Gayle						I-3,I-3A ,I-19,I-19A,I-19B
#517	Student Recruiting	Recommended Policy	Lori / Gayle						Added
#518	DNR/DNI Orders	Recommended Policy	Lori						Added
#519	Interviews of Students by Outside Agencies	Recommended Policy	Tia						S-19,S-19A
#523	Policies Incorporated by Reference	Recommended Policy	Aldo						Added
#525	Violence Prevention	Recommended Policy	Lori						Added

No.	Description	Type	Person Responsible	Cabinet Review	First Reading	Second Reading	Comments	Progress	Replaces
#527	Student Use/Parking of Motor Vehicles; Inspections/Searches	Recommended Policy	Lori						B-32,B-32A
#602	School Calendar/Day	Recommended Policy	Stephanie						Added
#604	Instructional Curriculum	Recommended Policy	Gayle						Added
#605	Alternative Programs	Recommended Policy	Lori						I-15,I-15A,S-41,S-41A
#606	Textbooks/Instructional Materials	Recommended Policy	Gayle						C-3,C-3A,C-3C,C-3E,I-7,I-7A,I-7C,I-7E
#607	Organization of Grade Levels	Recommended Policy	Lori						Added
#609	Religion	Recommended Policy	Gayle						I-18,I-18A,S-32,S-32A
#610	Field Trips	Recommended Policy	Lori						No Number
#615	Testing/Modifications/Exemptions of IEP and LEP Students	Recommended Policy	Gayle / Ellen						Added
#623	Summer School	Recommended Policy	Lori						Added
#704	Fixed Assets Inventory/Accounting System	Recommended Policy	Business Serv						Added
#710	Extra-Curricular Transportation	Recommended Policy	Business Serv						Added
#711	Videotaping on School Buses	Recommended Policy	Business Serv						Added
#712	Video Surveillance Other Than on Buses	Recommended Policy	Lori						Added
#720	Vending Machines	Recommended Policy	Business Serv						Added
#901	Community Education	Recommended Policy	Al						C-10,C-10A
#902	Use of School Facilities and Equipment	Recommended Policy	Al						B-34,B-35,B-35A,C-7,P-22
#903	Visitors	Recommended Policy	Tia / Al						C-8,P-19,P-23,S-38
#904	Distribution of Materials on District Property by Nonschool Person	Recommended Policy	Tia / Al						I-9
#905	Advertising	Recommended Policy	Aldo						Added
#906	Community Notification of Sex Offenders	Recommended Policy	Stephanie						Added
#907	Rewards	Recommended Policy	Tia / Stephanie				Added from MSBA On-line List		Added