



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

*Ready for tomorrow*

# SCHOOL BOARD MEETING

## Regular Meeting

**October 28, 2014  
6:00 PM**

**Board Members:**

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

**Superintendent:**

Patty Phillips

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

***District Mission Statement:***

*A community collaborative dedicated to educating and empowering all learners to excel in our changing world.*

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

**Regular Meeting  
October 28, 2014  
6:00 PM**

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

**A G E N D A**

- I. Call to Order and Pledge of Allegiance**
- II. Approval of the Agenda**
- III. Public Comment**  
*An opportunity for public to comment on items pertaining to the agenda. Speakers shall complete a registration card and will have between two and four minutes, depending on the number of speakers, to speak on an agenda topic. The Public Comment section of the meeting shall last no longer than thirty minutes.*
- IV. Consent Agenda** 15  
*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 September 23, 2014 Work Study Session 16
  - B. Minutes of September 23, 2014 Business Meeting 17
  - C. Minutes of October 14, 2014 Work Study Session 23
  - D. Routine Personnel 25
  - E. Disbursements 29
  - F. MSHSL Foundation Grant Application 32***Approval of this resolution would indicate that the School Board***

*supports the District's application to the Minnesota State High School League Foundation for a FORM A Grant to offset student activity fees charged to students who qualify to receive free or reduced meal benefits.*

## V. Reports

A. Student Board Representatives

B. Superintendent

1. Link Crew

*North and Tartan's Link Crew advisors, Dave Lyon and Steve Hoemann, will be at the board meeting to accompany the Link Crew video which Jen McNeil prepared to highlight the strengths of this phenomenal transition program which welcomes incoming freshmen to high school. Link Crew leaders are positive role models who mentor and guide freshmen with the ultimate goal of having all students make positive connections and achieve success in their high school years.*

C. Teaching & Learning

1. Success System - *Brashear*

*The Success System is administration's score card assessing progress on attainment of the strategic directions. It is administration's tool, typically shared at the August study session with the previous year's assessment results. With the flipped achievement session in September this year, we informed you that the yearly update would be given at the October business meeting. Paul has included his Powerpoint and four pages of remarks and background information. As we discussed at our last school board retreat, it is time for the Strategic Roadmap and subsequently, the Success System to be revisited, revised, revamped and as we also discussed, we believe that should be done with (not to) the new superintendent. Paul's remarks will serve as a solid background and framework as he walks through his PowerPoint. Each Arena is listed and described in a separate subheading.*

33

a. Success System: Arena 1 (Student Achievement)

*Arena 1: Student Achievement (Slides 2 and 3)*

*This arena is largely intact and remains focused on schools and the district meeting, exceeding or making significant progress toward their annual targets, which are set on target lines toward our district-wide 2020 targets. We discussed these target lines and how targets were set in your August study session.*

*Key points:*

- The overall Student Achievement score fell from 3.0 to 2.0.*
- The prime driver of this drop was District Improvement Results, where of six targets only the Science Gap target was met. This performance dropped the District Improvement Results rating from Progressing to Intervention.*
- School Improvement Results, on the other hand, showed a fairly substantial improvement, almost enough to push it from Progressing to Meets.*
- There are some mismatches between what we see for some schools and their results on other accountability measures such as the Multiple Measures Rating (MMR) from MDE. Most notably, Carver met none of its targets, but was again designated as a Rewards School. You'll recall that the MMR incorporates performance relative to the state and, in some cases, relative to other Minnesota schools in its calculations. Our school improvement target system does not.*

b. Success System: Arena 2 (Attitudes and Actions to Ensure Success)

## ***Arena 2: Attitudes and Actions to Ensure Success (Slide 4)***

***This arena's rating dropped from Meets to Progressing. The arena currently includes two measures:***

***Parent Satisfaction uses data from the annual Parent Satisfaction Survey to gauge parent agreement to a cluster of questions around communication, safe and welcome environment, meeting student needs.***

***The Staff Satisfaction rating is based on the respondents' level of level agreement with statements regarding support, resources, evaluation, feedback and other items related to workplace satisfaction. In prior years, items from the Principal Evaluation Survey were used for licensed staff. A separate staff satisfaction survey was used for all others. In 2014, we unbundled the staff satisfaction items from the Principal Evaluation Survey and invited licensed staff to give this feedback with the rest of staff via the Staff Satisfaction Survey.***

***We had planned two additional measures –student and parent classroom satisfaction surveys – to supplement this arena, but the student survey requirement embedded in our teacher evaluation pre-empted this and is administered in a manner that may not allow district-wide collection and analysis. This new survey will be used for the first time this year.***

### ***Key Points:***

- The Parent Satisfaction saw a slight climb from 88.4% in 2013 to 88.7% in 2014.***

*· The Staff Satisfaction rating declined from 80.6% in 2013 to 72.4% in 2014. Given the change in how we are surveying, we will need another year to have a sense of whether this a change to actual satisfaction levels or a new baseline.*

c. Success System: Arena 3 (Improving Systems)

*Arena 3: Improving Systems. (Slide 5)*

*This arena has not reported for a few years due to shifts in measures. Our prior system of feedback between schools and departments on how well they were meeting each other's needs was discontinued a few years back. In 2014, the Cabinet Goals returned to the list.*

*The Cabinet sets goals for improvement of systems that support student achievement. The superintendent makes a determination about whether those goals were met.*

*Key Points:*

*· In 2014, 15 of the 18, or 83.3% of goals set by Cabinet were met. The resulted in a rating of Meets.*

*· With only one underlying measure, Improving Systems was also rated as Meets.*

d. Success System: Arena 4 (Leveraging Technology to Improve Student Achievement)

*Arena 4: Leveraging Technology to Improve Student Achievement (Slide 6)*

*This arena currently has two measures: Student Access Index and*

***Parent Access and Communication.***

***Implementation of Standard Technologies has been dropped from the list, in part due to the wider array of non-standard technologies coming into the district since more freedom and choice was introduced last year.***

***The planned use of student and parent classroom surveys has also been dropped for the same reasons as in Attitudes and Actions.***

***Key Points:***

***· We were not able to collect the Student Access Index in a comparable manner to 2013 due to changes in our wireless control and monitoring systems. We are also concerned that this measure does not directly reflect the use of devices for educational purposes and would prefer to have the measure hone in on this usage. This measure clearly requires reformulation or reconsideration.***

***· Parent satisfaction with communication across all methods – technology enhanced or not – remains high and increased slightly this year.***

**e. Success System: Arena 5 (Professional Learning)**

***Arena 5: Professional Learning***

***This arena consists of three measures:***

***Professional Learning Community (PLC) Quality uses PLC logs to assess the level to which PLCs are meeting district standards for PLC work. Monitoring is performed three-times a year by Advisory Staff Development Council school representatives, principals and teaching and learning staff. The measure reports the percent of***

*PLCs meeting all standards. Beyond reporting, this has been a useful data for principals and school staff development leaders in coaching their PLCs.*

*Focused Professional Learning assesses the degree to which required professional time is focused on district professional learning priorities such as Balanced Literacy, Assessment for Learning and Culturally Responsive Classroom Management.*

*Implementation of District Priorities uses observations by teaching and learning staff to gauge the overall levels of proficiency with district implementation priorities. To keep this measure sustainable will, however, require expanding the number and roles of those recording observations.*

**Key Points:**

- PLC quality, as demonstrated by log monitoring, has increased significantly from 72.1% in 2013 to 86% in 2014. This can be attributed to clarity around the expectation of PLCs, coaching by staff development representatives and principals, and monitoring and direction by principals.*

- Use of staff resources for key district priorities remains high.*

- Proficiency with the practices associated with district implementation priorities continues to increase.*

- Overall, the Professional Learning arena increased from Progressing to Meeting.*

- f. Success System: Arena 6 (Secure and Manage Resources)  
*Arena 6: Secure and Manage Resources (Slide 7)*



*One measure was dropped from this arena for 2014. That measure assessed the degree to which we were accessing available funds from external sources. It was dropped for two reasons:*

- 1. The sources varied greatly year to year.*
- 2. It was not always desirable to maximize revenues from all sources. Grants come with obligations that may not be favorable to our district. Maximizing targeted services funds (the prior focus of this item) could result in extending some students' school days far beyond what would be beneficial.*

*Current measures include:*

*Resident Student Enrollment. This measure includes the percent of known school age resident students who are enrolled in District 622 programs as of October 1 of each school year. The denominator includes students enrolled in all public, private and homeschool options. In prior years, non-public and home school were unintentionally not included. They were added this year and the measure was rescaled accordingly.*

*Open Enrollment Net Gain uses MDE's Open Enrollment Reports based on October 1 enrollments to calculate the degree to which we have a net gain or loss in open enrollments.*

*Note that both of the preceding measures will differ from data that was presented to you earlier this year. The sources, units and query parameters presentations are different. The data you saw earlier may have*

*used ADMs instead of individual students, cumulative year data instead of October 1 enrollments and did not include nonpublic or home school enrollment as a part of the picture.*

*Fund Balance. How well are we meeting your Fund Balance policy? This policy changed and we rescaled the measure accordingly. The rescaling did not affect prior year measures, which were all exemplary.*

*Key Points:*

*· Resident enrollments as a percent of total school-age resident is up slightly in the past two years. The current measure of 76% in 2014 rates this measure as Meets.*

*· Open enrollment net gain has dropped for the second straight year and at -6.8% is at the Intervention level. It is important to note that this 6.8% represent approximately 160 total students.*

*· Fund Balance was at 10.8% in 2013. The 2014 number will be available after the annual district audit is completed.*

D. Technology

1. Technology Update - *Biddick/Paulsen*

41

*Technology Director Bob Biddick had the following comments on his report: "In November of 2013, a technology assessment for District 622 was conducted by an outside entity called the BLE Group. The assessment took place over three days involving interviews and observations with a sampling of most district stakeholders. The BLE Group provided a presentation of their findings to the District on the final day of their visit. This report was broken down into three separate areas: infrastructure, instruction, and management. Under each of the three areas, BLE provided bullet point descriptions of the current state of technology and curriculum and some targets to be*

*considered by 2017. The presentation at the October 28th school board meeting will be an update of progress on the 2017 targets of the three assessed areas."*

*Bob Biddick and Mark Paulsen will be walking us through the PowerPoint presentation included as an attachment which outlines the initiatives recommended in the BLE Technology Assessment Report which have already been accomplished. What has been accomplished thus far is impressive.*

#### E. School Board

1. Augé District 916 Report - Augé

*Director Augé will share an Intermediate District 916 update. 916 has crafted an MSBA legislative resolution to be allowed to expand the uses of lease levy revenue to include enhancing school safety and security, remodeling existing space, building additions for instructional purposes and long term facilities maintenance and that resolution is included for your viewing with Patty's Perspective and the Friday mailing.*

2. Subcommittee Report - Coborn

*Chair Coborn will share a summary of the superintendent search subcommittee meetings that occurred on October 7, 15, and 21.*

#### VI. Discussion

##### A. Teaching & Learning - Miller

1. Policy EM-020.15 (Student Discipline & Notice of Suspension)

48

*While studying policies which require annual review for the June 24 board meeting, it became apparent that Policy EM-020.15 (Student Discipline & Notice of Suspension) would require an update on the use of personal electronic devices.*

*The policy was recently revised by the board on May 27 to reflect legislative changes involving compulsory education age. As you know, work to make the change effective began earlier in March*

*when we received the model policy from MSBA.*

*In this proposal, we are striking our District 622 language in Section 5)b) Personal Electronic Devices and updating it with permitted use. This revision has been examined by our legal counsel and now we are proposing it to you. Below the deleted (see strike-outs) language, is the new language permitting student use (in red type). Model policies from other states were reviewed prior to selecting our policy's proposed new language, and credit is given in the cross references (again, in red type) to school districts in Nevada and Pennsylvania as we used language similar to that in their Personal Communication Device policies. This is a first reading of this policy, with a second reading and proposed adoption set for November. We did not wait for a study session to discuss this as Tartan is planning a personal device initiative after the winter break, and we want to make certain our policy is aligned accordingly.*

## VII. Action Items

### A. Business Office

1. Acknowledgment of Contributions - Neve

64

*\*I recommend that we accept with appreciation the contributions presented by Director Neve for a 2014-2015 total of \$89,050.66.*

### B. School Board

1. Revise Special Meeting Date

*When our Elections Clerk returned from a meeting with Ramsey County, she informed us that the County requested we move our November 7, 2014 special meeting to canvass the election to a later date as they foresee a large voter turnout which may prevent them from having final election data ready. November 12, 2014 at 7:00 a.m. was suggested and 6 out of 7 board members indicated they would be able to attend at this proposed date and time.*

*\*I recommend that a special meeting to canvass the school board election be changed from 7 a.m. on Friday, November 7 to 7:00 a.m. on Wednesday, November 12.*

2. Set Work Study Session

*At our last study session Business Director Randy Anderson requested another work study session to share information on the 2014-2015 budget and to look ahead to 2015-2016 financial projections. He estimates a 2 hour session and is looking to meet with you in early December.*

*\*I recommend that we set a work study session on December 9, 2014 at 4:30 p.m. in Room 202 of the District Education Center with the following agenda items: 2014-2015 Budget Update; 2015-2016 Financial Projections.*

3. NSBA Conference

65

*School Board members are encouraged to participate in professional development activities. Policy GM-023 (Out-of-State Travel by Board Members) requires School Board pre-approval for travel to out-of-state training/meetings for which board members intend to seek reimbursement. Three board members (Theresa, Nancy and Michelle) indicated an interest in attending the NSBA Conference in Nashville in March of 2015. If board members have changed their minds and would like to attend or not attend, the resolution can be amended. We want to process this as early as possible because housing opened up October 15 and as we know from past experience, the block of available rooms dwindles quickly.*

*\*I recommend that the resolution seeking approval for Theresa, Nancy and Michelle to attend the NSBA conference in March, 2015, be adopted.*

4. Contract for Services

66

*Here are Director Gray's comments on the Contract for Services for School Exec Connect, Inc.: "The subcommittee requested proposals from superintendent search firms that have had a presence in Minnesota. Nine proposals were received and evaluated, and two were asked to come in for an interview. The subcommittee chose School Exec Connect because it believed, based on the proposal and interview, that it would be the best firm to meet the needs of the community, the school district, and the school board. If approved, the letter of agreement will be signed and the subcommittee will meet with the consultants for an initial planning session which will set the stage for the search process. The next phase of the superintendent search will be to develop the New Superintendent Profile, which is constructed from data gathered from the school board, focus groups, and an online survey. The consultants told the subcommittee that the focus groups are typically: certified staff, non-certified staff, high school students, parent leaders, community leaders, building administration, and district administration, but that they are open to any structure desired by the Board."*

*\*I recommend that the resolution for a contract with the superintendent search firm of School Exec Connect for a fee of \$19,500 be approved.*

#### **VIII. Future Board Meeting Dates**

- A. November 7, 2014 Special Meeting 7:00 a.m. (Board Room) - This date is proposed to be revised
- B. November 25, 2014 Business Meeting 6:00 p.m. (Board Room)

#### **IX. Board Communications**

*An opportunity for Board Members to share relevant information from partnerships, assigned meetings or community events.*

#### **X. Adjourn**

#### IV. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

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

MOTION:

SECOND:

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

**WORK STUDY SESSION  
SCHOOL BOARD  
September 23, 2014**

Chair Coborn called the meeting to order at 4:32 p.m. with the following present: Chair Coborn, Vice Chair Augé, Clerk Hunt, Treasurer Livingston, Directors Wheeler and Yener, and Superintendent Phillips. Absent: Director Neve.

Others present were: Randy Anderson, Paul Brashear, Sharon Burrell, Kim Cavallaro, Cory McIntyre, Jennifer McNeil, and Troy Miller. In the audience: Rory Sanders.

Assessment Coordinator Paul Brashear led a discussion on student achievement. The conversation included dialogue on proficiency gaps, college readiness and graduation rates, ACT, college credit experiences, and achievement expectations and goals. Brashear added that he would be presenting a formal achievement report later in the evening at the board business meeting.

The meeting adjourned at 5:53 p.m.

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Clerk

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



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

**REGULAR MEETING  
SCHOOL BOARD  
September 23, 2014**

Chair Coborn called the meeting to order at 6:03 p.m. with the following present: Chair Coborn, Vice Chair Augé, Clerk Hunt, Treasurer Livingston, Directors Wheeler, Yener, Superintendent Phillips, Student Representatives Donna Fischer and Charlotte Zangs. Absent: Director Neve.

Others present were: Keith Gray, Director of Human Resources; Troy Miller, Assistant Superintendent; Randy Anderson, Director of Business Services; Cory McIntyre, Director of Student Services; Paul Brashear, Assessment Coordinator; Sharon Burrell, Curriculum and Staff Development Coordinator; and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance.

Augé moved and Hunt seconded the following motion, which carried:

THAT the agenda be approved as presented.

Coborn presented Achievement Awards to Tartan Robotics team members Aaron Broyles, Alex Broyles, Matthew Cartony and Charles Green for their blue ribbon State Fair robot presentation.

During the Public Comment section of the meeting, Rory Sanders addressed the Board regarding the August 26, 2014 business meeting minutes. Sanders thanked the board on behalf of all staff for hosting the welcome back barbeque and stated that it was a great way to come together and begin the school year.

Livingston moved and Augé seconded the following resolution, which carried:

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

Phillips introduced the new North High Student Board Representative, Charlotte Zangs and also welcomed current Tartan High School Student Board Representative Donna Fischer back to the board table. Phillips added that a growing number of school districts are using student board representatives and thanked our two student representatives for their presence.

Phillips continued her report by clarifying some confusion that exists with the City of North St. Paul and Bauer-Emerson Preparatory Academy. She explained that the Academy is leasing the property from the City of North St. Paul and that they are not associated with School District 622. She wished them success with their program.

Phillips said that she has been asked why Bauer-Emerson was not renting ice from District 622. She explained that the District was unable to provide ice time at the discounted rate of \$31.75/hour that the Academy had requested; and noted that to do so would be unfair to our customers who pay our board-approved ice time rate of \$125/hour which is comparable to our neighboring districts' rate.

Tartan High School Student Board Representative Donna Fischer reported on the following items: The year is off to a good start, in fact it is incredible and some say it was the best start ever! During the second week of school, Homecoming activities took place with spirit days and activities planned for each day, ending with the football game against Simley. Fischer added that a new environmental club started last week.

North High School Student Board Representative Charlotte Zangs reported on the following items: North had a great start to the school year. This week is Homecoming and just like Tartan, many spirit events and activities are planned and Friday the Polars will meet up against Henry Sibley for the football game.

Brashear presented an achievement update that included results from Minnesota's spring accountability tests and data regarding college and career readiness. Brashear noted that future achievement data on MCAs, MMR and graduation data would be shared at upcoming board meetings.

Miller and McIntyre presented on enrollment. Miller noted that District enrollment at our core program is up 69 students from the same time last year and touched on specific enrollment changes by level. He indicated that elementary schools are up 47 students from last year; middle schools are up 35 students; and high schools are down 13 students. As of September 5, 2014, the total enrollment for all programs was 10, 730.

McIntyre reported that District enrollment at special sites and programs is down 20 students from the same time last year. He also shared summer enrollment activity and mentioned that 1,035 students had enrolled during that time frame.

Augé reported on District 916 and shared information on their district's three step facility plan. She also stated that District 916's Career and Tech Center enrollment is up, an area where students from District 622 lead the way in winning numerous awards.

Coborn shared a summary of the September 9, 2014 board retreat, a session dedicated to reviewing the process of the selection of a new superintendent. She mentioned how the board examined the superintendent search timeline; discussed the options of using a search firm; and established a subcommittee consisting of Augé, Coborn and Neve. Coborn added

that the subcommittee will have their first meeting on October 7 from 4:15 - 5:15 p.m. in Conference Room #202.

Anderson presented the proposed levy, recommending that the Board certify at the maximum to give the most flexibility in levy planning. Additional discussion will take place at the October 14, 2014 study session and final levy certification will be proposed at the December 16, 2014 board business meeting in conjunction with public discussion of the tax levy. Anderson added that the overall change in the levy from last year is a 4.73% increase mostly due to the State determined reduction in debt service excess and the increase in Alternative Facilities pay-as-you-go levy which supports our ten year plan. This will be a proposed Action Item later in the evening's agenda.

Wheeler moved and Livingston seconded the following resolution, which carried:

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>
Eugene Carroll (on behalf of the NHS class of 1960)	\$400.00	ISD#622 NHS Backpack Program
Gopher Electronics	\$500.00	ISD#622 NHS Robotics Team
North Volleyball Parent Group	\$199.00	NHS Athletics for Volleyball Net Tape
Roxi Garrity	2 back packs with school supplies (valued at \$120.00)	ISD 622 students in need
Nancy Livingston	\$25.00	ISD 622 Welcome Back BBQ
North Volleyball Parent Group	\$1,577.87	North High Volleyball Jerseys
North Volleyball Parent Group	\$4,056.89	North High Volleyball Coach
Christ Episcopal Church	School supplies (valued at \$300.00)	ISD 622 student in need
Cowern PTG	\$22,280.00	Speaker system for every classroom - Cowern Elementary School
Cheryl Olofson	Bulletin board borders (valued at \$50.00)	Castle Elementary
Jack Anderson	School supplies (valued at \$75.00)	Castle Elementary
Marie Sanborn	School supplies (valued at \$50.00)	Castle Elementary
Richard Bennett	Texas Instrument 83+ (valued at \$100.00)	John Glenn deserving student
Anonymous	\$800.00	Eagle Point Classroom use

Mike Scheid	Refrigerator (valued at \$200.00)	Oakdale Elementary
Sun Ray Bowl	100+ bowling coupons	Tartan HS "Titan Way to Go" program and "Student of the Month"
Heartland Food LLC (Burger King)	100 gift cards for free Dr. Pepper and 90 Student of the month award	Tartan HS "Titan Way to Go" program and "Student of the Month"
McDonald's	150 free sandwich coupons	Tartan HS "Titan Way to Go" program and "Student of the Month"
Taco John's	40 coupons for tacos and churro desserts (valued at \$80.00)	Tartan HS "Titan Way to Go" program and "Student of the Month"
Sky Zone	50 Sky Zone coupons (valued at \$500.00)	Tartan HS "Titan Way to Go" program and "Student of the Month"
Dairy Queen	25 coupons for free mini blizzards (valued at \$75.00)	Tartan HS "Titan Way to Go" program and "Student of the Month"
Keys Café Bakery	Six \$5.00 gift coupons	Tartan HS "Titan Way to Go" program and "Student of the Month"

Coborn read the revised resolution on the polling place and precinct change. Anderson provided further comments. Yener moved and Livingston seconded the following resolution, which carried:

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within its boundaries which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

POLLING PLACE

Golfview Building  
2449 Orchard Lane  
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 622 located in the City of White Bear Lake, Ward 4, Precinct 1; Ramsey County, Minnesota

2. Pursuant to Minnesota Statutes, Section 204C.05, if the school district election is held in conjunction with the state primary or general election, the hours for voting shall be from 7:00 a.m. until 8:00 p.m., unless the election is conducted by certain small non-metropolitan towns.

As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the Ramsey County Elections Office and the Washington County Elections Office is hereby authorized on behalf of the school district to give written notice of the new polling place locations to all registered voters in the school district affected by the precinct boundary and polling place changes,

AND THAT

The polling place for the City of North St. Paul, Precinct 1 changed from the North St. Paul Community Center to the River of God Church located at 2490 7<sup>th</sup> Avenue East.

The Proposed 2014 Payable 2015 Tax Levy was considered. Livingston moved and Augé seconded the following resolution, which carried with Hunt voting NO:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the proposed 2014 Payable 2015 property tax levy be adopted for the MAXIMUM amount and that the School Board clerk is authorized to sign the form necessary to certify the proposed levy to the county auditors and to the Department of Education.

Burrell presented the 2013-2014 site and district staff development reports, 2014-2015 site and district improvement plans, 2014-2015 advisory staff development committee members, and the 2014-2015 site professional development teams. Wheeler moved and Augé seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District 622 that the:

- 2013-2014 Site and District Staff Development Reports & 2014-2015 Site and District Staff Improvement Plans be adopted and approved
- 2014-2015 Advisory Staff Development Committee members be approved and appointed
- 2014-2015 Site Professional Development Teams be approved and appointed

Burrell presented 2014-2015 Q Comp goals. Hunt moved and Livingston seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District 622 that the 2014-2015 Q Comp Goals for each site be approved.

Burrell presented the 2013-2014 World's Best Workforce Report and 2014-2015 District 622 Advisory Committee Members. Yener moved and Livingston seconded the following resolution, which carried:

BE IT RESOLVED by the School Board of Independent School District 622 that the:

- 2013-2014 District 622's World's Best Workforce Report September 2014 be approved

- 2014-2015 District 622 Advisory Committee Members be approved

Coborn asked the Board to set the agenda for the October 14, 2014 work study session. Hunt moved and Augé seconded the following motion, which carried:

THAT the October 14, 2014 work study session begins at 4:30 p.m. in Room 202 of the District Education Center and includes the following agenda items: Ten Year Facility Plan; Levy Certification; Adjusted Daily Membership Enrollment Trends; and 2013-2014 Budget Update.

During Board Communications, the following items were shared:

- ✓ Livingston said that she saw a sign in her neighborhood for the renovation of a home which will be built by students of the 916 Career and Tech program. Livingston added that this home will be a gift to the neighborhood as the students have a great track record for building quality homes. She congratulated Scott Duddeck and the Career and Tech Center for continuing the worthy program.
- ✓ Augé said that she was at the State Fair and spoke with a St. Paul Commander who commented on the positive behavior of District 622 students. Augé thanked staff members for modeling such good behavior and ended her report by saying that she has been hearing incredible things about the start of the school year.
- ✓ Hunt mentioned that he agreed with Augé about the positive things he has been hearing about our students. He talked about the eagerness of students to learn and said that his own children are excited to read every evening and their appetite for reading has really increased. Hunt commented on Livingston's earlier report on the home renovation in her neighborhood and said that he can see two of the 916 homes from his house and what great additions they are to the community.

Wheeler moved and Augé seconded the following motion, which carried:

THAT the meeting be adjourned.

The meeting adjourned at 7:44 p.m.

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Clerk

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

**WORK STUDY SESSION  
SCHOOL BOARD  
October 14, 2014**

Chair Coborn called the meeting to order at 4:30 p.m. with the following present: Chair Coborn, Clerk Hunt, Treasurer Livingston, Directors Neve, Wheeler, Yener, and Superintendent Phillips. Absent: Vice Chair Augé.

Others present were: Randy Anderson, Bob Biddick, Mike Boland, Kim Cavallaro, Keith Gray, Terri Johnson, Cory McIntyre, Jennifer McNeil, and Troy Miller. In the audience: Peter Mau, Jo McCabe and Rory Sanders.

Business Director Randy Anderson discussed the District's enrollment according to average daily membership (ADM). He examined how the 2013-2014 budgeted ADMs compare with how we actually ended the fiscal year. Anderson reviewed trends and projections in resident students who are attending District 622 schools; resident students who attend in other districts; open enrolled students; and enrollment in charter schools.

Anderson provided a preliminary estimate on the District's 2013-2014 general fund budget. He discussed how the estimate compares with the budgeted amount and the impact on various fund balances. Anderson added that the District's annual audit is currently being conducted and will be presented at the December 16, 2014 board business meeting.

Anderson, along with Operations Supervisor Mike Boland, updated the Board on the progression of the current projects at Gladstone and Beaver Lake. They also reviewed the District's current 2-year Alternative Facilities Plan and discussed possible project changes and structure of the program. Discussion was held on funding, how it relates and fits into the District's immediate needs, and the 10-year plan.

The proposed payable 2015 levy certification was presented. Anderson noted that the Board certified the proposed levy at the maximum at their September 23 business meeting which provided an opportunity for the state to put final numbers together to allow the District time for discussion and make a recommendation on a final certified levy. Anderson shared the various levy components and discussion was held. He added that a final certified levy Pay 2015 would be proposed for adoption at the December 16 board business meeting, along with the opportunity for the public discussion of the tax levy.

The meeting adjourned at 6:50 p.m.

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Clerk

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



# Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Nii	Akofio-Sowah	Misc. Activities	North High School	9/19/14	\$ 17.25	hour
Brock	Beithon	Misc. Activities	North	9/5/14	\$ 17.25	hour
Susan	Berg	Test Proctor	North High School	10/18/14	\$ 21.75	hour
Andrew	Berreth	Basketball	Skyview MS	10/20/14	\$ 1,940.00	Assignment
Andrew	Berreth	Equipment Manager	Skyview MS	10/20/14	\$ 2,021.00	Assignment
Jackline	Bickford	CE Pool Guard	District-Wide	10/6/14	\$ 11.40	hour
Matthew	Blakely	Grant Support A	Tartan High School	9/25/14	\$ 15.00	hour
Eric	Bocan	Soccer	Tartan	8/11/14	\$ 708.34	Assignment
Amanda	Bomgren	Intervention Teacher	Oakdale	8/25/14	\$19,940.55	Year
Karen	Brazelton	Grant Support A	North High School	9/25/14	\$ 15.00	hour
Tiane	Bridgeman	Misc. Activities	North High School	9/29/14	\$ 17.25	hour
Josef	Brzycki	Wrestling	Maplewood	10/27/14	\$ 2,203.60	Assignment
Brittany	Buckley	CE Pool Guard	District-Wide	10/6/14	\$ 11.40	hour
Brenda	Bush	Music Teacher	Eagle Point	8/25/14	\$56,727.00	Year
Cyrus	Butler	Grant Support A	Tartan High School	9/25/2014	\$ 15.00	hour
Molly	Bye	Test Proctor	North High School	10/18/14	\$ 21.75	hour
Jan	Caballero	Before School Monitor	Oakdale	9/23/14	\$ 13.70	hour
Jan	Caballero	Adv. Conn. Child Care Para	Skyview Elem	9/15/14	\$ 11.91	hour
Jessica	Carlson	Soccer	North	8/25/14	\$ 5,022.81	Assignment
Taylor	Champoux	Grant Support A	North High School	9/25/14	\$ 15.00	hour
Dan	Chapman	Wrestling	Skyview MS	10/20/14	\$ 1,469.00	Assignment
Thomas	Cooper	Official	John Glenn	9/24/14	\$ 45.00	game
Katherine	Dahlstrom	Pre-School Instructor	Gladstone	8/26/14	\$ 28.65	hour
Eriq	Duong	Basketball	Skyview MS	10/20/14	\$ 2,203.60	Assignment
Tamera	Ekstrand	Water Safety Instructor - C	District-Wide	9/26/14	\$ 13.11	hour
Tamera	Ekstrand	CE Pool Guard	District-Wide	9/26/14	\$ 11.40	hour
Kari	Enright	Volleyball	John Glenn	9/24/14	\$ 17.25	hour
Jazmin	Erickson	FSIII - Short Hours	Maplewood Middle School	10/13/2014	\$ 13.11	hour
Joshua	Foster	Basketball	Maplewood	10/27/14	\$ 2,203.60	Assignment
Marie	Frank	Occupational Therapist	Beaver Lake	10/27/14	\$16,691.26	year
Gavin	Graham	School Liaison	John Glenn Middle School	9/19/14	\$ 15.40	hour
Deyn	Guse	Grant Support A	North High School	9/25/14	\$ 15.00	hour
Chaynna	Hage	OJT Student	Next Step	9/15/14	\$ 10.25	hour
Samantha	Hanson	Grant Support A	North High School	9/25/14	\$ 15.00	hour
Terri	Hastings-Wold	Misc. Activities	North High School	9/19/14	\$ 17.25	hour
Jeri	Holeman	FSIII - Short Hours	Tartan High School	10/13/14	\$ 13.11	hour
Karen	Howell	Intervention Teacher	Oakdale	8/25/14	\$13,887.68	Year
Sarah	Hunter	Grant Support A	North High School	9/25/14	\$ 15.00	hour
Mark	Hurley	Wrestling	Maplewood	10/27/14	\$ 2,203.60	Assignment
Joseph	Janquart	Misc. Activities	North	9/5/14	\$ 17.25	hour

Ebony	Kargbo	Grant Support A	Skyview Middle	9/25/14	\$ 15.00	hour
Paige	Kelsey	Water Safety Instructor A	District-Wide	10/1/14	\$ 12.18	hour
Thomas	Kloos	Enrichment Instructor	District-Wide	9/19/14	\$ 16.00	hour
Theresa	Knutsen	SE Bldg Para	North	10/20/14	\$ 14.18	hour
Mike	Knutsen	Misc. Activities	North High	9/19/14	\$ 17.25	hour
Terese	Kunick	Misc. Activities	North High	9/19/14	\$ 17.25	hour
Kira	Larson	Water Safety Instructor - C	District-Wide	10/8/14	\$ 13.11	hour
Evan	Leung	Grant Support A	John Glenn	9/25/14	\$ 15.00	hour
Celeste	Loibl	Adv. Conn. SN Child Care	Webster	9/2/14	\$ 18.35	hour
Janet	Lough	Misc. Activities	North	9/5/14	\$ 17.25	hour
Kayla	May	Grant Support A	John Glenn	9/25/14	\$ 15.00	hour
Trudy	McQuiston	Soccer	North	8/25/14	\$ 3,928.10	Assignment
Barbara	Miller	Test Proctor	Tartan High	10/13/14	\$ 21.75	hour
Luke	Money	Grant Support A	John Glenn	9/25/14	\$ 15.00	hour
Luke	Money	Enrichment Instructor	District-Wide	9/30/14	\$ 16.00	hour
Noah	Monge	Water Safety Aid	District-Wide	10/4/14	\$ 8.91	hour
Noah	Monge	CE Pool Guard	District-Wide	10/4/14	\$ 11.40	hour
Linda	Mulair	FSIII - Short Hours	North High	10/13/14	\$ 13.11	hour
Scott	Neumann	Football	Skyview MS	8/25/14	\$ 1,940.00	Assignment
Megan	Oelze	Swimming Dive Coach	Tartan	8/11/14	\$ 2,000.00	Assignment
Steven	Ostergaard	Grade 4 Teacher	Webster	8/25/14	\$44,396.00	Year
David	Perkins	Basketball	Skyview MS	10/20/14	\$ 2,467.20	Assignment
David	Perkins	Equipment Manager	Skyview MS	10/20/14	\$ 2,224.00	Assignment
Nate	Polak	Soccer	North	8/11/14	\$ 3,928.10	Assignment
Terralyn	Presswood	PT Bus Driver	Bus Garage	10/9/14	\$ 19.00	hour
Jay	Rattanaovong	Grant Support A	North High	9/25/14	\$ 15.00	hour
Curt	Russell	Basketball	Maplewood	10/27/14	\$ 2,203.60	Assignment
Darla	Samuelson	Grant Support A	Maplewood	9/25/14	\$ 15.00	hour
Tyler	Schmidt	Misc. Activities	North High	9/19/14	\$ 17.25	hour
Zachary	Schreiber	OJT Student	Next Step	9/11/14	\$ 10.25	hour
Alicia	Scull	Guidance Secretary - 11	Skyview MS	9/29/14	\$ 16.36	hour
Mary	Shoff	Lunch/Playground Monitor	Cowern	10/20/14	\$ 14.00	hour
Devon	Sinclair	Test Proctor	Tartan High	10/13/14	\$ 21.75	hour
Jacqueline	Stahl	Chaperone	Tartan High	9/5/14	\$ 16.65	hour
Debra	Stigen	Bus Monitor	Bus Garage	10/13/14	\$ 16.58	hour
Rae Lynn	Stillday	Grant Support E	District-Wide	10/6/14	\$ 20.00	hour
Claire	Stybicki	Science Teacher	North	9/10/14	\$57,196.00	Year
Jennifer	Sylvester	Speech Language Clinician	Beaver Lake	9/10/14	\$53,215.15	Year
Jessica	Taube	Language Arts Teacher	North	8/25/14	\$54,126.00	Year
Tim	Tekautz	Basketball	Maplewood	10/27/14	\$ 2,203.60	Assignment
Karl	Thompson	Wrestling	Skyview MS	10/20/14	\$ 1,469.00	Assignment
Darcy	Timmerman	FSIII - Short Hours	Tartan High	10/13/14	\$ 13.11	hour
Sando	Tolbert	Grant Support A	Skyview Middle	9/25/14	\$ 15.00	hour
Janelle	Walters	Lunch/Playground Monitor	Cowern	9/12/14	\$ 13.35	hour
Rashad	Watkins	Basketball	Maplewood	10/27/14	\$ 2,203.60	Assignment
Rachel	Weldon	Before School Monitor	Weaver	10/15/14	\$ 17.61	hour
Janice	Yamamoto	Test Proctor	North High	10/18/14	\$ 21.75	hour
Janet	Yannerrelly	Basketball	Skyview MS	10/20/14	\$ 2,203.60	Assignment
Mike	Zamacona	Misc. Activities	North High	9/22/14	\$ 17.25	hour
Michelle	Zarate Kneen	Grant Support A	John Glenn	9/25/14	\$ 15.00	hour
Darrell	Zieske	Wrestling	Skyview MS	10/23/14	\$ 1,469.00	Assignment

## Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Nora	Alhuribi	Child Care Para .20	Child Care Para .25	10/16/2014	\$15.49	hour
Kumari	Arimilli	Child Care Para .04	Child Care Para .15	10/16/2014	\$13.99	hour
Sarah	Baude	Hall Monitor .16	Hall Monitor .25	9/18/2014	\$14.33	hour
Kathleen	Brastad	Breakfast/Lunch Monitor .10	Breakfast/Lunch Monitor .11	9/24/2014	\$16.11	hour
Jan	Caballero	Adv. Conn. Child Care Para .08	Building EA .23	9/23/2014	\$13.47	hour
Jodi	Church	Child Care Para .16	Child Care Para .15	9/8/2014	\$11.91	hour
Christopher	DeCorsey	Activities Coordinator	Activities Coordinator	8/11/2014	\$20.75	hour
Robyn	Engen	EBD Para .27	EBD Para .27	9/2/2014	\$16.85	hour
Pamela	Fishbeck	Child Care Para .15	Child Care Para .09	9/8/2014	\$12.19	hour
Shelby	Fromholz	Adv. Conn. Child Care Para .13	Adv. Conn. SN Child Care Para .13	10/3/2014	\$14.51	hour
Rhonda	Grimes	SE Bldg Para .27	SE Bldg Para .08 and Lunch/Playground Monitor .08	10/13/2014	\$14.33	hour
LaVonne	Holle	Bldg EA .23	Bldg EA .27	9/15/2014	\$15.87	hour
Nicholas	Jackson	Adv. Conn. Child Care Para and Lunch/Playground Monitor	CID Para .27	9/29/2014	\$14.51	hour
Vivian	Keen	School Liaison	School Liaison	10/1/2014	\$15.40	hour
Mary	LaViolette	Bldg EA .23	Media EA .25	9/22/2014	\$17.37	hour
Anne	Peterson	Child Care Para .04	Child Care Para .03	9/8/2014	\$15.74	hour
Terry	Schmidtke	Lunch/Playground Monitor .06	Lunch/Playground Monitor .09	9/22/2014	\$14.67	hour
Abigail	Tellin	Adv. Conn. Child Care Para .21	Adv. Conn. Child Care Para .08	9/17/2014	\$11.91	hour

## Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Nicole	Bailey	SPED Resource Teacher	Cowern	Child Care - extended	10/20/2014-10/26/2014
Isis	Buchanan	Elementary Principal	Carver	Child Care	12/15/2014-05/01/2015
Linette	Manderfeld	ECSE Teacher	Gladstone	Child Care - extended	11/17/2014-11/24/2014
Kindra	Molin	Language Arts Teacher	North	Child Care	11/10/2014-1/30/2015

## Resignation

First Name	Last Name	Assignment	Building	Effective
Patti	Blekeberg	Adv. Conn. SN Child Care Para	Weaver	8/22/2014
Ian	Bronson	Science Teacher	North	6/30/2014
Dennis	Fendt	Resource Teacher	Maplewood	11/30/2014
Shelby	Fromholz	Lunch/Playground Monitor	Skyview Elem	10/3/2014
Mary	Hildreth	Adv. Conn. Child Care Para	Carver	9/5/2014
Sherri	Johnson	Adv. Conn. Child Care Para	Cowern	9/23/2014
Norman	Kahler	Social Studies Teacher	Skyview MS	6/5/2015
Corinne	Launderville	Before School Monitor	Skyview Elem	10/9/2014
Erin	Peterson	HR Specialist	District Wide	10/10/2014

## Termination

First Name	Last Name	Assignment	Building	Effective
Deborah	Baker	Test Proctor	John Glenn Middle	9/3/2014
Nastacia	Butwin	Water Safety Instructor A	District Wide	9/30/2014
Angelina	Campanella	FSIII - Short Hours	Tartan High School	9/24/2014
Therese	Chvala	Grant Support C	District Wide	9/19/2014
Therese	Chvala	Chaperone	District Wide	9/19/2014
Ahcene	Dahmani	MN Para	John Glenn	9/17/2014
Danielle	Dionne	Pool Guard Middle School	John Glenn Middle	9/5/2014
Lawanda	Gildon	PT Bus Driver	Bus Garage	7/25/2014
Janice	LaFloe	Grant Support E	District Wide	9/2/2014
Sandra	Olsen	Test Proctor	John Glenn Middle	9/3/2014
Rueben	Trotter	CREED Para	North	10/9/2014

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	MATURES	AMOUNT
MSDLAF OTHER FUNDS	MM	0.02%	(BALANCE AT 10-20-14)		\$125,276.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.04%	(BALANCE AT 10-20-14)		\$9,251,269.00
P M A SECURITIES OPEB BONDS	VARIOUS	0.04%	(BALANCE AT 10-20-14)		\$14,831,287.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.30%	(BALANCE AT 09-30-14)		\$1,584,265.00
					<u>\$25,792,097.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

09/01/2014 thru 09/30/2014

DATE	FROM	TO	AMOUNT	REASON
09/15/30	PREMIER BANK	NSPMOEA	\$35,138.00	UNION DUES
09/02/14	P M A	MSDLAF	\$650,000.00	A/P P-CARD
09/02/14	PREMIER BANK	DELTA DENTAL	\$133,690.00	MONTHLY PAYMENT
09/02/14	PREMIER BANK	HEALTH PARTNERS	\$221,763.00	HEALTH CLAIMS
09/02/14	PREMIER BANK	STATE OF MINN.	\$126,690.00	PAYROLL TAX
09/05/14	PREMIER BANK	ANNUITY COMPANIES	\$660,146.00	PAYROLL PAYABLES
09/08/14	PREMIER BANK	HEALTH PARTNERS	\$197,019.00	HEALTH CLAIMS
09/09/14	P M A	HEALTH PARTNERS	\$265,598.00	MEDICAL CLAIMS
09/09/14	PREMIER BANK	CORPORATE HEALTH	\$28,273.00	FLEX PROCESSING
09/11/14	P M A	US BANK	\$17,269,700.00	DEBT SERVICE
09/12/14	P M A	PREMIER BANK	\$3,865,000.00	A/P - P/R*
09/15/14	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
09/15/14	PREMIER BANK	HEALTH PARTNERS	\$143,400.00	HEALTH CLAIMS
09/15/14	PREMIER BANK	I R S	\$767,165.00	PAYROLL TAX
09/16/14	PREMIER BANK	STATE OF MINN.	\$126,471.00	PAYROLL TAX
09/19/14	P M A	PREMIER BANK	\$750,000.00	A/P - P/R*
09/22/14	PREMIER BANK	ANNUITY COMPANIES	\$671,618.00	PAYROLL PAYABLES
09/22/14	PREMIER BANK	CORPORATE HEALTH	\$24,133.00	FLEX PROCESSING
09/22/14	PREMIER BANK	HEALTH PARTNERS	\$282,222.00	HEALTH CLAIMS
09/23/14	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
09/26/14	PREMIER BANK	MSRS	\$39,720.00	TEACHER SICK PAY PAYOUT
09/29/14	P M A	PREMIER BANK	\$5,500,000.00	A/P - P/R*
09/29/14	PREMIER BANK	HEALTH PARTNERS	\$173,462.00	HEALTH CLAIMS
09/30/14	P M A	PREMIER BANK	\$750,000.00	A/P - P/R*
09/30/14	PREMIER BANK	CORPORATE HEALTH	\$84,039.00	FLEX PROCESSING
09/30/14	PREMIER BANK	I R S	\$1,019,952.00	PAYROLL TAX
09/30/14	PREMIER BANK	MERCHANT SERVICES	\$4,612.00	CREDIT CARD FEE
09/30/14	PREMIER BANK	MISCELLANEOUS	\$3,343.00	MISCELLANEOUS
09/30/14	PREMIER BANK	NSPMOEA	\$35,201.00	UNION DUES
		TOTAL	\$34,831,355.00	

\* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

IV. E. DISBURSEMENTS

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

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

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

General Fund	\$	2,670,243.00
Food Service		127,756.00
Community Service		426,897.00
Building		741,565.00
Debt Redemption		0.00
Trust		59,262.00
OPEB Benefits Trust		14,992.00
		<hr/>
A/P Checks Disbursed (09-01-14 thru 09-30-14)	\$	4,040,715.00
Payroll Disbursed - Net (09-01-14 thru 09-30-14)	\$	4,510,944.00
Wire Transfers (09-01-14 thru 09-30-14)	\$	34,831,355.00
Investments on 10-20-14	\$	25,792,097.00

V. F. GRANT REQUEST TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

The Minnesota State High School League Foundation has been formed to support participation in co-curricular activities by students in member districts. Priority consideration is given to schools and districts with high concentrations of students who receive free or reduced price lunch as the funds would be used partially or fully to defray fees charged.

Therefore, the Assistant Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of District #622, that a request be submitted to the Minnesota State High School League Foundation for a grant for the purpose of partially or fully replacing co-curricular participation fees charged to students who qualify to receive free or reduced priced lunches, in order to enhance access to and participation in co-curricular activities at North High School and Tartan High School, and further;

THAT the School Board of District #622 supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

MOTION:

SECOND:



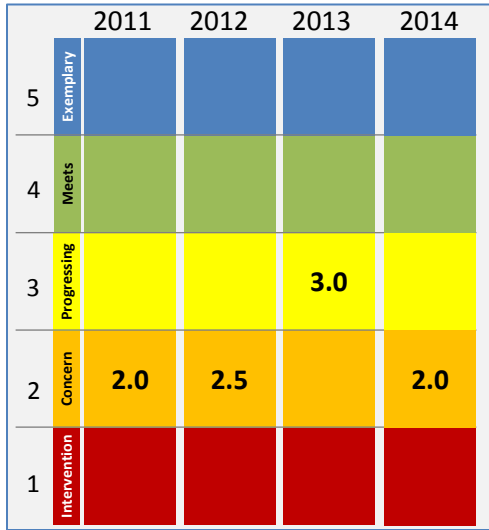


# Success Measures

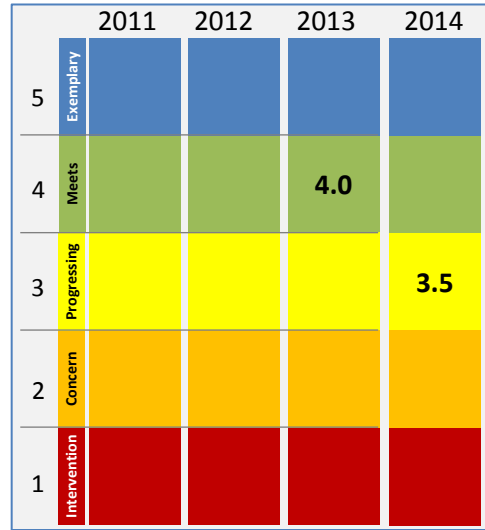
## Summary: Top-Level Measures (10/15/2014)

33

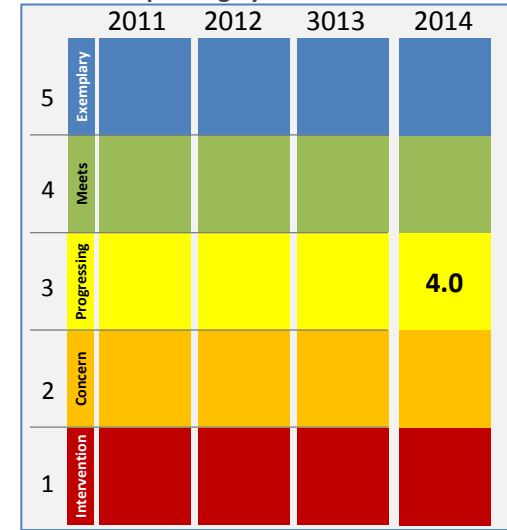
### 1: Student Achievement



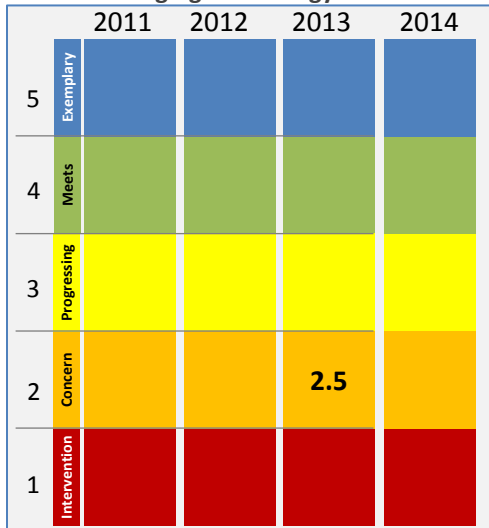
### 2: Attitudes and Actions



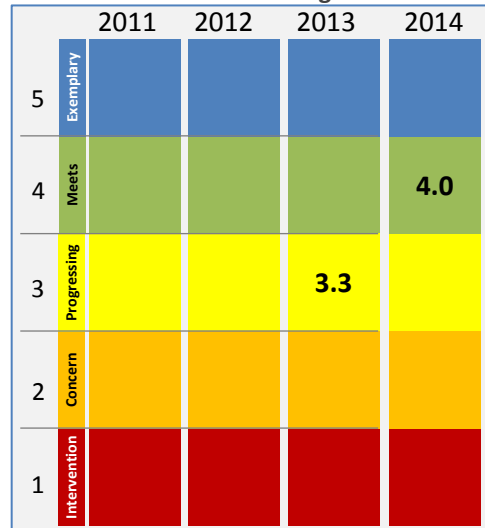
### 3: Improving Systems



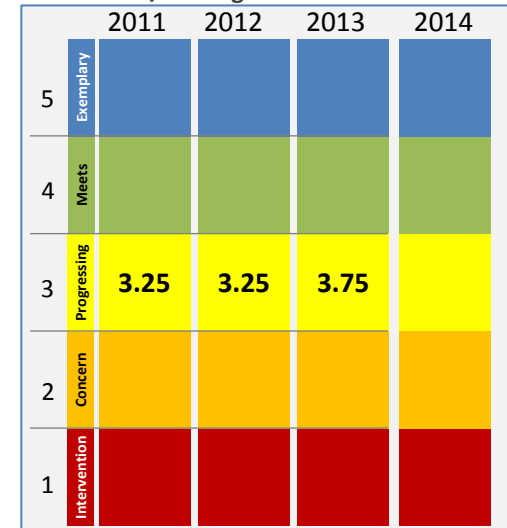
### 4: Leveraging Technology



### 5: Professional Learning



### 6: Secure / Manage Resources

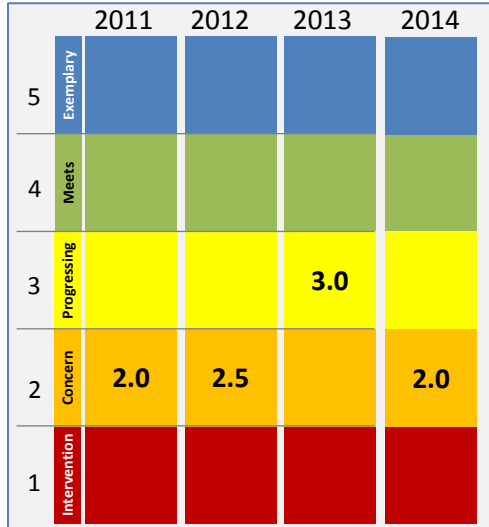




# Success Measures

## Arena 1: Student Achievement

1: Student Achievement



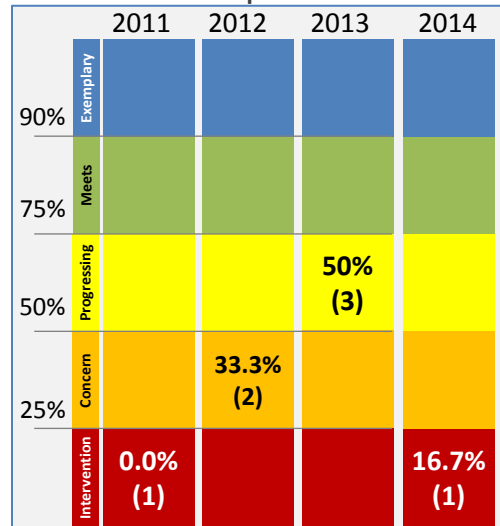
34

The Student Achievement Measure uses the results of school and district improvement plans to measure progress in increasing student achievement and closing learning gaps. Annual District and school expectations are scaled to meet the District's 2020 targets:

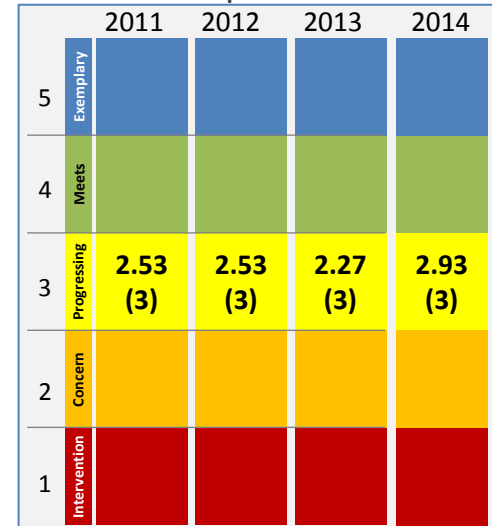
- The percent of District 622 students who meet or exceed standards in Math will be 90% by Spring 2020.
- The percent of District 622 students who meet or exceed standards in Reading will be 75% by Spring 2020.
- The percent of District 622 students who meet or exceed standards in Science will be 75% by Spring 2020.
- The widest proficiency gap between racial/ethnic subgroups and white students on state Math, Reading and Science accountability tests will be no more than 10% in Spring 2020.

Plan summaries can be viewed at <http://www.isd622.org/assessment>.

1.1: District Improvement Results



1.2: School Improvement Results

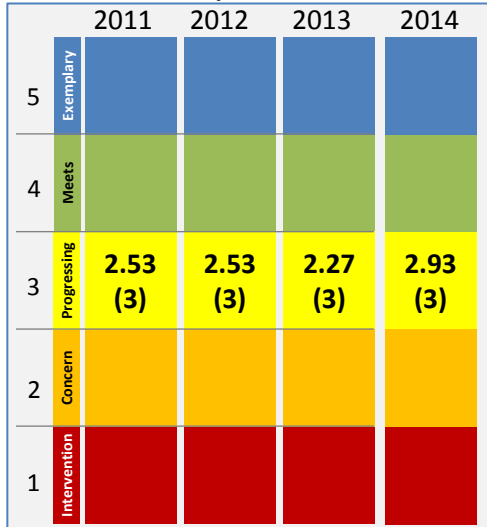


# Success Measures

## Arena 1: Student Achievement

### 1.2: School Improvement Results

#### 1.2: School Improvement Results



#### What was the average School Improvement Plan score for District 622's schools?

For 2014 this measure reflects attainment of or significant progress toward six district targets for schools. improvement plans:

- Math Proficiency and Math Learning Gaps
- Reading Proficiency and Reading Learning Gaps
- Science Proficiency and Science Learning Gaps

Schools are assigned 1 to 5 points based on their plan results. For 2014, the School Improvement Results score was a 2.93 which equates to a Level 3 = Progressing.

See plan summaries at <http://www.isd622.org/assessment>.

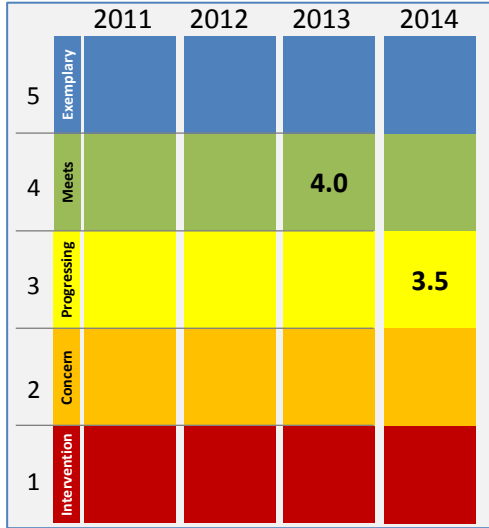
1.2.1 School Improvement Results How did each school perform in meeting its School Improvement targets?	Intervention (1)	Concern (2)	Progressing (3)	Meeting (4)	Exemplary (5)
	<25%	<50%	<75%	<90%	90-100%
2013-2014	Carver (0%) Webster (0%) North (16.7%)	Skyview MS (33.3%)	Richardson (50%) Tartan (58.3%) Maplewood (58.3%) John Glenn (66.7%)	Cowern (75%) Castle (83.3%) Eagle Point (83.3%) Oakdale (83.3%) Skyview ES (83.3%) Weaver (83.3%)	
2012-2013	North HS (1/8) Cowern (0/6) Webster (0/6) 622 ALC (0/1)	Skyview MS (3/8) Castle (2/6) John Glenn (2/8) Maplewood (2/8)	Eagle Pointt (4/6) Richardson (4/6) Tartan HS (5/8) Carver (3/6) Oakdale (3/6) Weaver (3/6)	Skyview EL (5/6)	
2011-2012	Tartan (1/8) John Glenn (1/10)	North (4/10) Maplewood (4/10) Harmony ALC (2/5) Castle (3/8) Richardson (3/8) Skyview EL (3/8)	Oakdale (5/8) Weaver (5/8) Carver (4/8) Eagle Point (4/8) Skyview MS (5/10)	Cowern (6/8)	Webster (8/8)



# Success Measures

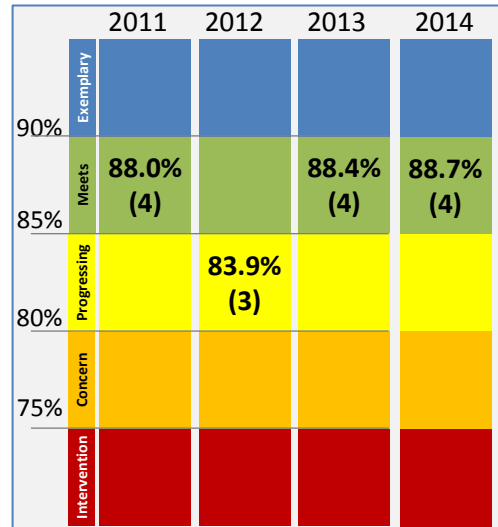
## Arena 2: Attitudes and Actions to Ensure Success

### 2: Attitudes and Actions

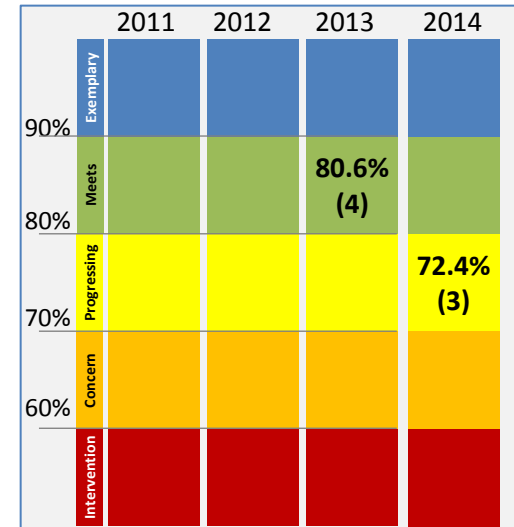


- **Parent Satisfaction** - The percent of parents indicating agreement on core questions on the District 622 Parent Satisfaction Survey.
- **Staff Satisfaction** - The percent of agreement across ten survey questions on District 622's Staff Satisfaction Survey.

### 2.1 Parent Satisfaction



### 2.2 Staff Satisfaction

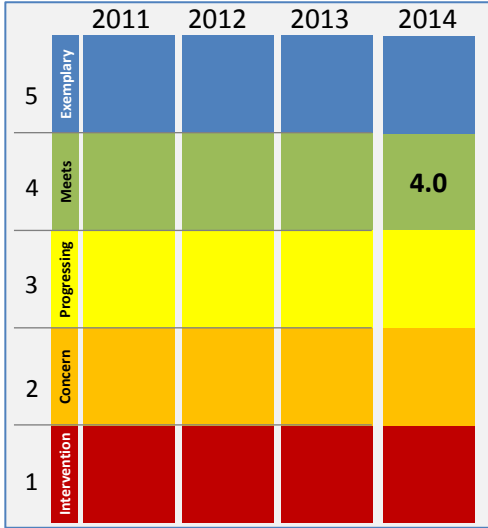




# Success Measures

## Arena 3: Improving Systems

### 3: Improving Systems



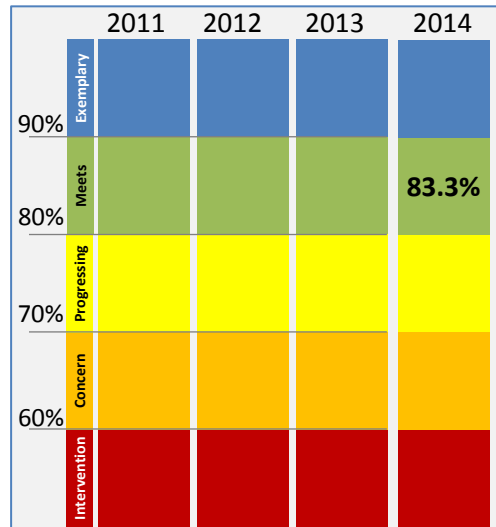
Improving Systems summarizes the following Measures:

- Cabinet Goals**

How many of the Cabinet’s System Improvement Targets were met? Cabinet sets an annual system improvement targets focused on changes that will improve student achievement. The Superintendent assesses data to determine whether goals were met.

In 2014, Cabinet met 15 of 18 goals (83.3%). The resulting overall Arena rating was 4.0, or Meets.

### 3.1: Cabinet Goals

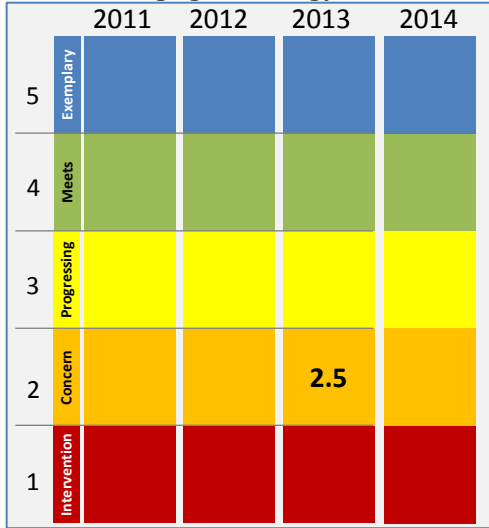




# Success Measures

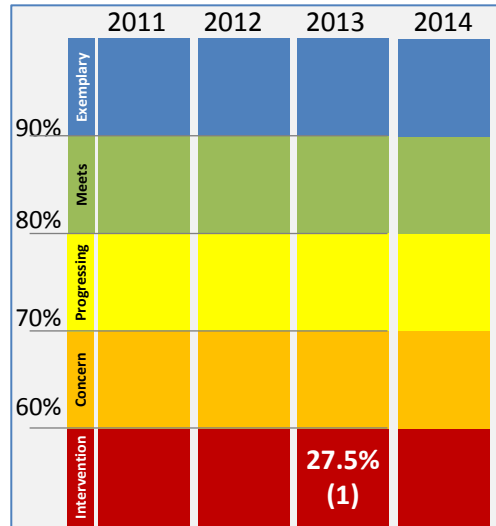
## Arena 4: Leveraging Technology to Improve Student Achievement

### 4: Leveraging Technology

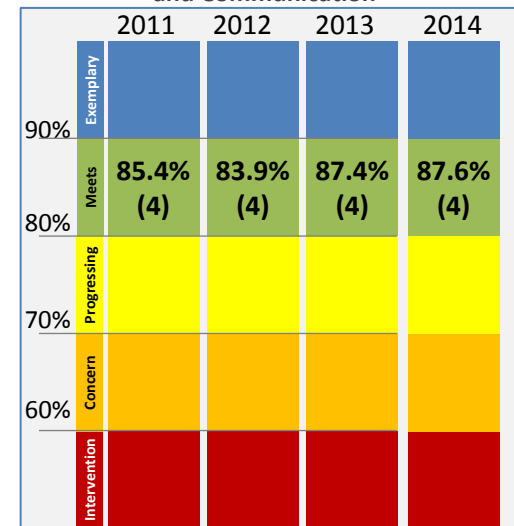


- **Student Access to Technology** (assesses the degree to which students have direct access to district technology. Currently measures the percent of high school students connecting with student-owned devices (BYOD).
- **Parent Access and Communication** assesses the percent parents who indicate that schools provide timely information through all means used to communicate with parents.

### 4.1: Student Access Index



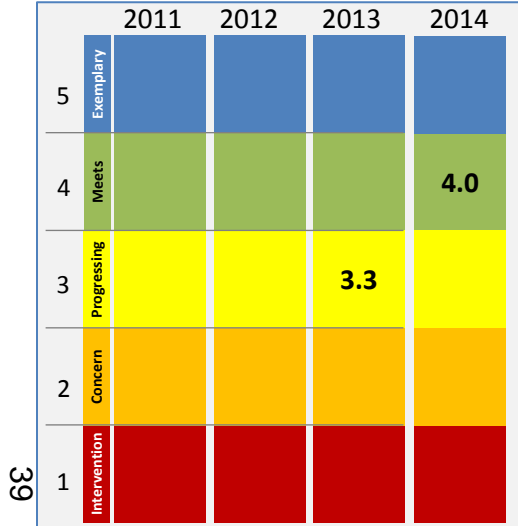
### 4.2: Parent Access and Communication



# Success Measures

## Arena 5: Professional Learning

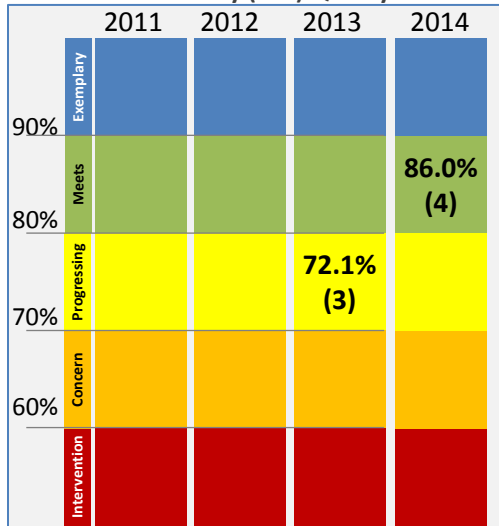
### 5: Professional Learning



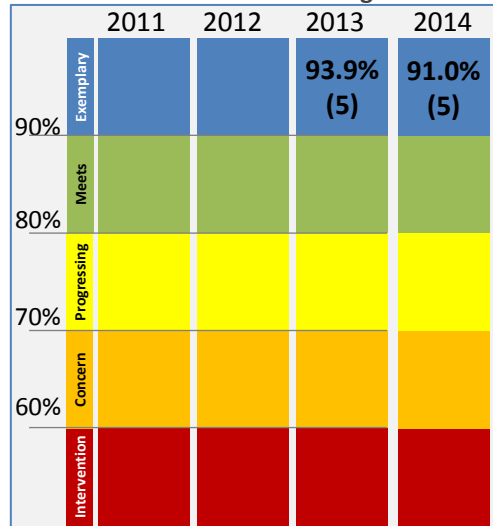
The Professional Learning Arena consists of the following three Measures:

- Professional Learning Community (PLC) Quality**  
 What percent of monitored PLC logs meet all indicators on the District 622 PLC Implementation Checklist? Monitoring is performed by ASDC (Advisory Staff Development Council) representatives with their principals each trimester.
- Focused Professional Learning**  
 What percent of required district and site professional learning time is directly aligned with current district priorities such as Balanced Literacy, Assessment for Learning and Culturally Responsive Classroom Management. The measure is calculated from staff development calendars from all schools, which are submitted in October of each school year.
- Implementation of District Priorities**  
 What percent of implementation observations meet the defined proficiency level set annually current district priorities such as Balanced Literacy and Assessment for Learning. Data is collected by Teaching and Learning staff. Observations may include lessons and teacher or student interviews.

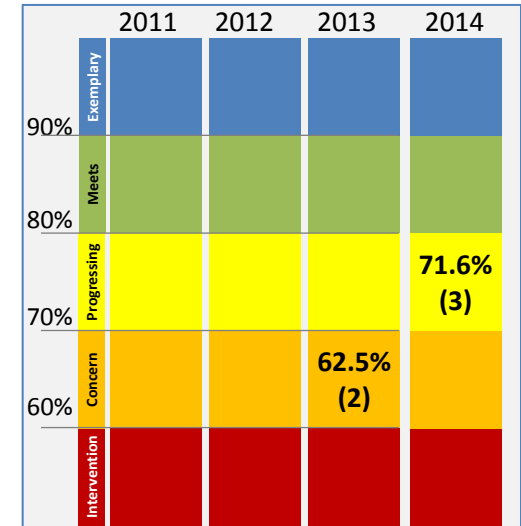
### 5.1: Professional Learning Community (PLC) Quality



### 5.2: Focused Professional Learning



### 5.3: Implementation of District Priorities

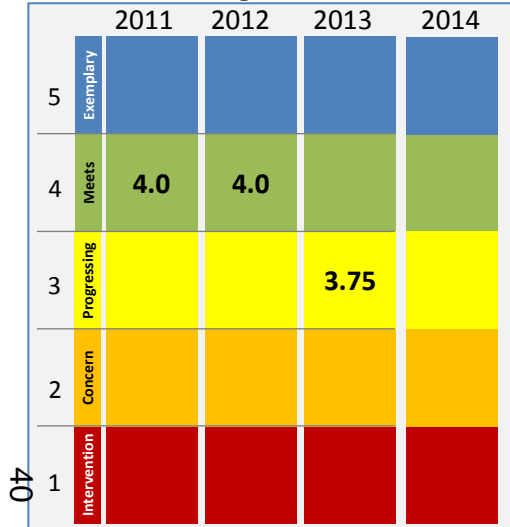




# Success Measures

## Arena 6: Securing and Managing Resources

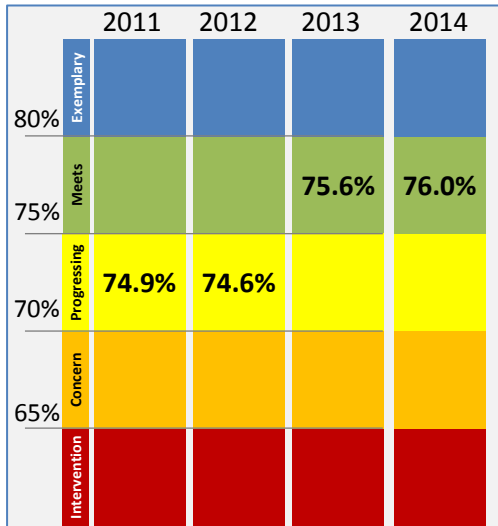
### 6: Secure / Manage Resources



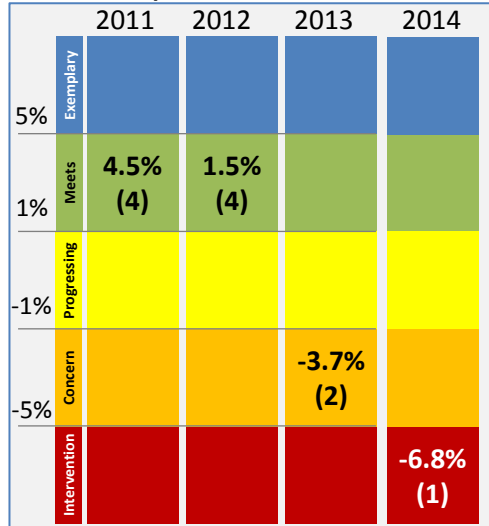
Securing and Managing Resources assesses the degree to which District 622 responsibly maximizes its revenues and manages them wisely. Secondary Level Measures include:

- Resident Student Enrollment**  
 The percent of all District 622 census school-age children who are enrolled in District 622 programs on October 1 of each year.
- Open Enrollment Net Gain**  
 October 1 open enrollments to District 622 minus open enrollments from District 622, expressed as a percent of total open enrollments. Are we gaining more students than we are losing?
- Fund Balance**  
 Unreserved unspent funds as a percentage of total general fund expenditures.

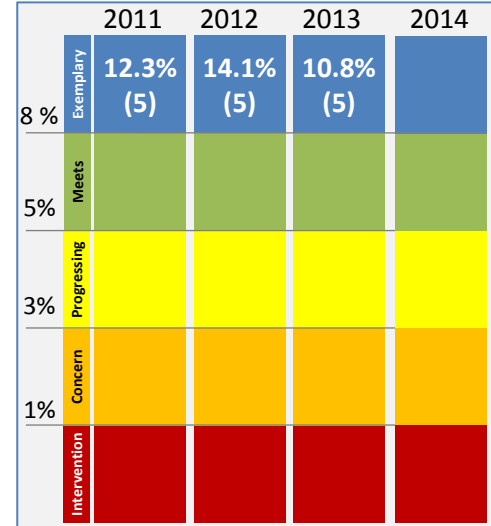
### 6.1: Resident Student Enrollment



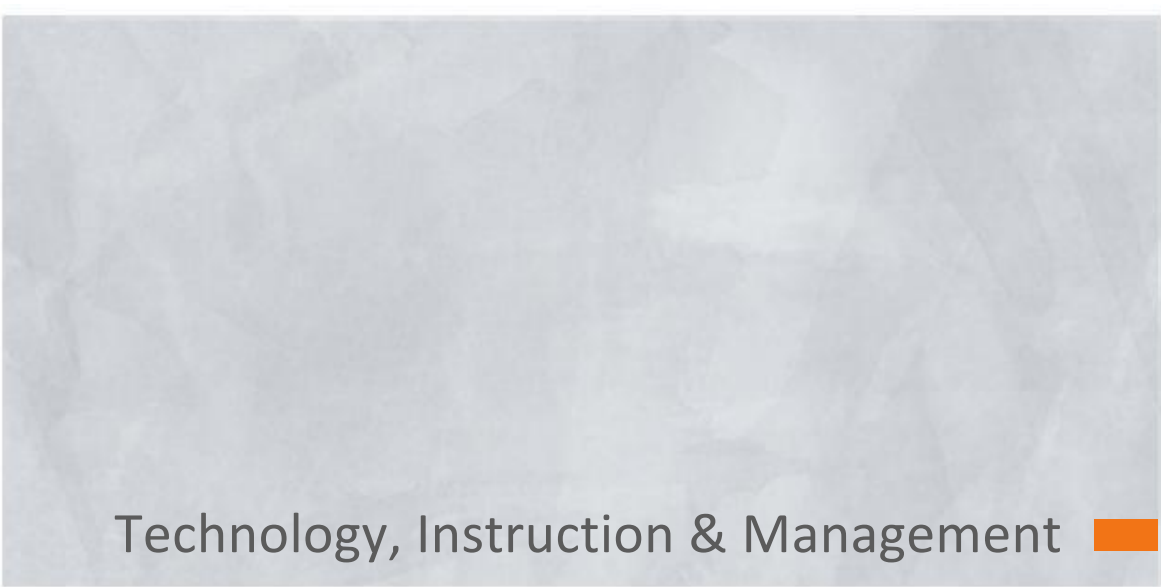
### 6.2: Open Enrollment Net Gain



### 6.3: Fund Balance







Technology, Instruction & Management 

41

Technology/Curriculum Assessment Update

# On-Going Steps



# Assessment Areas





# Shared Targets

- **Migration to Google Apps for Education**
- **Increased access to devices for students**
  - **Begin pilots for 1:1 student devices**
- **Technology procedures and policies in place to support 21<sup>st</sup> century digital classroom**
- **Commit to a collaborative LMS and or learning object repository as the portal for all resources**



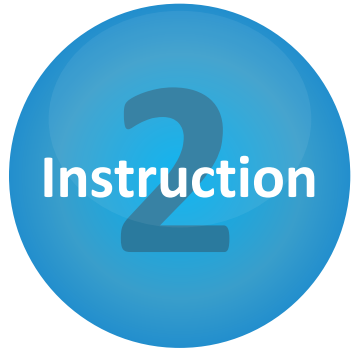
# Infrastructure Targets

- **Add high density wireless (where needed)**
- **Software review and adoption process**
- **Define procedures for adopting/exploring new technologies**
- **Research alternative devices for the refresh process to create additional opportunities with the same budget authority**

44

Progress Made Since The December 2013 Assessment





# Instruction Targets

- **Technology literacy standards for students and teachers are established**
- **Technology supports a learner centric model individualizing and extending learning opportunities**
- **Communication plan on the vision of classroom instruction for the 21<sup>st</sup> century learner**
- **Digital resources replace traditional textbooks when appropriate**

45

Progress Made Since The December 2013 Assessment



# Management Targets

- **Develop master data management (MDM), data warehouse and business intelligence/analytics reporting tools**
  - **All management systems will be interoperable**
- **Develop systems to replace paper-based processes (i.e. online enrollment, payroll, etc.)**
- **Provide 24x7 access from anywhere for management and academic systems**



District 622 Assessment Update

Any Questions?

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

<b>Policy Title</b>	<b>Policy Level</b>	<b>Date Approved/Revised</b>
<b>Student Discipline &amp; Notice of Suspension</b>	<b>EM-020.15</b>	<b>5/20/08</b> <b>Revised: 7/20/10</b> <b>Revised: 11/22/11</b> <b>Revised: 7/23/13</b> <b>Revised: 5/27/14</b> <b>Revised:</b> <b>Reviewed Annually</b>

1) General Statement of Policy

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, has developed this policy which governs student conduct and applies to all students of the school district.

2) Areas of Responsibility

- a) The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- b) Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.



- c) Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- d) Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- e) Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- f) Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- g) Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- h) Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

### 3) Student Rights

All students have the right to an education and the right to learn.

### 4) Student Responsibilities

All students have the responsibility:

- a) For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- b) To attend school daily, except when excused, and to be on time to all classes and other school functions;
- c) To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- d) To make necessary arrangements for making up work when absent from school;

- e) To assist the school staff in maintaining a safe school for all students;
- f) To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- g) To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- h) To be aware of and comply with federal, state and local laws;
- i) To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- j) To respect and maintain the school's property and the property of others;
- k) To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- l) To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- m) To conduct themselves in an appropriate physical or verbal manner; and
- n) To recognize and respect the rights of others.

#### 5) Code of Student Conduct

- a) The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Violation of the school district's Hazing Prohibition Policy;
  - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - 6. Violation of the school district's Student Attendance Policy;
  - 7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
24. Violation of directives or guidelines relating to lockers or improperly gaining access to a

- school locker;
25. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
  26. Possession or distribution of slanderous, libelous or pornographic materials;
  27. Violation of the school district's Bullying Prohibition Policy;
  28. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
  29. Criminal activity;
  30. Falsification of any records, documents, notes or signatures;
  31. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
  32. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
  33. Impertinent or disrespectful language toward teachers or other school district personnel;
  34. Violation of the school district's Harassment and Violence Policy;
  35. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
  36. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
  37. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
  38. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
  39. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
  40. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

41. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
42. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
43. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

b) Personal Electronic Devices

~~ISD 622 believes the use of Personal Electronic Devices is a privilege and can be an acceptable communication and educational tool that requires responsible use by all students. Student-to-student texting, image and video capturing/sharing, etc. is harmful to the educational process and not permitted under this policy.~~

~~Use of electronic devices including but not limited to cellular phones, digital picture/video cameras and/or camera phones, laptop computers, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images devices during instructional time is not allowed.~~

~~Exceptions which serve a specific educational purpose are subject to building principal approval (i.e. calculator use, planning devices via IEPs or 504 plans, classroom instructional use).~~

~~Students with such devices will be asked to put them away, and the items are subject to confiscation. Repeated offenses will result in confiscation of the device for a period of time and/or other building level consequences. Refusal to comply with a request constitutes insubordination, which will result in additional disciplinary consequences.~~

~~Parents are asked to not disrupt the school environment by contacting their children via their cell phone and are to contact the school's main office.~~

**The Board permits the use of Personal Electronic Devices by district students and employees during the school day in district buildings, on district property, and while students are attending district-sponsored activities during regular school hours when they are in compliance with this Policy, other district policies, regulations, rules, and procedures, and so long as such use does not interfere with the students' educational requirements, students' or employees' responsibilities/duties and performance, the rights and education of others, and the operation and services of the district.**

**Building level administrators, in consultation with the Superintendent and in compliance with this Policy, other district policies, regulations, rules, and procedures, are authorized to determine the extent of the use of Personal Electronic Devices within their schools, on the school's property, and while students are attending that school's sponsored activities during regular school hours. The use of Personal Electronic Devices at the elementary grade level may be different than that at the middle school, and/or high school grade levels.**

**The district shall not be liable for the theft, loss, damage, misuse, or unauthorized use of**

**any Personal Electronic Device brought to school by a student or employee. Students and employees are personally and solely responsible for the security of Personal Electronic Devices brought to school, school events, or district property. The district will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students or employees; however, it reserves the right to do so when the device uses the School District network, or when the use of the device violates this or any other School District policy.**

**If Personal Electronic Communication Devices are loaned to or borrowed and/or misused by nonowners, the owners of the Personal Electronic Devices are jointly responsible with the nonowner for the misuse and/or violation of district policy, regulations, rules, or procedures.**

**Students using Personal Electronic Devices must access the Internet using the School District network. Network filters will be applied to access to the Internet and may not be circumvented.**

**Students and employees must complete an Internet/Bring Your Own Technology (BYOT) user agreement prior to the use of Personal Electronic Devices.**

#### 6) Disciplinary Action Options

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- a) Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- b) Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- c) Parent contact;
- d) Parent conference;
- e) Removal from class;
- f) In-school suspension;
- g) Suspension from extracurricular activities;
- h) Detention or restriction of privileges;

- i) Loss of school privileges;
- j) In-school monitoring or revised class schedule;
- k) Referral to in-school support services;
- l) Referral to community resources or outside agency services;
- m) Financial restitution;
- n) Referral to police, other law enforcement agencies, or other appropriate authorities;
- o) A request for a petition to be filed in district court for juvenile delinquency adjudication;
- p) Out-of-school suspension under the Pupil Fair Dismissal Act;
- q) Preparation of an admission or readmission plan;
- r) Saturday school;
- s) Expulsion under the Pupil Fair Dismissal Act;
- t) Exclusion under the Pupil Fair Dismissal Act; and/or
- u) Other disciplinary action as deemed appropriate by the school district.

7) Removal of Students from Class

- a) Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given

course of study and shall not exceed five (5) such periods.

- b) If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- c) Procedures for Removal of a Student From a Class and Readmission to Class:
  - 1. If a student is causing a disruption to the educational process, a teacher, administrator, or other district employee may remove a student from class.
  - 2. Documentation will vary with the severity of the incident. Communication may include any or all of the following: verbal reprimand, conference, office referral, parent call, note, or email.
  - 3. Staff member will direct student to new location and coordinate supervision. Student is the responsibility of the designated staff member.
  - 4. Depending on the severity, student may be escorted to the new location.
  - 5. While removed from class, student is expected to complete assigned work and meet other conditions for readmission.
  - 6. Staff member may coordinate with the case manager if the student being removed from class is on an Individual Learning Plan (IEP).
  - 7. On-going issues should be referred to the building administration, student assistance team, and/or other designated district employee.

#### 8) Dismissal

- a) "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- b) Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
  - 1. Willful violation of any reasonable school board regulation, including those found in this policy;
  - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
  - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.



c) Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation

standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension – EM-020.15-F1.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

d) Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

EM-020.15

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who

may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### 9) Admission or Readmission Plan

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### 10) Notification of Policy Violations

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

11) Student Discipline Records

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

12) Disabled Students

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

13) Open Enrolled Students

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

14) Distribution of Policy

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

15) Review of Policy

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Rationale:** *School District 622 – North St. Paul-Maplewood-Oakdale shall ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.*

Adoption and Revision History	Incorporated Policies
506 STUDENT RIGHTS AND RESPONSIBILITIES This Policy Adopted: January 27, 1998; Revised: January 25, 2005; Rescinded: August 19, 2008	MSBA 506
EM-020.15 STUDENT DISCIPLINE & NOTICE OF SUSPENSION This Policy Adopted: May 20, 2008; Revised: July 20, 2010; Revised: November 22, 2011; July 23, 2013; Revised: May 27, 2014; <b>Revised:</b>	

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

**Legal References:**

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.26 (School Preassessment Teams)
- Minn. Stat. § 121A.27 (School and Community Advisory Team)
- Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
- Minn. Stat. §§ 121A.582 (Reasonable Force)
- Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
- Minn. Stat. § 123A.05 (Area Learning Center Organization)
- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
- Minn. Stat. Ch.125A (Students With Disabilities)
- Minn. Stat. Ch. 260A (Truancy)
- Minn. Stat. Ch. 260C (Juvenile Court Act)
- 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
- 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:**

- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 501 (School Weapons)
- MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student’s Person)
- MSBA/MASA Model Policy 503 (Student Attendance)
- MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Student Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections,  
and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
**Clark County Nevada School District Policy P-5136, Personal Technology and  
Communication Devices**  
**Central Bucks Pennsylvania School District Policy 829, Personal Electronic Communication  
Devices**

VII. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS - *presented by Neve*

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>
Ron & Mary Flipp	Office Supplies (Valued at \$20.00)	Cowern Elementary
DonorsChoose.org	Apple iPad mini (value \$228.59); A to Z Animals Rug (value \$399.46); 8 Hoki stools (value \$727.28)	Castle Elementary
Kelly Kruzel	Classroom supplies (valued at \$50.00)	Harmony Learning Center (Grades 4-6)
St. Paul Foundation	\$4000.00	ISD 622 ABE
Cowern PTG	\$7,508.00	Cowern Elementary for iPads
Theresa Auge'	Pool noodles & Pumpkin pails (valued at \$250.00)	Community Education Aquatics Program
Coborns Delivers - Amy and Duke Coborn	700 Hot dog buns (valued at \$122.32)	ISD 622 Back to School BBQ
DonorsChoose.org	10 - Hokki stools (valued at \$909.10)	Castle Elementary
American Legion Auxiliary #39	School supplies	Castle Elementary
De La Pena Family	Clothes	Castle Elementary and other 622 schools and families
Ruth & John Paisley	\$100.00	Meals on Wheels
Rena Helmsper	\$50.00	ISD 622 Community Bridge
Stephanie Mann	\$50.00	
Jane Hinrichsen	Yarn (valued at \$150.00)	North FACS Department
Wildwood Lions	\$100.00	Harmony ABE - Picnic Bench
Mary and Kenneth Koetz	\$25.00	Harmony ABE - Picnic Bench
St. Paul's Monastery	\$100.00	Tartan Uprising
NSP-Maplewood-Oakdale Rotary Foundation	\$700.00	Tartan Uprising

MOTION:  
SECOND:

Total fiscal year 2014-2015 monetary contributions: \$89,050.66



VII. B. 3. NSBA CONFERENCE

School board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations. Per the guidelines of Policy GM-023, Out of State Travel by Board Members, we seek School Board approval for Theresa Augé, Nancy Livingston and Michelle Yener to attend the NSBA Annual Conference, March 21 - 23, 2015.

Therefore, the Superintendent of Schools recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District #622 that Theresa Augé, Nancy Livingston and Michelle Yener attend the NSBA Conference in March, 2015.

MOTION:

SECOND:

VII. B. 4. CONTRACT FOR SERVICES -SCHOOL EXEC CONNECT, INC.

The School Board of Independent School District 622 has received notice of Superintendent Phillips' retirement at the end of the 2014-2015 school year. In order to recruit highly qualified candidates, the School Board has reviewed proposals, interviewed search firms and selected a firm that the School Board believes will be successful in providing the District with a great pool of superintendent candidates.

Therefore, the Director of Human Resources recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District 622 that a contract with the search firm of School Exec Connect, Inc. be approved with a fee of \$19,500.

MOTION:

SECOND: