



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

**November 22, 2016
6:00 PM**

Board Members:

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

Superintendent:

Christine Osorio

622 Education Center
2520 East 12th 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
November 22, 2016
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, state their name and address, 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

13

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

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

A. Minutes of October 25, 2016 Business Meeting 14

B. Minutes of November 15, 2016 Special Meeting 20

C. Minutes of November 15, 2016 Work Study Session 23

D. Routine Personnel 25

E. Disbursements 28

V. Reports

A. Student School Board Representatives

B. Superintendent - Osorio

31

Tonight I will present my updated Superintendent Goals, following the feedback shared during the Nov 15 Work Session.

I will also make read a statement as a recap of my Thanksgiving message sent out to families before the holiday break. My message will include points of pride for our school district along with a statement about valuing inclusivity and respect of differences within our schools.

C. Teaching & Learning

1. Student Activities & Athletics - Miller/Helwig/Munter

North High AD Jed Helwig and Tartan AD Bryan Munter will be highlighting some of the exciting things happening with our high school student activities. They will be showing a short video that captures some of the events, the awesome enthusiasm and participation, and the wide variety of offerings for our diverse student body. They will also share some data around participation and potential changes/trends that they anticipate in the future.

Some of the highlights include:

- * Choir*
- * North/Tartan Paul Allen Show*
- * Leadership Council*
- * North/Tartan Basketball Games (Dance, Band, etc.)*
- * North/Tartan Adaptive Soccer*
- * School Plays*
- * Senior Passes*
- * Participation Rates and School Spirit*

D. School Board

1. Review of Respect in the Workplace Policy - Coborn

33

We discussed post-election messages at our November 15 work study session and agreed that reading our Policy E-044, Respect in the Workplace, would affirm that in District 622 we have high expectations for students and staff to be respectful and welcoming to all.

VI. Discussion

A. Business Office - Osorio

1. Policy Addition

Randy presented this policy to you at your November 15 work study session. This will be the first formal reading of the policy, with proposed adoption at the December 13 business meeting.

- a. Policy E-096 (Procuring Materials & Services) 35

B. Human Resources

- 1. 2017-2018 School Calendar & Resolution to Conduct Business on Columbus Day & School on Veteran's Day - Mau 37
Keith is unable to be at the November 22 business meeting, so the 2017-2018 School Calendar will be presented by Peter Mau.

A joint committee led by district administration and teachers works each year to recommend a district calendar to the Board. This fall the committee used the monthly Employee News to survey 622 staff and gather broad input before proposing this calendar to the Board. This proposed calendar looks quite similar to the calendar adopted last year. As you may recall last year, our calendar was altered to improve delivery of staff development by moving a day out of Welcome Back Week and adding another professional development day during the school year. We also reduced by one student contact day for 16-17.

Given the success of last year's calendar, our committee recommends we keep the same format for 17-18. This proposal continues to leave

us with 172 student contact days, equal to Mahtomedi and Stillwater, and still well above the state requirement of 165 days.

The School Board must also take action to have business and school on Columbus Day and Veteran's Day in accordance with state statute. This will be a first reading of the proposed calendar with action scheduled for the December 13, 2016 business meeting.

VII. Action Items

A. Business Office

1. Acknowledgment of Contributions -Augé 41

**I recommend that the list of contributions, with a year to date total of \$39,134.76 be accepted with appreciation.*

B. Teaching & Learning/Business Office - Miller/R. Anderson

1. Adopt Policies 42

This is the second and final reading of the proposed revisions of 2 current policies, and the adoption of 2 new policies. These policies were first discussed at our October 11 study session, followed by a first reading at the October 25 business meeting.

Please refer to your green & white policy summary sheet for information regarding each of these policies.

**I recommend the adoption of Policies E-094 & E-095; and the revision of Policies E-011 & EM-020.15.*

- a. E-094 (Staff Notification of Violent Behavior by Students) 43
- b. E-095 (Post-Issuance Debt Compliance) 48
2. Revise Policies 51
- a. E-011 (Student Surveys) 52
- b. EM-020.15 (Student Discipline & Notice of Suspension) 58

C. Teaching & Learning

Here are Peter's comments on High School Course Proposals for 2017-2018:

1. AP Environmental Science (Science Department - Environmental Science at a college level)

Characteristics of the course:

**3 trimester elective recommended for both high schools, offered at North High School only for the 2017-2018 school year*

**Prerequisite(s)–completed or enrolled in Chemistry*

**Estimated startup cost \$8,000 per high school (includes lab supplies and textbooks)*

Rationale of the course:

Currently, the terminal course in the science sequence is either AP Physics or AP Chemistry. Students and parents have asked for a rigorous, college experience that is less focused on math skills and can fulfill college science requirements for non-science majors. AP Environmental Science is an option that meets those needs. This course has the ability to lead to 36 college majors and 87 career paths according to the AP College Board. These majors and career paths open up a multitude of opportunities that many students aren't aware of prior to taking AP Environmental Science.

622 Advisory Committee recommendation:

622 Advisory Committee recommended this course with a vote of 13/13. One reservation was voiced which was a request that students and families be made aware of statistics related to college credit for AP courses.

2. CIS

- Exploring the Teaching Profession (Family & Consumer Sciences - introduction to teaching pathway with college credit)

Characteristics of the course:

**3 trimester elective recommended for both high schools, 4 University of MN credits*

**Prerequisite(s) – Top 50% of class, University of Minnesota Entry Point Project*

**Estimated cost \$13,000 (CIS fee of \$140/student plus materials)*

Rationale of the course:

This course is offered as a pilot with the University of Minnesota for the 2017-2018 school year. This course is currently required in undergraduate preparation programs for college students interested in exploring a career in the field of education. The course will give students opportunities to participate in practicums and have field experience at a variety of levels, K-12. The framework of the course promotes inquiry, research, and reflection. The principles of the course are based in honoring diversity of communities and learning while fostering a commitment to lifelong learning. In addition, this course places special emphasis on opening opportunities for a more diverse group of students to consider careers in K-12 education. The Entry Point Project's goal is to increase the representation of non-traditional students in University of Minnesota programs. ISD 622 sees this course as an opportunity to grow our own future teacher candidate pool and to increase the representation of diverse teachers who mirror district student demographics. Acceptance into the pilot program will not be confirmed until March 2017. The following course, Teacher Cadets, will remain as an alternative option if ISD 622 is not selected.

622 Advisory Committee recommendation:

622 Advisory Committee recommended this course with a vote of 13/13 with no reservations.

3. CIS

- Teacher Cadets (Family & Consumer Sciences - introduction to teaching pathway with college credit)

Characteristics of the course:

*** 3 trimester elective recommended for both high schools, 3 credits through MNSCU college**

***Prerequisite(s)- 3.0 GPA and interview**

*** Cost \$10,000 including teacher participation fee with MNSCU participating college and online access for materials. Note: Specific MNSCU participating college has not been identified by MDE, the sponsor of this initiative.**

Rationale of the course:

The Teacher Cadet program is designed for secondary students who are interested in the field of teaching with a focus on students from diverse backgrounds (racial and ethnic diversity, those who receive free and reduced lunch, first in the family to go to college, and recruiting males for early elementary grade levels). This program will help address teacher shortage with a “grow your own” philosophy by encouraging students to come back to teach in our district. This course aligns with Governor Dayton’s budget priorities of ‘growing our teacher workforce’. This course will be listed as the alternative choice if ISD 622 is not selected as a participant in the CIS offering with the University of Minnesota.

622 Advisory Committee recommendation:

622 Advisory Committee recommended this course with a vote of 11/11 with no reservations.

4. Strategies for College Reading 950 A/B (At large elective)

Characteristics of the course:

****2 trimester elective recommended reading course as part of North High School pilot approved in May 2016***

**** Prerequisite - grade 12***

Rationale of the course:

The planned pilot course, Strategies for College Reading 950 & Critical reading and Thinking for College 1000, was found to be at a rigor level higher than the reading level of students identified for the pilot. However, Strategies for College Reading 950 is a better fit for their needs. There is no college credit for this course as it is a development reading course at the college level.

622 Advisory Committee recommendation:

The change in the pilot course structure was not discussed this fall at the 622 Advisory Committee meetings. The pilot was approved by the school board through the 17-18 school year. Data from year one of the pilot will be reviewed in Spring 2017.

Mau

Here are Peter's comments for High School Course Proposals Name Changes for 2017-2018:

Industrial Technology

Current: Digital Fabrication A: Introduction

Proposed: How to Make Almost Anything 'A': Intro

Current: Digital Fabrication B: Mechanical

Proposed: How to Make Almost Anything 'B': Mechanical

Current: Digital Fabrication C: Electrical

Proposed: How To Make Almost Anything 'C': Electrical

Rationale for the name changes:

The proposed name changes for Digital Fabrication are a reversal of course name changes from the 2016-2017 school year. The course names must align with offerings at Century College and those were changed at the start of this school year.

Art

Current: Graphics I (Industrial Tech Department)

Proposed: Not offered

Current: Graphics 2 (Industrial Tech Department)

Proposed: Not offered

Current: New Technologies in Art I

Proposed: Graphics Arts I

Current: New Technologies in Art 2

Proposed: Graphics Arts 2

Rationale for the name change:

Graphics 1 and 2, previously listed as courses through the Industrial Technology Department, were transferred to Art department offerings in the 2016-2017 school year. As technologies have evolved, the Graphics course became essentially the same course as New Technologies in Art, and all students enrolled in Graphics and New Technologies in Art covered the same course content. Removing Graphics as a course option and changing the name of New Technologies of Art to Graphics Arts more accurately reflects that the content of the course has evolved to include graphics and art elements and identifies it as an Art Department offering. This change will align the offerings at both high schools.

Mathematics

Current: Intermediate Algebra

Proposed: Algebra 3

Rationale for the name change:

Intermediate Algebra was approved, May 2016, as a pilot concurrent enrollment course with Century College and offered at North High School through the 17-18 school year. The name of the course has led to some confusion for students during registration. The course name change to Algebra 3 will identify this course as a math elective option after successful completion of Algebra 2 with Trigonometry.

**I recommend that the High School Course Proposals & Name Changes Beginning Fall 2017 be approved.*

D. School Board

1. Set Agenda for December 13, 2016 Reflection Study Session + Addition of Work Study Session

We have set the date and time of the December 13, 2016 reflection study session, but we need to take action on the location and agenda. Suggested items are: Ice Breaker, Superintendent Check-In, Board Reports, Board Officer Succession and Board Committees.

In addition, Randy has requested 30 minutes to answer your budget and audit related questions from a flipped presentation that he will send you. It is proposed that we have a work study session on December 13 that begins at 4:30 p.m. for this purpose, followed by the already scheduled 5:00 p.m. reflection session.

**I recommend that a work study session be held on December 13, 2016 from 4:30 - 5:00 p.m. in Room 202 of the District Education Center with the following agenda item: 1)Audit/Budget Discussion; followed by the December 13, 2016 reflection study session beginning at 5:00 p.m. in Room 202 of the District Education Center and including the following agenda items: 1)Ice Breaker; 2)Superintendent Check-In; 3)Reports (Committees, Liaisons, Training, Conferences); 4)Board Officer Succession; and 5)Board Committees.*

VIII. Board Communications

IX. Future Board Meeting Dates

- A. December 13, 2016 Reflection Study Session 5:00 p.m. (Room 202)
- B. December 13, 2016 Business Meeting 6:00 p.m. (Board Room)

IV. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

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

MOTION:

SECOND:

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

**REGULAR MEETING
SCHOOL BOARD
October 25, 2016**

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

Others present were: Keith Gray, Director of Human Resources; Tricia Hughes, Director of Student Services; Troy Miller, Assistant Superintendent; Randy Anderson, Director of Business Services; and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance led by Danny Porter.

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

THAT the agenda be approved as presented.

Coborn presented the following Achievement Awards: Woodland Hills Church - especially Troy Zambrano, Jodi Cremers, Fritz Kinney and Steve Wacha for their excellent partnership with School District 622, most recently with the welcome back event; and Oakdale Area Chamber of Commerce - especially Bill Burns, Jody Christensen, Marc Cove, Eric Morley, and Paul Reinke for their support and dedication District 622, most recently their volunteer time given to set up, serve, and clean up for the welcome back event.

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

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

North High Student Board Representative Shelby Larsen shared the following items: Things are going well at North High. National Honor Society hosted a “trick or canning” event where students went out into the neighborhood and asked for non-perishable items for the food shelf - they collected 5,000 food items and \$1,000 in cash; Student Council held a costume drive for families in need with remaining costumes donated to Children’s Hospital; the fall play, Footloose, will have performances on November 3, 4, 5, 11 and 12; North & Tartan’s adaptive soccer team is having fun with sections coming soon; boys football has their first section game this evening; boys soccer had a section final game and student Ata Claremond

was named Star Tribune’s Player of the Year; and girls volleyball has their section game this Thursday.

Osorio reported on the progress of the District’s strategic planning efforts. She mentioned that last week the measurement team met for the last time, and that this week marks the third and final date for the action teams to meet. The full core group will gather on November 8 and they are on track to present to the School Board in December. Osorio said that all the information regarding the strategic plan is located on the District website and it provides a great resource for people to gather facts.

Osorio also discussed the factual levy communication that has been shared with the community, including two public forums, over 50 presentations at various sites, information attached to District mailings, and individual levy information such as a postcard and official ballot. She encouraged those with questions to contact her or visit the levy feedback line or District website.

Miller introduced Carver Elementary staff members Gena Abrahamson, Josephine Robinson, Pam Phillippi, and Lisa Swanson who played a video which featured Carver for recently being given the Minnesota Future Award from the Minnesota Business Partnership Committee.

Miller presented a first reading of Policy E-094 (Staff Notification of Violent Behavior by Students) which is proposed for adoption. R. Anderson introduced Policy E-095 (Post Issuance Debt Compliance), another policy proposed for adoption. Miller introduced two policies proposed for revision, E-011 (Student Surveys); and EM-020.15 (Student Discipline & Notice of Suspension). These policies were discussed at the October 11, 2016 work study session and will be proposed for action at the November 22, 2016 business meeting.

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

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

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Andrew Lovick	2004 Cadillac Deville (valued at \$2,000.00)	Tartan auto vocational class
Greg Anderson	Digital cameras	Mrs. Berens 5 th grade class at Castle
Cathy Karsten	School supplies (valued at \$50.00)	ISD 622 students in need
Christa Waymire	\$100.00	John Glenn CREED program
Christa Waymire	\$50.00	John Glenn CREED program
Cathy Karsten	School supplies (valued at \$75.00)	ISD 622 Social Workers for students in need

Allina Health (Maplewood)	Backpack and school supplies (valued at \$75.00)	Weaver students
Steve & Mary Ann Miller	\$500.00	Maplewood Middle - classroom supplies
Shirley Strum	\$20.00	Gladstone Meals on Wheels
Marcella Jean Langton	\$200.00	ISD 622 student use
Judith Rohde	\$50.00	John Glenn math department
Anonymous	\$75.00	Webster - COMET
Heather and Jason Brenhofer	School supplies & 3 back packs (valued at \$60.00)	Weaver students
Platinum Bank	Grill and table rental and hot dogs (valued at \$551.71)	ISD 622 Welcome Back
Farmers Insurance	Various school supply items (valued at \$50.00)	Maplewood Middle School
North Volleyball Booster club	\$1,200.00	North - additional VB coach
Keith & Erin Carnish	\$500.00	North High Writer's Club
Theresa Augé	70 assorted 3-ring binders (valued at \$175.00)	ISD 622

Greg Crowe and Joel Sutter from Ehlers presented the sale of \$34,050,000 general obligation refunding bonds, Series 2016A. They noted they received five bids with bid award going to Hutchinson, Shockey, Erley & Co. with a true interest rate of 1.5259%. Hunt moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote:

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

Section 1. Authorization and Sale.

1.01 Authorization. At a meeting held September 27, 2016, this Board determined to sell and issue general obligation refunding bonds of Independent School District No. 622 (the "Issuer" or the "District"). Said Bonds shall hereinafter be referred to as the "Bonds" or the "Refunding Bonds". In the Terms of Proposal, the District reserved the right, after proposals were opened and prior to award, to increase or decrease the principal amount of the Bonds offered for sale or the amount of any individual maturity, with the increase or decrease to occur in multiples of \$5,000 in any of the maturities. The Refunding Bonds, together with other available funds of the Issuer, shall provide funds for a current refunding of the Refunded Bonds and (1) to prepay on February 1, 2017 the August 1, 2017 to February 1, 2025 semiannual maturities, aggregating

\$26,725,000 in principal amount, of the Issuer's General Obligation Refunding Bonds, Series 2006B (the "2006B Bonds"), bearing a date of original issue of November 1, 2006; (2) to prepay on February 1, 2017 the 2018 to 2023 maturities, aggregating \$9,645,000 in principal amount, of the Issuer's General Obligation Refunding Bonds, Series 2006C (the "2006C Bonds"), bearing a date of original issue of November 1, 2006; and (3) to prepay on February 1, 2017 the 2018 to 2027 maturities, aggregating \$2,540,000 in principal amount, of the Issuer's General Obligation Alternative Facility Bonds (the "2007A Bonds"), bearing a date of original issue of March 1, 2007 (together, the "Refunded Bonds"). The 2006B Bonds were originally issued to provide funds for the crossover refunding of the District's General Obligation School Building Bonds, Series 1994A, bearing a date of original issue of December 1, 1994. The 2006C Bonds were originally issued to provide funds for the crossover refunding of the District's General Obligation School Building Bonds, Series 1999A, bearing a date of original issue of December 1, 1999, the District's General Obligation School Building Bonds, Series 2000B, bearing a date of original issue of September 1, 2000, the District's General Obligation School Building Bonds, Series 2001A, bearing a date of original issue of April 1, 2001, and the District's General Obligation School Building Bonds, Series 2002A, bearing a date of original issue of March 1, 2002. The 2007A Bonds were originally issued to fund the acquisition and betterment of projects included in the District's ten-year plan approved by the Commissioner of Education pursuant to Minnesota Statutes, Section 123B.59, subdivision 3.

This is a portion of the resolution. The complete document is available for viewing on the District 622 website and in the Business Office located at 2520 E. 12th Avenue, North St. Paul, MN 55109.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the Student Services 2016-17 increases to 332.95 iFTE be approved.

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

THIS AGREEMENT, is made and entered into by and between Independent School District No. 11, Anoka-Hennepin School District; Independent School District No. 12, Centennial Public Schools; Independent School District No. 13, Columbia Heights Public Schools; Independent School District No. 831, Forest Lake Area Schools; Independent School District. No. 14, Fridley Public Schools; Independent School District No. 832, Mahtomedi Public Schools; Independent School District No. 621, Mounds View Public Schools; Independent School District No. 622, North St. Paul-Maplewood-Oakdale School District; Independent School District No. 623, Roseville Area Schools; Independent School District No. 282, St. Anthony-New Brighton School District; Independent School District No. 16, Spring Lake Park Schools; and Independent School District No. 624, White Bear Lake Area Schools.

WHEREAS, the school districts named above have a mutual desire to continue to provide gifted and talented enrichment opportunities through the North Suburban Summer Academy Program in an agreement that shall be effective from July 1, 2016 through June 30, 2019.

This is a portion of the resolution. The complete document is available for viewing on the District 622 website and in the Superintendent's Office located at 2520 E. 12th Avenue, North St. Paul, MN 55109.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that it supports MSBA's work to urge the Legislature to:

- Increase the equalization factor for the operating referendum and debt service levies and also for the school board approved local optional levy to address inequities among property taxpayers from one school district to another.
- Tie equalization factors to inflation so they maintain their value over time.
- Include the enhanced equalization in the omnibus tax bill. This will provide property tax relief for many taxpayers and help level the playing field for school districts. The omnibus education bill should focus on general education funding, special education funding and other programs that directly benefit our students while the tax bill should address property tax disparities.

Coborn asked Board Members to set a special meeting to canvass the elections. Yener moved and Livingston seconded the following motion, which carried on a 6 - 0 vote:

THAT a special meeting to Canvass the School Board Election and to Canvass Returns of Levy Votes for the School District Special Election be set for Tuesday, November 15, 2016, 4:30 p.m. in the Board Room of the District Education Center.

Coborn asked Board Members to set the date, time, and agenda for a November work study session. Neve moved and Augé seconded the following motion, which carried on a 6 - 0 vote:

THAT immediately following the Special Meeting to Canvass the School Board Election and the Return of Levy Votes for the School District Special Election on November 15, 2016, there will be a work study session (approximate start time of 4:45 p.m.) in Room 202 of the District Education Center with the following agenda items: 1)Board Officer Succession; 2)Board Liaisons & Committees; 3)Strategic Plan; 4)Procurement Policy; 5)Follow-up from September 27 reflection session (increased roles for student board representatives, staff development opportunities for board members, public engagement, board governance policies & superintendent evaluation); and 6)Superintendent's Goals.

During Board Communications, the following items were shared:

- ✓ Augé reported that so much is going on in schools with musicals, Veteran’s Day programs and upcoming elections. She reminded the audience to check out the candidates in their local offices, read about the levy and get any needed information from the Superintendent.
- ✓ Livingston said that the 622 Education Foundation is having their annual Taste of 622 event on November 5 along with a craft show and encouraged everyone to attend. She thanked the volunteers who have been working on the levy.
- ✓ Hunt mentioned that he was a lucky person because all of his children have attended or are attending District 622 schools. He gave a shout out to his daughter’s AVID program at John Glenn and said how the program has made such a significant difference to so many students.
- ✓ Coborn discussed the Taste of 622 fundraiser and added additional details such as the 19 restaurants donating food, silent auction items that will be ready for bidding, the craft fair, and that she and Osorio had pre-sale tickets for the event which takes place on November 5 from noon - 2:00 p.m. at Tartan High School.

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

THAT the meeting be adjourned.

The meeting adjourned at 7:10 p.m.

Clerk

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

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

**SPECIAL MEETING SESSION
SCHOOL BOARD
November 15, 2016**

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

Others present were: Randy Anderson, Bob Biddick, Kim Cavallaro, Tricia Hughes, Terri Johnson, Peter Mau, Jo McCabe and Troy Miller.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 (North St. Paul-Maplewood-Oakdale), State of Minnesota, as follows:

1. It is hereby found, determined and declared that the general election held in and for the School District on November 8, 2016 was in all respects duly and legally called and held.

2. As specified in the Election Results, a total of 57,719 votes were cast at said election on the election of four School Board members for four, four-year term vacancies on the Board caused by expiration of term on January 1 next following the general election, as follows:

Candidate	Augé	13,733 votes
Candidate	Bennett	9,445 votes
Candidate	Coleman	11,353 votes
Candidate	Hunt	12,277 votes
Candidate	Livingston	15,027 votes
Candidate	Neve	11,941 votes
Candidate	Porter	9,749 votes
Candidate	Write-Ins	546 votes

3. Candidates Nancy Livingston, Theresa Augé, Steve Hunt and Becky Neve having received the greatest number of votes, are elected to four year terms beginning January 1, 2017.

4. The school district Election Clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

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

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2016.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 622 to the following candidates:

- | | |
|----|------------------|
| a. | Nancy Livingston |
| b. | Theresa Augé |
| c. | Steve Hunt |
| d. | Becky Neve |

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

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

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

1. It is hereby found, determined and declared that the special election of the voters of this school district held on November 8, 2016 in conjunction with the state general election, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, at said election a total of 57,719 voters of the school district voted on the question of increasing the referendum revenue authorization of the school district for taxes payable in 2017 and thereafter (SCHOOL DISTRICT BALLOT QUESTION 1), of which 22,182 voted in favor, 18,519 voted against the same, and there were N/A completely blank or defective ballots. Said proposition, having

received the approval of at least a majority of such votes, is hereby declared to have carried.

3. The clerk is hereby directed to certify the results of the election to the county auditors of each county in which the school district is located in whole or in part. The clerk is also directed to report the results of the referendum revenue authorization election to the Commissioner of Education within fifteen (15) days of the date hereof.

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

THAT the meeting be adjourned.

The meeting adjourned at 4:40 p.m.

Clerk

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

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

**WORK STUDY SESSION
SCHOOL BOARD
November 15, 2016**

Chair Coborn called the meeting to order at 4:48 p.m. with the following present: Chair Coborn, Vice Chair Hunt, Clerk Neve, Treasurer Yener, Directors Anderson, Augé, Livingston, and Superintendent Osorio.

Others present were: Randy Anderson, Kim Cavallaro, and Peter Mau.

In the audience: Jessica Cabak, Rory Sanders.

Coborn opened the meeting with an ice breaker and asked Board members to share a positive moment in their lives.

Mau and Osorio presented an update of the latest work of the Strategic Action Teams, Measurement Team, and Core Planning Team.

Coborn asked Board members to indicate their interest in officer positions for 2017. Continued discussion will take place on board officer succession at the December 13, 2016 reflection study session.

Board Liaison and Committee Assignment for 2017 were reviewed and this will be an agenda item at the December 13, 2016 reflection study session. Board Liaison & Committee Assignments will be an Action Item as part of the organizational resolution at the January 2017 special meeting.

R. Anderson provided a first glimpse of Policy E-096, Procuring Materials & Services. He explained that school districts which receive federal grant money must now have a prescribed procurement policy and procedures in place when using federal grant money to purchase goods and services. A formal first reading of the policy will take place at the November 22, 2016 business meeting, followed by proposed adoption at the December 13, 2016 business meeting.

Coborn led Board members through topics that were carryover items from the September 27, 2016 reflection study session which included: increased roles for student board representatives; staff development opportunities for Board members; public engagement; board governance policies; and superintendent evaluation. It was decided that Board members would discuss public engagement, increased roles for student board members, and board governance polices at a future retreat. Board members agreed that they liked the

superintendent evaluation format that was used last year. They also mentioned that they would like continue to learn about and attend staff development offerings.

Osorio presented her draft goals for 2016-17 to the Board for feedback. Board members offered suggestions and Osorio will present her goals at the November 22, 2016 business meeting.

Board members also discussed Policy E-044, Respect in the Workplace, and Coborn noted that the policy would be read at the November 22, 2016 business meeting.

The meeting adjourned at 7:27 p.m.

Clerk

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

Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Nii Anyetei	Akofio-Sowah	Homeless Tutor	District-Wide	10/17/16	\$26.00	hour
Trudi	Albert	1:1 SPED Para	Carver	11/14/16	\$15.91	hour
Alex	Alvarez	Misc Activities	North	10/19/16	\$17.25	hour
Miranda	Anderson	SPED Building Para	Castle	10/24/16	\$14.51	hour
Jameson	Bast	Test Proctor	Tartan	10/18/16	\$21.75	hour
Lisa	Berfeldt	Test Proctor	Tartan	10/19/16	\$21.75	hour
Nicole	Byrnes	Check & Connect Program Specialist	Maplewood	11/7/16	\$45,900.00	year
Sarah	Danforth	Family Engagement Specialist	DEC	11/1/16	\$26.00	hour
Daniel	Dreschel	CE Pool Guard	District-Wide	10/22/16	\$11.40	hour
Alyssa	Engel	Girls Volleyball Summer Camp - Assistant Coach	Tartan	7/11/16	\$400.00	assignment
Jodie	Fischer	Receptionist	Skyview	11/4/16	\$15.34	hour
Kristen	Fuerst	Girls Volleyball Summer Camp - Assistant Coach	Tartan	7/11/16	\$300.00	assignment
Heather	Gavic	Misc Activities	North	10/16/16	\$17.25	hour
Sarah	Greeley	CID Para	Tartan	10/24/16	\$14.51	hour
Katie	Gropp	Homeless Tutor	District-Wide	10/17/16	\$26.00	hour
Renee	Guittar	Choreographer	North	10/24/16	\$1,639.00	assignment
Glenn	Hansen	Boys Wrestling - Head/Assistant Coach	Skyview Middle	11/7/16	\$2,203.60	assignment
Barbara	Herzog	Math Class Size Reduction Teacher (.41)	Weaver	11/7/16	\$24,932.20	year
Jodi	Hietpas	Chaperone	Skyview Middle	10/28/16	\$16.91	hour
Kristin	Hook	Parent Volunteer Coordinator	Weaver	11/8/16	\$13.80	hour
Sarah	Hunter	Grant Support A	North	9/6/16	\$15.00	hour
Susan	Hunter	LPN	Castle	10/24/16	\$21.55	hour
Fnu	Husnia	Grant Support A	Tartan	9/30/16	\$15.00	hour
Nicole	Jackson	Chaperone	Skyview Middle	10/28/16	\$16.91	hour
Megan	Jacobs	Girls Volleyball Summer Camp - Assistant Coach	Tartan	7/11/16	\$200.00	assignment
John	Lewis	Homeless Tutor	District-Wide	10/17/16	\$26.00	hour
Karen	Loe	ABE Facilitator	Harmony	10/12/16	\$19.65	hour
Larondra	Lott	Building EA	Webster	11/7/16	\$13.33	hour
Susan	Macheledt	Special Education Teacher	Carver	10/25/16	\$49,858.08	year
Rebecca	McQuiston	Girls Volleyball Summer Camp - Assistant Coach	Tartan	7/11/16	\$350.00	assignment
Diane	Miller	Chaperone	Skyview Middle	10/28/16	\$16.91	hour
Jacob	Morphis	Boys Football - Assistant Coach	Tartan	8/31/16	\$2,060.64	assignment
Daniel	Morrison	Lunch/Playground Monitor	Cowern	10/24/16	\$14.33	hour
Christine	Moulder	Assistant Director -Theater	North	10/24/16	\$1,639.00	assignment
Amy	Mousel	Girls Volleyball Summer Camp - Assistant Coach	Tartan	7/11/16	\$300.00	assignment
Jenaya	Myvett	Behavior Intervention Assistant	Tartan	11/7/16	\$21.85	hour
Kristine	Olness	Lunch Monitor	Tartan	11/3/16	\$13.70	hour
Katie	Pangborn	Homeless Tutor	District-Wide	10/17/16	\$26.00	hour
Derek	Rehurek	Music Director	North	10/24/16	\$1,639.00	assignment
Pollyanna	Ricker	Costumer	North	10/24/16	\$877.00	assignment
Jacquelyn	Rothstein	Behavior Intervention Specialist	Weaver	11/8/16	\$21.85	hour
Curt	Russell	Girls Basketball - Head/Assistant Coach	Maplewood	10/31/16	\$2,203.60	assignment

Sarah	Schneider	SPED Building Para	North	11/10/16	\$15.55	hour
Jerome	Schwalbach	Girls Basketball - Head/Assistant Coach	Skyview Middle	11/7/16	\$2,203.50	assignment
Christopher	Sloan	Boys Wrestling - Head Coach	Maplewood	10/31/16	\$2,467.20	assignment
Emylia	Stickler	FSIII - Cafeteria Assistant (Short Hour)	Tartan	10/13/16	\$13.11	hour
Randall	Tappe	Girls Basketball - Head/Assistant Coach	Maplewood	10/31/16	\$2,203.60	assignment
Timothy	Tekautz	Girls Basketball - Head/Assistant Coach	Maplewood	10/31/16	\$2,203.60	assignment
Kelly	Trivett	Test Proctor	Tartan	10/19/16	\$21.75	hour
Grace	Tucci	FSIII - Cafeteria Assistant (Short Hour)	Tartan	10/31/16	\$13.11	hour
Amy	Tumbleson	Homeless Tutor	District-Wide	10/17/16	\$26.00	hour
Antawan	Walker	Misc Activities	North	9/30/16	\$17.25	hour
Rashad	Watkins	Girls Basketball - Head/Assistant Coach	Maplewood	10/31/16	\$2,203.60	assignment
Meredith	Weincouff	Grant Support A	John Glenn	10/20/16	\$15.00	hour
Mike	Yang	Girls Basketball - Head/Assistant Coach	Skyview Middle	11/7/16	\$2,203.60	assignment
Samuel	Zamora	Middle School Lifeguard	Skyview Middle	10/28/2016	\$15.85	hour
Darrell	Zieske	Soccer Official	Skyview Middle	9/12/16	\$45.00	game

Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Tizita	Atnafu	ECSE Para .10	ECSE Para .20	9/6/16	\$15.91	hour
Lakenya	Austin	1:1 SPED Para .25	FAN Para .25	11/28/16	\$15.55	hour
Lucas	Bockman	Technical Support Specialist	Technical Support Supervisor	10/27/16	\$70,000.00	year
Angela	Hansen	Adv. Conn. SN CC Para .11	Adv. Conn. SN CC Para .13	10/24/16	\$15.55	hour
Pamela	Longendyke	Adv. Conn. SN CC Para .13	Adv. Conn. SN CC Para .14	9/28/16	\$14.51	hour
Alecia	Salo	RN-BSN	Interim Health Services Supervisor	11/7/16	\$35.00	hour
Brian	Seidel	EBD Para .27	EBD Para .33	11/1/16	\$15.19	hour

Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Nicole	Gonyou- Robinson	Grade 4 Teacher	Carver	Child Care	12/14/2016 - 1/13/2017

Resignation				
First Name	Last Name	Assignment	Building	Effective
Namrata	Desai	CID Para	Tartan	11/6/2016
Clyde	Doepner	Driver Ed Coordinator	District-Wide	10/4/2016
John	Gustafson	Driver Ed Instructor	District-Wide	10/1/2016
Elizabeth	Hammons	CREED EBD Teacher	Tartan	11/11/16
Jodi	Hietpas	Receptionist	Skyview	11/8/16
Salena	Jackson	CID Para	Skyview Middle	11/8/16
Daniel	Morrison	Lunch/Playground Monitor	Cowern	11/18/16
Tanya	Mozingo	CE Youth Programs Coordinator	DEC	11/18/2016
Sylvia	Neblett	Equity Specialist	DEC	10/28/2016
Elaine	Plum	SPED Building Para	North	10/25/2016
Jeffrey	Swenson	Building Supervisor	District-Wide	11/1/2016
Rebecca	Zabinski	Check & Connect Program Specialist	Maplewood	11/4/2016

Termination				
First Name	Last Name	Assignment	Building	Effective
April	Bartone	Lunch/Playground Monitor	Castle	9/9/2016
Marilyn	Hrabik	PT Bus Driver	Bus Garage	10/31/2016
Mott	Sharon	Parent Volunteer Coordinator	Weaver	11/14/2016
Greg	Waldt	PT Bus Driver	Bus Garage	10/14/2016

IV. DISBURSEMENTS

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

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

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

General Fund	\$	2,150,476.00
Food Service		417,330.00
Community Service		53,564.00
Building		71,499.00
Debt Redemption		1,694.00
Trust		65,946.00
Internal Service Fund Health Insurance		24,019.00
OPEB Benefits Trust		14,620.00
		<hr/>
A/P Checks Disbursed (10-01-16 thru 10-31-16)	\$	2,799,148.00
Payroll Disbursed - Net (10-01-16 thru 10-31-16)	\$	4,675,662.00
Wire Transfers (10-01-16 thru 10-31-16)	\$	16,905,284.00
Investments on 11-14-16	\$	48,707,731.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	MATURES	AMOUNT
MSDLAF OTHER FUNDS	MM	0.47%	(BALANCE AT 11-14-16)		\$204,251.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.67%	(BALANCE AT 11-14-16)		\$35,156,391.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.34%	(BALANCE AT 11-14-16)		\$12,021,487.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.32%	(BALANCE AT 11-14-16)		\$1,325,602.00
					<u>\$48,707,731.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

10-01-16 thru 10-31-16

DATE	FROM	TO		REASON
10/03/16	P M A	HEALTH PARTNERS	\$233,277.00	MEDICAL CLAIM FEES
10/03/16	PREMIER BANK	DELTA DENTAL	\$134,087.00	MONTHLY PAYMENT
10/03/16	PREMIER BANK	HEALTH PARTNERS	\$298,317.00	HEALTH CLAIMS
10/03/16	PREMIER BANK	STATE OF MINN.	\$139,020.00	PAYROLL TAX
10/07/16	PREMIER BANK	ANNUITY COMPANIES	\$714,402.00	PAYROLL PAYABLES
10/11/16	PREMIER BANK	CORPORATE HEALTH	\$8,415.00	FLEX PROCESSING
10/11/16	PREMIER BANK	HEALTH PARTNERS	\$224,601.00	HEALTH CLAIMS
10/12/16	P M A	PREMIER BANK	\$4,675,000.00	A/P - P/R*
10/13/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
10/14/16	PREMIER BANK	I R S	\$828,625.00	PAYROLL TAX
10/17/16	PREMIER BANK	HEALTH PARTNERS	\$314,569.00	HEALTH CLAIMS
10/17/16	PREMIER BANK	STATE OF MINN.	\$130,733.00	PAYROLL TAX
10/18/16	PREMIER BANK	ANNUITY COMPANIES	\$241,376.00	PAYROLL PAYABLES
10/19/16	P M A	PREMIER BANK	\$1,415,000.00	A/P - P/R*
10/19/16	PREMIER BANK	CORPORATE HEALTH	\$54,852.00	FLEX PROCESSING
10/19/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
10/21/16	PREMIER BANK	ANNUITY COMPANIES	\$499,629.00	PAYROLL PAYABLES
10/21/16	PREMIER BANK	I R S	\$159,369.00	PAYROLL TAX
10/24/16	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
10/24/16	PREMIER BANK	CORPORATE HEALTH	\$16,137.00	FLEX PROCESSING
10/24/16	PREMIER BANK	HEALTH PARTNERS	\$253,724.00	HEALTH CLAIMS
10/24/16	PREMIER BANK	STATE OF MINN.	\$23,991.00	PAYROLL TAX
10/27/16	P M A	PREMIER BANK	\$4,785,000.00	A/P - P/R*
10/31/16	PREMIER BANK	ANNUITY COMPANIES	\$98,143.00	PAYROLL PAYABLES
10/31/16	PREMIER BANK	CORPORATE HEALTH	\$3,219.00	FLEX PROCESSING
10/31/16	PREMIER BANK	HEALTH PARTNERS	\$267,855.00	HEALTH CLAIMS
10/31/16	PREMIER BANK	I R S	\$873,168.00	PAYROLL TAX
10/31/16	PREMIER BANK	MISCELLANEOUS	\$6,775.00	MISCELLANEOUS
		TOTAL	<u>\$16,905,284.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

ISD#622 Superintendent Goals

July 2016-June 2017

Christine Osorio

Superintendent School District Goals

- I. Establish 5 year Strategic Plan for ISD #622
 - a. Engage and lead stakeholders through a transparent strategic planning process
 - b. Establish an accountability timeline for monitoring and reporting on the implementation of all four strategies of our strategic plan, which include:
 - i. Engage internal and external community to help us to achieve our mission and mission outcomes
 - ii. Develop and enhance community partnerships that support our mission and align with our core values
 - iii. Develop and enhance programs and practices that ensure engagement of our diverse learners to achieve our mission outcomes,
 - iv. Build competitive E-12 pathways that prepare all students for post-secondary
- II. Strengthen 622 communication and collaboration with local community
 - a. Build stronger 622 presence on social media
 - b. Strengthen 622 relationships with residents, businesses, and local organizations
- III. Establish a process to build a 10 year Facilities plan for 622, which will:
 - a. Improve energy efficiency of facilities
 - b. Establish priorities for facility updates/ upgrades
 - c. Create a plan for addresses current and future space needs/ challenges

Superintendent Professional Development Goal

- I. Develop professional skills with PR, Marketing, and Branding to support the recruitment and retention of 622 students, families, and staff and engage our diverse community.
 - a. Engage with other leaders to explore strategies that have worked for other organizations
 - b. Expand public engagement opportunities to connect specifically with this goal.
 - c. Strengthen skills with technology tools including: social media, mass notification and desktop publishing.

Ends

Policy Title	Policy Level	Date Approved/Revised
Respect in the Workplace	E-044	12/14/10

1) General Statement of Policy

a) District 622 is a community of diverse races, creeds, cultures, and social affiliations. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment. We value each member of the District 622 community for individual and unique talents, and applaud all efforts to enhance the quality of the school district. We strive to maintain a climate of mutual respect and support constructive strategies for conflict resolution.

b) All employees of the school district are expected to practice basic principles of mutual respect by:

- Valuing each others' work and roles.
- Valuing each others' perspectives and opinions, even if there is disagreement, by expressing your own perspectives and opinions respectfully, without being demeaning, disparaging, insulting, or critical toward others.
- Being courteous to others.
- Behaving in ways that show respect toward co-workers and others.
- Developing relationships built on trust.
- Promoting a climate that is fair, supportive, and responsive.
- Creating a welcoming environment through our words, actions, and physical surroundings.
- Encouraging open and honest communication.
- Celebrating our differences.

c) Violent and/or offensive behavior will not be tolerated or condoned by District 622.

Violent Behavior includes, but is not limited to, the use of physical force, intimidation or abuse of power or authority when the impact is to control by causing pain, fear or harm (physical or emotional).

Offensive Behavior includes, but is not limited to: rudeness, exclusionary behavior, angry outbursts, inappropriate joking, vulgar obscenities, name-calling, or disrespectful language. Behavior prohibited under this policy also includes requests to engage in illegal, immoral or unethical conduct, intentional filing of an unfounded complaint, or retaliation for a complaint made under this policy.

d) It is the responsibility of every school district employee to follow this policy and for supervisors or administrators to investigate complaints made under this policy and to intervene as appropriate. Appropriate intervention for violations of this policy may include disciplinary action, up to and including termination from employment.

Rationale: *The purpose of this policy is to provide a respectful workplace for all District 622 employees*

Adoption and Revision History	Incorporated Policies
Policy L-040 UNPROFESSIONAL PERSONNEL PRACTICES This Policy Adopted: Jan. 22, 2008 Rescinded: December 14, 2010	Policy 306 ADMINISTRATOR CODE OF ETHICS This Policy Adopted: Mar. 11, 1997 Rescinded: Aug. 5, 2008
Policy 422 RESPECT IN THE WORKPLACE This Policy Adopted: Dec. 4, 2001 Rescinded: Aug. 5, 2008	
E-044 RESPECT IN THE WORKPLACE This Policy Adopted: Dec. 14, 2010	

Legal References:

ENDS

Policy Title	Policy Level	Date Approved/Revised
Procuring Materials and Services	E-096	

1) General Statement of Policy

- A. In an effort to obtain the lowest price for quality products and services, the Procurement Department will initiate and conduct negotiations concerning the purchase of materials, equipment, supplies and services for the District.

When purchasing materials or services with a value between \$10,000 and \$100,000, it is required to obtain two price quotations. Exceptions to the two quotation requirement may be made for purchased materials and services with a value between \$10,000 and \$25,000 with pre-authorization from the Director of Business Services.

- B. Existing law and regulation requires strict bidding process to be followed when purchasing materials or services valued at more than \$100,000. All Purchase Orders over \$100,000 must be approved by the School Board.

2) Exemption

- A. Professional services, (e.g. financial, legal, architectural services), are exempt from the bid law and this policy.

3) Process and Procedures

- A. All District purchasing of goods and services will follow procedures and process, as outlined in School District 622 Procurement Procedure Manual and PM101-PM112 attachments located on the ISD 622 website <http://www.isd622.org> under Business Services/Procurement Department.

Rationale: *The mission of the Procurement Department is to facilitate the strategic acquisition of goods and services for ISD 622 while upholding the highest legal and ethical standards of responsible business and procurement practices with the well-being of students a basic principle in all decision making and actions.*

Adoption and Revision History	Incorporated Policies
Policy E-096 PROCURING MATERIALS AND SERVICES This Policy Adopted:	

Administrative Rule, Regulation and Procedure: NA

Legal References: Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Cross References:

VII. B. 1. ADOPTION OF 2017-2018 SCHOOL CALENDAR

The proposed 2017-2018 school calendar has been reviewed and is recommended by the District's Calendar Committee (Keith Gray, Megan Yang, Mary Dvorak, Greg Nelson, Shawn Bromeland, Carolyn Jones, Dan Cahill, Rory Sanders, Mary Glagavs) to the School Board for adoption. Additionally, in order to conduct school district activities on Columbus Day and Veterans Day, the District must pass a resolution to authorize such action.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the attached calendar be approved and adopted for the 2017-2018 school year and that pursuant to Minn. Stat. §645.44, Subd. 5, the School Board of Independent School District No. 622 has determined that Columbus Day is not a legal holiday, and therefore, public business, including school board and informational meetings, may be transacted on that day. Additionally, schools will be open on Veterans Day and in accordance with state statute will be have at least one of hour of activities in observance of Veteran's Day.

MOTION:

SECOND:

North St. Paul-Maplewood-Oakdale 2017-2018 School Year

July 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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

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

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

August 2017						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

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

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

Aug 28-Aug 31 *Opening Days [order tbd]*
Building Staff Development
District Staff Development
Q Comp Day #1

Sept 4 Labor Day [no school]
Sept 5 First day of school grades 1-12

Sept 6 First day of kindergarten

Oct 6 **K-12 [no school]**

Q Comp Day #2

Oct 19-20 **EM Break [no school]**

Oct 27 **K-12 [no school]**

6-12 Building Staff Dev.

K-5 Goal Setting Conferences
(full day)

Nov 23-24 Thanksgiving [no school]

Dec 1 End of 1st trimester K-12
(58 days)

Dec 4 **K-12 [no school]**

K-12 Staff Dev./Report Card
Prep.

Dec 22- Jan 1 Winter Break [no school]

Jan 2 Classes resume

Jan 15 Martin Luther King Day [no
school]

Feb 2 **K-12 [no school]**

K-12 District/Building
Staff Dev.

Feb 19 President's Day [no school]

Mar 2 **K-12 [no school]**

K-12 District Building
Staff Dev.

K-5 Conference Prep (half
day)

Mar 8 End of 2nd trimester K-12 (57
days)

Mar 9 **K-12 [no school]**

6-12 Bldg. Staff Dev./Report
Card Prep.

K-5 Conferences [full day]

Mar 26-30 Spring Break [no school]

Mar 30 Contract Holiday

April 2 Classes resume

May 25 **K-12 [no school]**

K-12 District/Building
Staff Dev.

May 28 Memorial Day [no school]

June 7 End of 3rd trimester K-12 (57
days)

June 8 Term Transition

Calendar Counter 2017-2018 District Wide

				Total Days Taught	Holidays	EM Days	Comp/ Q Comp Days	Prof Days	Non-Work/ Contract Day	Total																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F															
<i>August</i>				PR	PR	Q	PR	NW	CH						9	1	0	1	3	1	15								
18	19	20	21	22	25	26	27	28	29	Oct					Q	9	10	11	12	13	19	0	0	1	0	0	20		
16	17	18	EM	EM	23	24	25	26	PR	Nov						17	0	2	0	1	0	20							
13	14	15	16	17	20	21	22	CH	CH	Dec	PR						17	2	0	0	1	0	20						
11	12	13	14	15	18	19	20	NW	CH	CD	NW	NW	CD	CH	Jan	1	2	3	4	5	13	2	0	2	0	2	19		
8	9	10	11	12	MLK	15	16	17	18	19	22	23	24	25	26	Feb	PR	29	30	31	1	2	18	0	0	0	1	1	20
5	6	7	8	9	12	13	14	15	16	CH						18	1	0	0	1	0	20							
5	6	7	8	PR	12	13	14	15	16	19	20	21	22	23	Spring Break	CH	26	27	28	29	30	14	1	0	0	1	5	21	
<i>April</i>																													
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	20	0	0	0	0	0	20			
30	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	PR	25	19	0	0	0	1	0	20		
CH	<i>June</i>																												
28	29	30	31	1	4	5	6	7	8						8	1	0	0	1	0	10								
														172	8	2	4	10	9	205									

40

Total Contract Days = 194

1st trimester end date - 12/01/17
 2nd trimester end date - 03/08/18
 3rd trimester end date - 06/07/18

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

T1	=	58
T2	=	57
T3	=	57

VII. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS - *Augé*

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>
Christa Waymire	\$50.00	John Glenn CREED program
City of Maplewood	\$1,280.00	Weaver - Deep Portage Transportation
Bolton & Menk, Inc.	\$500.00	Weaver - Deep Portage Transportation
Cowern PTG	\$2,100.00	Cowern - Wolfridge Bus
Anonymous	Children’s sweatpants (valued at \$100.00)	Eagle Point Health office
Lemonz, Inc.	\$2,684.00	North High - National Honor Society
Cowern PTG	\$2,126.00	Cowern - multiple grade level field trips
Truist	\$42.32	Meals on Wheels
Michael Testa	\$50.00	Meals on Wheels
Michael & Elizabeth Horn	Wii gaming system, 10 Wii games, 2 Wii controllers, 2 steering wheels, 2 nunchucks, 2 controller covers	District 622 - Next Step Program
Kittie Kisby	\$40.00	John Glenn
Christa Waymire	\$50.00	John Glenn CREED program

MOTION:

SECOND:

Total fiscal year 2016-2017 monetary contributions: \$39,134.76

VII. C. 1. ADOPT POLICIES

School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Minnesota Legislature required a committee to develop a model policy for schools to use. Policy E-094, Staff Notification of Violent Behavior by Students, is the result of that work and recommended by MSBA.

Over recent years, the IRS has increased its efforts to enforce federal rules related to tax-exempt debt. Their efforts have focused on “post-issuance compliance” with rules related to arbitrage, use of proceeds, reimbursement of prior expenditures, and related topics. The IRS has urged that all issuers of tax-exempt debt (including school districts) have written procedures regarding compliance with federal rules. Policy E-095 is proposed for adoption to meet the suggested requirement.

Therefore, the Assistant Superintendent and Director of Business Services recommend the following resolution:

BE IT RESOLVED that the School Board of Independent School District #622 hereby adopts Policy E-094 (Staff Notification of Violent Behavior by Students); and Policy E-095 (Post-Issuance Debt Compliance).

MOTION:

SECOND:

ENDS
(The provisions of this policy substantially reflect statutory requirements)

Policy Title	Policy Level	Date Approved/Revised
Staff Notification of Violent Behavior by Students	E-094	

1) General Statement of Policy

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

2) Definitions

For purposes of this policy, the following terms have the meaning given them.

- A. Administration
 “Administration” means the superintendent, building principal, or other designee.
- B. Classroom Teacher
 “Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.
- C. History of Violent Behavior
 - 1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
 - 2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.
- D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

3) Procedure for Staff Notification of Students with Violent Behavior

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section 2C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy EM-020.17, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section 2. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section 3.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy EM-020.17, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

4) Maintenance and Transfer of Records

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy EM-020.17 Protection and Privacy of Pupil Records.

5) Parental Notice

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy EM-020.17, Protection and Privacy of Pupil Records.

6) Training Needs

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Rationale: *In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.*

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about student with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

Adoption and Revision History	Incorporated Policies
Policy E-094 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS This Policy Adopted:	MSBA 529

Administrative Rule, Regulation and Procedure: NA

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
- Minn. Stat. § 121A.45 (Grounds for Dismissal)
- Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
- Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
- Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
- Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

ENDS
(The provisions of this policy substantially reflect statutory requirements)

Policy Title	Policy Level	Date Approved/Revised
Post-Issuance Debt Compliance	E-095	

1) General Statement of Policy

A. Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the "Code") and regulations promulgated thereunder ("Treasury Regulations") governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various "Tax Credit" Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

B. Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the Code and Treasury Regulations. To help ensure compliance, the District has developed the following policy (the "Post-Issuance Debt Compliance Policy"). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

2) Procedures

- A. The Director of Business Services is designated as the District's agent who is responsible for post-issuance compliance of these obligations.
- B. The Director of Business Services shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the "Post-Issuance Debt Compliance Procedures"). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:
 - 1. General post-issuance compliance;
 - 2. Proper and timely use of obligation proceeds and obligation-financed property;
 - 3. Arbitrage yield restriction and rebate;
 - 4. Timely filings and other general requirements;
 - 5. Additional undertakings or activities that support points 1 through 4 above;
 - 6. Maintenance of proper records related to the obligations and the investment of proceeds of obligations;
 - 7. Other requirements that become necessary in the future.
- C. The Director of Business Services shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Director of Business Services will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

- D. The Director of Business Services or any other individuals responsible for assisting the Director of Business Services in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.
- E. Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Director of Business Services shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.
- F. Private Activity Bonds
The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Director of Business Services shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of Business Services may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Director of Business Services is concerned about the compliance ability of a private party, the Director of Business Services may require that a trustee be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

- G. The Director of Business Services is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Rationale: The School Board (the “Board”) of Independent School District No. 622 has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

Adoption and Revision History	Incorporated Policies
Policy E-095 POST-ISSUANCE DEBT COMPLIANCE This Policy Adopted:	

Administrative Rule, Regulation and Procedure: NA

Legal References:

Cross References:

VII. C. 2. REVISE POLICIES

A major function of the School Board is reviewing, revising, and adopting District #622 policies. These two policies have been proposed for revision to incorporate MSBA recommended changes from the 2016 Legislative Session.

Therefore, the Assistant Superintendent recommends the following resolution:

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

E-011 (Student Surveys)
EM-020.15 (Student Discipline & Notice of Suspension)

MOTION:

SECOND:

ENDS

Policy Title	Policy Level	Date Approved/Revised
Student Surveys	E-011	3/27/12 Revised:

1) General Statement of Policy

Student surveys may be conducted by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

2) Student Surveys in General

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.**

3) Student Surveys Conducted As Part of Department of Education Program

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or

evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections 3.A. and 3.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section 3.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college or other post-secondary education recruitment or military;

- (b) book clubs, magazines, and programs providing access to low cost literary products;

- (c) curriculum and instructional materials used by elementary and secondary schools;

- (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
 - (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section 3.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
- 2. The policies adopted under Section 3.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section 3.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section 3.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

~~D. The school district shall give parents and students notice of their rights under this section.~~

4) Notice

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district of school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

***Rationale:** Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.*

Adoption and Revision History	Incorporated Policies
Policy 520 STUDENT SURVEYS This Policy Adopted: October 28, 1997, Revised: March 30, 2004, Rescinded: March 27, 2012	MSBA 520
Policy E-011 STUDENT SURVEYS This Policy Adopted: March 27, 2012; Revised:	

Administrative Rule, Regulation and Procedure: NA

- Legal References:
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)**
 - 20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
 - 20 U.S.C. §1232h (Protection of Pupil Rights)
 - 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
 - Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
 - C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3rd Cir. 2005)
 - Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9th Cir. 2005)

Cross References:

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

ENDS
(Required by Minnesota Statute)

Policy Title	Policy Level	Date Approved/Revised
Student Discipline & Notice of Suspension	EM-020.15	5/20/08 Revised: 7/20/10 Revised: 11/22/11 Revised: 7/23/13 Revised: 5/27/14 Revised: 11/25/14 Revised: 5/26/15 Revised: 6/28/16 Revised: Reviewed Annually

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, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, 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,

EM-020.15

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 or property immediately adjacent to school grounds; 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, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. 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, (except as prescribed by a physician), or look-alike substances, (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physicians, and 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.
44. Possession of nuisance devices or objects which cause distractions and may facilitate cheating.

b) Personal Electronic Devices

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) **The teacher of record shall have the general control and government of the classroom.** 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 for up to one class or activity period pursuant to the procedures established by this discipline policy. The principal or designee shall have the authority to remove the student from class for a period of time not to exceed five (5) days 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.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- 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 (6th) consecutive day of suspension or the tenth (10th) 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.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with

EM-020.15

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.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

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; Revised: November 25, 2014; Revised: May 26, 2015; Revised: June 28, 2016; Revised:	

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.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. § 122A.42 (General Control of Schools)**
- 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. §152.22 (Medical Cannabis; Definitions)
- Minn. Stat. §152.23 (Medical Cannabis; Limitations)
- 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

**Adoption of High School Course Proposals and Name Changes Beginning Fall 2017
November 2016**

The Teaching and Learning Department is proposing the addition of four new courses for the 2017-2018 school year.

District 622 High School Course Proposals for 2017-2018

- 1. Science**
 - a. AP Environmental Science (Environmental Science at a college level)

- 2. Family & Consumer Science**
 - a. CIS Exploring the Teaching Profession (Education course at a college level)
 - b. CIS Teacher Cadets (Education course at a college level)

- 3. At large elective**
 - a. Strategies for College Reading 950 A/B (concurrent enrollment at Century College)

The following name changes are also recommended for the 2017-2018 school year:

1. Industrial Technology

Current	Proposed
Digital Fabrication A: Introduction	How to Make Almost Anything 'A': Intro
Digital Fabrication B: Mechanical	How to Make Almost Anything 'B': Mechanical
Digital Fabrication C: Electrical	How To Make Almost Anything 'C': Electrical

2. Art

Current	Proposed
Graphics 1 (Industrial Tech Department)	Not offered
Graphics 2 (Industrial Tech Department)	Not offered
New Technologies in Art I	Graphics Arts I
New Technologies in Art 2	Graphics Arts 2

3. Mathematics

Current	Proposed
Intermediate Algebra	Algebra 3

District 622 Teaching and Learning and the 622 Advisory Committee recommends the addition of these four courses along with the proposed name changes for Fall 2017.

Therefore, the Supervisor of Educational Programs recommends the following resolution:
BE IT RESOLVED, that the School Board of ISD 622 adopt the course curricula and course name changes beginning Fall 2017 for:

- New Course Proposals
 - AP Environmental Science
 - CIS Exploring the Teaching Profession
 - CIS Teacher Cadets
 - Strategies for College Reading A/B

- Course Name Changes

Current	Proposed
Digital Fabrication A: Introduction	How to Make Almost Anything 'A' : Intro
Digital Fabrication B: Mechanical	How to Make Almost Anything 'B' : Mechanical
Digital Fabrication C: Electrical	How To Make Almost Anything 'C': Electrical
New Technologies in Art I	Graphics Arts I
New Technologies in Art 2	Graphics Arts 2
Intermediate Algebra	Algebra 3