



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

**December 18, 2018
6:00 PM**

Board Members:

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

Superintendent:

Christine Osorio

622 Education Center
2520 East 12th Avenue
North St. Paul, Minnesota 55109

District Mission Statement:

We commit each day to develop and empower lifelong learners who thrive in diverse communities.

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

**Regular Meeting
December 18, 2018
6:00 PM**

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

A G E N D A

I. Call to Order and Pledge of Allegiance

II. Approval of the Agenda

III. Public Comment

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

IV. Achievement Awards - Neve

A. Maplewood Middle School Staff 10

V. Consent Agenda 11

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

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

A. Minutes of November 20, 2018 Business Meeting 12

B. Routine Personnel 17

C. Bid Award 19

As you may recall, at the last business meeting we pulled the award of the roofing bid for Castle and Richardson off of the agenda. We decided

to do this because the low bid on the project came in around 20% higher than budgeted and we wanted to see what the explanation was and whether we needed to rebid the project.

After investigating, we found that we had added additional work scope to the project and did not increase the original budget accordingly. We have updated the budget and we ask that you approve the awarding of the Castle and Richardson roofing project to Berwald Roofing.

D. Disbursements

22

VI. Reports

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

B. Superintendent - *Osorio*

1. Recognition of Amy Coborn

C. Assistant Superintendent - *Miller*

1. Castle Elementary

Castle Principal Bridget Bruner will share Castle's vision and how it is being put into action this year. They will demonstrate how they inspire learning, create a strong school community, and partner with families to prepare scholars for their futures.

D. Business Office

1. 2018 Payable 2019 Tax Levy - *R. Anderson*

26

The final property tax levy must be certified to the counties and the Minnesota Department of Education (MDE) by December 28, 2018. Therefore, a final decision on the levy must be made at the December 18 School Board meeting. The public will be given an opportunity to comment on the levy prior to final approval.

The total levy amount recommended by Administration for approval is \$48,221,970. This total amount is the same that was certified for

our proposed levy back in September. This represents a 1.03% increase from the Payable 2018 certified levy.

2. Opportunity for Public Discussion of Tax Levy - R. Anderson

Community members wishing to speak to the 2018 Payable 2019 Property Tax levy may fill out a card separate and distinct from the public comment portion of the meeting. Following Randy's presentation, we will welcome feedback from those in attendance at the meeting.

3. FY 2018 Audit - J. Eichten

42

Certified Public Accountants MMKR performed the audit according to their planned scope and timing previously discussed and coordinated with District management. Jim Eichten from MMKR will be on hand to present the audit and answer any questions. An audit summary with audit findings is incorporated in the Management Report included in the Board materials. Highlights of that report are as follows:

**The District was issued an unmodified opinion on the District's financial statements which means that the financial statements "give a true & fair view" in all material respects in accordance with applicable financial reporting standards.*

**No deficiencies in the District's internal control over financial reporting that are considered to be material weaknesses.*

**There were no instances of non-compliance that are required to be reported under Government Auditing Standards.*

**The Schedule of Expenditures of Federal Awards is fairly stated in relation to the basic financial statements.*

**The results of audit tests indicate that the District has complied, in all material respects, with the types of compliance requirements applicable that could have a direct and material effect on each of its major federal programs.*

**One instance of non-compliance with Minnesota law was reported where the District did not obtain the required MN Form IC134 from one contract completed during fiscal year 2018 until after the final payment had been made to the contractor. The law states that this form must be received prior to the final payment.*

**MN Statute 574.26 requires that when contracting for construction services with a value exceeding \$100,000, the District is required to obtain performance and payment bonds from the contractor. This requirement was not met in one instance where only a performance bond for the project was received.*

**In another instance, it was noted that the District did not have sufficient controls to ensure adequate and timely documentation of time and effort on salary charged to a federal program. In this circumstance, 28% of a staff member's salary was charged to a federal grant, whereas the time and effort study showed that only 25% should be charged.*

**In accordance with Minnesota Statutes, the District's School Board has elected not to exercise control over the transactions of the extracurricular student activity accounts maintained at various District sites.*

**All significant transactions have been recognized in the financial statements in the proper period.*

**No difficulties in dealing with management were encountered*

during the auditing process.

**The overall General Fund's fund balance increased from \$15,553,037 to \$25,440,270. The unassigned/unrestricted fund balance, which the District can use at its discretion, increased from \$8,845,611 to \$14,723,279, an increase of \$5,877,688.*

**The District has adopted an unassigned fund balance policy of 5 - 7% of the annual budget. At June 30, 2018, the unassigned fund balance of the General Fund was 10.3% of current year expenditures.*

**All other Funds including Food Service, Community Service, Construction, and Debt Service performed as predicted in the budgeting process.*

**More detailed information on the District 2017-18 audit is contained in the Comprehensive Annual Financial Report (CAFR), Management Report, and Extra-Curricular Student Activity Report included in the Board materials.*

Randy would like to recognize Janet Doman, Jo McCabe, and Travis Byrne for their outstanding work in overseeing the audit process.

VII. Action Items

A. Business Office

1. Acknowledgment of Contributions - *Hunt* 57
**I recommend that the contributions, with a total of \$53,550.34 for the 2018-2019 fiscal year, be approved.*
2. Approval 2018 Payable 2019 Tax Levy - *R. Anderson* 59
The total levy amount recommended by administration for approval is \$48,221,970.

**I recommend that the 2018 Payable 2019 Tax Levy be approved.*

3. Designate Combined Polling Locations - R. Anderson

61

In 2017, the Minnesota legislature made changes to M.S. 204B.16, subd. 1 (Municipal and County-Unorganized Territory Polling Place Designations) and 205A.11, subd. 2 (School District Combined Polling Places Designations).

This change in law requires school districts using combined polling places for stand alone elections to designate polling places for the combination(s) by December 31 each year for the next calendar year. A school district may only use a polling place for a combination if that location has been designated as a polling place by a municipality (or a county for unorganized territory).

Therefore the law requires that we do this resolution at the December meeting on an annual basis. That way, regardless of whether we are doing an election or not, we have ourselves covered. Approving this resolution does not commit the District to holding an election - it only prepares us to hold one if that decision is made.

The Office of the Secretary of State believes that the legislature was seeking to lessen voter confusion and frustration as it relates to voters' perceptions of "ever changing" poll places from one election to the next by:

1. School districts designate their combined polling places for each precinct each year regardless if there is an election scheduled for the next year or not (in the event of a special election that is called).

2. School districts designate their combined polling places for each precinct each year even if no change is noted for the next calendar year.

3. School districts must designate their combined polling places each year by resolution.

4. A polling place may only be designated for a school district combination if that location has been designated as a polling place by a municipality (or a county for unorganized territory).

a. If a school building has not been designated for use polling place by a municipality (or county with unorganized territory), the school building cannot be designated as a combined location by the school district.

b. Counties only have authority to designate polling places for unorganized territories. A county cannot designate a polling place on behalf of a school district.

****I recommend that the resolution for combined polling places be approved.***

4. Acceptance FY 2018 Audit Report - R. Anderson 65

Our auditor, Jim Eichten, will share the 2017-18 Audit Report and answer questions during the reports portion of the meeting. The Board is required to take action on accepting the 2017-18 Audit and will do so during this portion of the meeting.

****I recommend that the 2017-18 Audit be approved as presented.***

B. Teaching & Learning

1. Revision of the 2018-2019 School Calendar for ACT & MCA Testing - 66

Mau

Peter will be proposing to make April 2, 2019, a 10th & 11th grades only day with an early release of 1:30 PM at the high school level in

order to make accommodations for the best MCA and ACT testing environment. This is the same plan as the last school year. Peter will formally present the resolution to you at this evening's meeting.

**I recommend that the 2018-2019 school calendar be revised to reflect April 2, 2019 as a school day for grades 10 & 11 only at the high school level with an early release for the purpose of MCA & ACT testing.*

C. School Board

1. Set Board Retreat

We've polled the board, and reached a consensus on a board retreat date, time and location. Unfortunately we were unable to find a date and time that could accommodate everyone's schedules, therefore we are recommending a date which the majority of board members can attend. We'll be setting the retreat agenda in January.

**I recommend that the board retreat begin at 9:00 a.m. on February 23, 2019 in Room 202 of the District Education Center.*

2. Revise January 15, 2019 Special Meeting Agenda

Bid awards for Castle and Richardson projects could not be completed in time for the December 18 business meeting, but it is desirable to present them for approval prior to the January 22 business meeting. Since we have already set the January 15 special meeting agenda, it is proposed that the agenda be revised to include the bid awards.

**I recommend that the January 15, 2019 special meeting agenda be revised as such: 1)Oath of Office; 2)Election of Officers; 3)Organizational Resolutions; 4)Bid Awards.*

VIII. Board Communications

IX. Future Board Meeting Dates

A. January 15, 2019 Special Meeting 4:30 p.m. (Board Room)

- B. January 15, 2019 Work Study Session 4:45 p.m. or immediately following the adjournment of the January 15, 2019 Special Meeting (Room 202)
- C. January 22, 2019 Business Meeting 6:00 p.m. (Board Room)

IV. A. ACHIEVEMENT AWARDS, *presented by: Neve*

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

A. Maplewood Middle School Staff Members

Three Maplewood Middle School staff did amazing and heroic work this past month. **Judy Lallier** (Swimming Instructor) and **Ty Evans** (Physical Education Teacher) acted swiftly when a student was showing signs of distress in the pool area. Judy quickly began CPR and Ty assisted by immediately calling 911, getting the defibrillator, and assisting with medical and student support until first responders arrived at the scene. Because of their excellent teamwork; expertise with medical emergency procedures; and their extremely swift action, the student survived this major medical incident.

Eric Mjolsness, Assistant Principal at Maplewood Middle, also took swift action when he noticed a student choking during lunch. Eric performed the Heimlich maneuver and successfully dislodged the item.

Because of skilled staff and prompt responses of these three educators, both students successfully survived life threatening situations. We are proud of the work of all three individuals and know that students and staff at Maplewood Middle School are in great care! Congratulations on a job well done!

Judy, Ty and Eric are nominated by Assistant Superintendent Troy Miller.

V. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

BE IT RESOLVED by the School Board of Independent School District No. 622 that Consent Agenda Items, V.A. through V.D., 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
November 20, 2018**

Chair Yener called the meeting to order at 6:00 PM with the following present: Chair Yener, Vice Chair Livingston, Clerk Augé, Directors Anderson, Hunt, Superintendent Osorio, and Student Board Representatives Krummel and Pedersen. Arriving at 6:14 PM: Director Coborn.

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

The meeting opened with the Pledge of Allegiance.

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

THAT the agenda be approved as presented.

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 following Consent Agenda Items, IV.A. through IV.G., be approved as written, and a copy of the agenda items is attached to the minutes.

North High Student Representative Pedersen reported on the following items: As fall sports come to an end, the volleyball team had a tremendous season as they were runner-up to Stillwater in the section final match. North's school play, Addams Family, was held this month as well, spanning across two weekends and gathering rave reviews. Last week two North High athletes participated in national signing day. North High had five of the top math students visit Travelers to learn about statisticians and actuaries and the roles in the insurance world. National Honor Society is holding the annual Yeah for Toys drive in November which provides for families in need. So far students have raised \$500 in four days. Polar Buddies Club is up and running again. This is the tenth year of the Club where students with special needs have the opportunity to interact with mainstream peers through activities. It has been a great opportunity for all students.

Tartan High Student Representative Krummel reported on the following items: Saturday school attendance has continued to grow over the trimester with over 75 students attending last weekend. Students received individualized support from teachers, took reassessments, completed homework and studied for finals. Last week Tartan's business teacher Vicki Kapaun and her BPA students held another successful Red Cross blood drive. Over 90 Tartan

seniors and their parents attended FAFSA night which provided help in FAFSA form completion. The Association for Career and Technical Education announced that Tartan marketing teacher Craig Spreiter was the recipient of the 2018 ACTE Region 3 Carl Perkins Community Service award. This award recognizes individuals who have used CTE to make a significant impact in their community and demonstrate leadership in programs and activities which promote student involvement and community service. Spreiter will travel to San Antonio next week where he will run for the national community service award. Students are excited for Thanksgiving break and there will be a fun game of turkey bingo going on in home room on Wednesday. Students are also preparing for finals next week. Tartan Relay for Life has raised over \$22,000 so far, surpassing the goal to raise \$20,000 by December 31. Tartan football lost to St. Thomas on November 10; however, they placed first in the section this year and made Tartan football history.

Osorio gave a facilities update and mentioned upcoming dates for community meetings which will be used to gather feedback. December 13, 6:30 - 8:00 in the board room; and December 17, 6:30 - 8:00 p.m. at Carver.

(Coborn arrived)

Johnson introduced Youth Programs Coordinator Laura Greenlee-Karp who provided an overview of District 622's Community Education Youth Programs. She shared the five key areas of focus within the District's Youth Development Plan and some examples of programs offered.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that 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>
Office Max	School Supplies	Weaver students
Connie Hall	Winter hats and gloves	Richardson students
New Image Exteriors	\$500.00	Cowern Elementary
WSB & Associates, Inc.	\$250.00	Tartan Robotics Team
Theresa Augé	54 three ring binders	622 Schools
Silver Lake United Methodist	hats/mittens/gloves	Richardson and Castle students
Knights of Columbus Council 4967	12 new winter coats	Richardson students
Rachel Bahn and family	Winter coats	Richardson students
Lolita V. Cox	Backpacks, notebooks, misc.	Castle students

school supplies

Paul King - Northern Tool & Equipment

5 engines and 4 lawn mowers

North High Industrial Tech Program

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

BE IT RESOLVED, that the School Board of ISD 622 adopt the course name changes beginning Fall 2019 for:

Current	Proposed
General Nutrition and Foods	Intro to Foods
Family Life	Family Life and Relationships
Advanced Foods	Pastry and Baking
Strength Training for Athletes	Beginning Strength Training for Athletes
Strength Training for Personal Fitness	Beginning Strength Training for Personal Fitness

Yener asked board members to set the agenda and location for the December 18, 2018 reflection session. Coborn moved and Anderson seconded the following motion, which carried on a 7 - 0 vote:

THAT the December 18, 2018 reflection study session which begins at 5:00 p.m. in Conference Room 202 of the District Education Center include the following agenda items: 1)Ice Breaker; 2)Board Committees; 3)Board Officer Succession; and 4)Reports.

Yener asked board members to set a special meeting. Livingston moved and Coborn seconded the following motion, which carried on a 7 - 0 vote:

THAT a special meeting be set for January 15, 2019, in the board room of the District Education Center with a start time of 4:30 p.m. and the following agenda items: 1)Oath of Office; 2)Election of Officers; and 3)Organizational Resolutions.

Yener asked board members to set the time, agenda and location for the January 15, 2019 work study session. Livingston moved and neve seconded the following motion, which carried on a 7 - 0 vote:

THAT the January 15, 2019 work study session begin immediately following the adjournment of the January 15, 2019 special meeting (approximate start time of 4:45 p.m.) in Conference Room 202 of the District Education Center and include the following agenda items: 1)Superintendent Check In; 2)Facilities; 3)2019-2020 Enrollment & Financial Projections.

During Board Communications, the following items were shared:

- ✓ Coborn congratulated Yener and Anderson for winning their re-election campaigns. She congratulated Ben Jarman who will be taking her place on the Board beginning in January. Coborn mentioned that it is the time of year when many school programs and concerts take place. She gave a shout out to the people who will be working hard to put together the programs and invited everyone to visit the schools to see what is going on.
- ✓ Livingston echoed Coborn's comments about the wonderful programs and mentioned that she had attended both of the high school musicals, Addams Family at North and Annie at Tartan. She stated that both plays were great and they keep getting better and better. She recognized the hard work by many who make the productions happen; the directors, students, parent volunteers and costume designers - just to name a few. Livingston remarked that the whole enterprise is just outstanding. Livingston recognized Coborn and mentioned that she will be honored on December 18 at 4:00 p.m. in the Board Room for her 8 years of service as a District 622 school board member.
- ✓ Anderson said that Greenlee-Karp mentioned the upcoming Hmong New Year Celebration which takes place from 5 - 8 p.m. on December 14 at North High. He said that the event includes a number of different activities that feature Hmong culture and history and invited all to make it to the event if they can. Anderson thanked the departments of Community Education and the Office of Educational Equity for working with the Hmong parent group to make this event happen.
- ✓ Hunt reported that he had attended the MSBA pre-delegate assembly for the 2019 legislative agenda. He said that he left the book with additional recommendations in the Superintendent's Office in the event any board member would like to review the document. The delegate assembly will be voting on new or proposed changes in the legislature and invited anyone who may be interested in attending the delegate assembly on November 30 - December 1 to do so. Hunt stated that the number one priority that is not district specific is special education funding; and District 622 is already ahead of that learning curve as far as how the funds are allocated.
- ✓ Yener mentioned that the Board is sending a letter to the Saint Paul Public School Board about their plans to open a building outside of their own district boundaries. She said that District 622 board members are interested in why they are doing so and would like to learn a little about their plans.

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

THAT the meeting be adjourned.

The meeting adjourned at 6:37 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
Abdifater	Ali	AVID Tutor	Districtwide	12/4/18	\$15.00	Hour
Josh	Anderson	Boys Hockey Asst Coach	North	11/12/18	\$5,192.32	Assignment
Timothy	Baden	Boys Swimming Asst Coach	North	11/26/18	\$4,377.44	Assignment
Tess	Behrens	Boys Swimming Head Coach	North	11/26/18	\$6,012.16	Assignment
Amy	Bly	EC Screener	Districtwide	11/26/18	\$26.53	Hour
Andrea	Brackenbury-Gould	Behavioral Intervention Specialist - 1 Yr Only	Oakdale	11/13/18	\$23.19	Hour
Pamela	Brandt	Girls Hockey Asst Coach	Tartan	11/19/18	\$4,167.52	Assignment
Dillon	Brennan	Boys Basketball Asst Coach	North	11/19/18	\$4,372.48	Assignment
Marvin	Bryant	Behavioral Intervention Assistant	Harmony	11/21/18	\$23.19	Hour
Alysia	Buckhanan-Garcia	CC Para	Richardson	11/26/18	\$13.15	Hour
Justine	Burg	Boys Wrestling Co-Head Coach	Skyview Middle	10/29/18	\$2,203.60	Assignment
Justyn	Burgess	Girls Basketball Head Coach	Tartan	11/12/18	\$7,241.92	Assignment
Thomas	Cummings	Boys Wrestling Asst Coach	North	11/19/18	\$4,645.76	Assignment
Gerald	Diebel	Adaptive Hockey Head Coach	North/Tartan	11/26/18	\$5,328.96	Assignment
Erin	Donlon	Boys Swimming Asst Coach	Tartan	11/26/18	\$2,322.88	Assignment
Christina	Downs	Building EA - 1 Yr Only	Weaver	11/28/18	\$14.00	Hour
Dennis	Drechsel	PT Custodian- Floater	Districtwide	12/6/18	\$18.09	Hour
Jeffrey	Engelen	Master Plumber	Districtwide	11/28/18	\$31.37	Hour
Berit	Engstrom	Boys Skiing Head Coach	North	11/12/18	\$4,782.40	Assignment
Jennylee	Fahey	Girls Volleyball Asst Coach	Tartan	8/13/18	\$3,620.96	Assignment
Aderaw	Habtemariam	FT Custodian	Tartan	12/3/18	\$18.09	Hour
Emily	Hagstrom	SPED Teacher - 1 Yr Only	John Gleen	11/28/18	\$16,139.77	Year
Mike	Hall	Girls Hockey Asst Coach	Tartan	10/29/18	\$5,055.68	Assignment
Lisa	Heart	Girls Gymnastics Head Coach	Tartan	11/12/18	\$7,378.56	Assignment
Ong	Her	AVID Tutor	John Gleen	11/20/18	\$15.00	Hour
Richard	Hill	Boys Hockey Head Coach	North	11/12/18	\$6,968.64	Assignment
Jacob	Hintzman	PT Custodian- Floater	Districtwide	12/5/18	\$18.09	Hour
Daniel	Hubin	Girls Gymnastics Asst Coach	Tartan	11/12/18	\$4,372.48	Assignment
Anthony	Johnson	Boys Football Asst Coach	Tartan	8/13/18	\$2,000.00	Assignment
Damian	Johnson	Boys Basketball Head Coach	North	11/19/18	\$6,832.00	Assignment
Jarvis	Keys	Girls Basketball Head Coach	North	11/12/18	\$7,378.56	Assignment
Yuriko	Komatsu	CC Para	Eagle Point	11/19/18	\$12.87	Hour
Doreen	Lendway	Bachelor of Science Nurse	Districtwide	12/6/18	\$32.89	Hour
Charles	Lloyd	Boys Wrestling Asst Coach	North	11/19/18	\$4,645.76	Assignment
Erin	McCabe	Girls Gymnastics Co-Head Coach	North	11/12/18	\$5,670.56	Assignment
Alexander	McCabe	Girls Gymnastics Asst Coach	North	11/12/18	\$3,689.28	Assignment
Prudence	McQuiston	Adaptive Hockey Asst Coach	North/Tartan	11/26/18	\$3,894.24	Assignment
Alyssa	Meech	Girls Gymnastics Asst Coach	Tartan	11/12/18	\$3,689.28	Assignment
Mackenzie	Merle	AVID Tutor	Districtwide	11/29/18	\$15.00	Hour
Alex	Mix	Boys Swimming Asst Coach	Tartan	11/26/18	\$3,620.96	Assignment
Denver	Moeller	Boys Wrestling Head Coach	North	11/19/18	\$7,105.28	Assignment
Trista	Moore	Girls Gymnastics Co-Head Coach	North	11/12/18	\$5,670.56	Assignment
Ricky	Moua	Cultural Academic Support Specialist	Tartan	12/3/18	\$20.00	Hour
Jessica	Nesbitt	Girls Basketball JV Coach	Tartan	11/12/18	\$4,782.40	Assignment
Jaimee	Nowicki	Girls Hockey Asst Coach	Tartan	10/29/18	\$4,030.88	Assignment
Michael	Nrudzinski	Boys Swimming Head Coach	Tartan	11/26/18	\$6,012.16	Assignment
Brittany	Oliveraz	SN CC Para	Skyview Elementary	11/15/18	\$15.68	Hour
Thomas	O'Neill	Adaptive Hockey Coach	North/Tartan	11/26/18	\$2,766.96	Assignment
Charles	Patrick	Boys Basketball Asst Coach	North	11/19/18	\$3,416.00	Assignment
Barney	Patterson	Girls Basketball Asst Coach	North	11/12/18	\$5,192.32	Assignment
Diane	Pottratz	Boys Swimming Asst Coach	North	11/26/18	\$4,167.52	Assignment
Anne	Reed	CC Para	Carver	11/26/18	\$12.58	Hour
Aaron	Roberts	Boys Basketball Asst Coach	North	11/19/18	\$3,825.92	Assignment
Aaron	Robinson	Boys Basketball Asst Coach	North	11/19/18	\$5,192.32	Assignment
Lisa	Ruzicka	Girls Gymnastics Asst Coach	Tartan	11/12/18	\$1,093.12	Assignment
Julie	Ryberg	Grade 1 Teacher - 1 Yr Only	Carver	11/16/18	\$30,445.29	Assignment
Janelle	Ryland	Breakfast Monitor	Webster	11/14/18	\$14.47	Hour
Gina	Schaak	SPED Teacher - 1 Yr Only	Webster	1/2/19	\$43,456.73	Year
Jerome	Schwalback	Girls Basketball Head Coach	Skyview Middle	10/29/18	\$2,467.20	Assignment
Alexander	Selness	FT Custodian	Cowern	11/19/18	\$18.09	Hour
Lionel	Silas	Girls Basketball Asst Coach	Tartan	11/12/18	\$4,645.76	Assignment
Kimberly	Storhaug	SPED Para	Castle	12/3/18	\$15.68	Hour
Mike	Strachota	Girls Basketball Head Coach	Skyview Middle	10/29/18	\$2,467.20	Assignment
Jamie	Strandemo	Girls Skiing Asst Coach	North	11/12/18	\$3,279.36	Assignment
Amy	Sullivan	Girls Basketball Asst Coach	North	11/12/18	\$4,919.04	Assignment
Kyle	Taylor	Boys Wrestling Co-Head Coach	Skyview Middle	10/29/18	\$2,203.60	Assignment
LeCheia	Thompson	PT Bus Driver	Bus Garage	11/19/18	\$20.16	Hour
Viviane	Vaaj	Licensed Practical Nurse	Beaver Lake	12/4/18	\$24.48	Hour
Anna	Wacholz	Math/Reading Intervention Teacher - 1 Yr Only	Oakdale	12/6/18	\$28,214.96	Year
Cher	Whitbeck	Pre K EA Float	Districtwide	12/3/18	\$14.00	Hour
Alyssa	Wise	Girls Volleyball Asst Coach	Tartan	8/13/18	\$6,558.72	Assignment
Mike	Yang	Girls Basketball Asst Coach	Skyview Middle	10/29/18	\$1,940.00	Assignment

Status Change						
First Name	Last Name	From	To	Effective	Pay Rate	Per
Dale	Augustine	Bus Driver Trainee	PT Bus Driver	12/10/18	\$20.16	Hour
Ashley	Cole	.15 ECSE Para	.30 ECSE Para	9/4/18	\$16.42	Hour
Pamela	Knight	Bus Driver Trainee	PT Bus Driver	12/7/18	\$20.16	Hour
Therese	Rasch	.91 SN CC Para	.875 CC Para	11/12/18	\$18.04	Hour
Katrina	Rolfson	.25 Para	.3125 Para	11/26/18	\$14.79	Hour
Damien	Smith	.8125 SPED Para	.1875 CC Para/.8125 SPED Para	11/30/18	\$12.87	Hour
Lee	Thao	PT Van Driver	PT Bus Driver	12/3/18	\$20.16	Hour

Resignation				
* First Name	Last Name	Assignment	Building	Effective
Kelly	Barlow	Para Monitor	Skyview Elementary	11/30/2018
Hanna	Burge	AVID Tutor	DEC	11/16/2018
* Jennifer	Everson	SPED Para/Monitor Para	Weaver	1/31/2019
Mary	Kadela	Pre K EA	Beaver Lake	12/7/2018
Chester	O'Gorman	Intervention EA	Richardson	11/29/2018
Brad	Rosenthal	SPED Teacher	Skyview Middle	12/4/2018
Jason	Steeves	Job Coach	Next Step	11/23/2018
Anna	Vitale	AVID Tutor	DEC	11/15/2018
Mee	Xiong	Bicultural Liaison/Interpreter	DEC	11/30/2018
Misee	Yang	Cultural Academic Support Specialist	Tartan	12/21/2018

Termination				
First Name	Last Name	Assignment	Building	Effective
Wendy	Parks	LPN	Beaver Lake	11/26/18
Jessica	Smieja	PT Bus Driver	Bus Garage	11/29/2019



THE GARLAND COMPANY, INC.

HIGH PERFORMANCE BUILDING ENVELOPE SOLUTIONS

3800 EAST 91ST. STREET • CLEVELAND, OHIO 44105-2197

PHONE: (216) 641-7500 • FAX: (216) 641-0633

NATIONWIDE: 1-800-321-9336

BRIAN SKOOG

Phone: (612) 810-4336

E-Mail: bskoog@garlandinc.com

November 15, 2018

Holly Butterfield

Mike Boland

ISD 622

2520 East 12th Avenue

North St. Paul, MN 55109

RE: 2019 Roof Replacement/Addition Project for Castle and Richardson Elementaries

Dear Ms. Butterfield and Mr. Boland,

On Thursday, November 15, 2018 at 2:00 PM sealed bids were opened for the 2019 roof replacement and addition projects at Castle and Richardson Elementaries. A public bid opening was held at this date and time.

After review of the bid results and the facility goals for ISD 622, it is the recommendation to approve the ***Combination Bid for Line items #1 and #2.*** These projects include the complete reroof of the existing roofs as well as the new addition roof installations at both Castle and Richardson Elementaries.

The qualified bidding roof contractor for all roof areas is Berwald Roofing Company from N. St. Paul, MN. It is the recommendation to award the roofing project to Berwald Roofing Company for the ***Combination Bid total which includes; Line Items #1 and #2 for the amount of \$2,599,000.***

Berwald Roofing Company has submitted all of the required paperwork along with their bid form as required by the project specifications and the State of MN. Berwald Roofing Company is a long standing, qualified roofing contractor that has completed numerous successful installations for the N. St. Paul School District over many years.

If you have any further questions or require further assistance please feel free to contact me at 612-810-4336.

Thank you,

The Garland Company

ISD 622 - 2019 Roof Project - Castle and Richardson Elementary Reroof/ Additions

Roof Bid Results

Thursday, November 15, 2018 2:00 PM

<u>COMPANY</u>	Bid Bond	Resp. Contractor Form	<u>Line Item #1</u> - Castle Elementary (All reroof and new construction areas)	<u>Line Item #2</u> - Richardson Elementary (All reroof and new construction areas)	<u>Combination Bid</u> -Line items #1 and #2 All reroof and new construction areas for Castle and Richardson Elementaries	<u>ADD #1</u> - Penthouse wall panels at Castle Elementary	<u>UNIT Price:</u> Deteriorated roof deck replacement	<u>UNIT Price:</u> Damaged insulation replacement brd/ft	<u>UNIT Price:</u> Drain Bowl replacement (plumbing by others)
Peterson Bros. Roofing	X	X	\$1,698,870	\$1,035,000	\$2,733,870	\$33,250	\$9.75	\$1.95	\$1,400
Ettel and Franz Roofing	X	X	\$1,871,600	\$1,127,000	\$2,998,600	\$38,600	\$50.00	\$4.50	\$2,780
Palmer West Roofing	X	X	\$1,820,000	\$1,062,000	\$2,882,000	\$38,000	\$8.00	\$2.00	\$1,000
McPhillips Bros. Roofing	X	X	\$1,651,500	\$1,050,480	\$2,700,000	\$31,000	\$10.00	\$1.50	\$850
Berwald Roofing	X	X	\$1,607,400	\$997,900	\$2,599,000	\$27,700	\$9.00	\$1.80	\$800

V. C. BID AWARDS

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

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

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

<u>For</u>	<u>Vendor</u>	<u>#Bids</u>	<u>Fund</u>	<u>Amount</u>
CASTLE & RICHARDSON REROOF/ADDITIONS	BERWALD ROOFING	5	1	\$2,599,000.00

V. DISBURSEMENTS

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

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

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

General Fund	\$	3,668,957.00
Food Service		438,798.00
Community Service		262,068.00
Building Construction		601,174.00
Debt Service		500.00
Trust		153,126.00
Internal Service Fund Health Insurance		30,458.00
OPEB Benefits Trust Fund		491.00
		<hr/>
A/P Checks Disbursed (11-01-18 thru 11-30-18)	\$	5,155,572.00
Payroll Disbursed - Net (11-01-18 thru 11-30-18)	\$	4,760,964.00
Wire Transfers (11-01-18 thru 11-30-18)	\$	17,432,860.00
Investments on 12-05-18	\$	144,151,676.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	AMOUNT
MSDLAF OTHER FUNDS	MM	2.09%	(BALANCE AT 12-05-18)	\$298,503.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	2.39%	(BALANCE AT 12-05-18)	\$54,721,335.00
P M A SECURITIES REFUNDING PROCEEDS	VARIOUS	2.23%	(BALANCE AT 12-05-18)	\$17,746,441.00
P M A SECURITIES MAINTENANCE FACILITIES BONDS	VARIOUS	2.46%	(BALANCE AT 12-05-18)	\$44,334,152.00
P M A SECURITIES CAPITAL FACILITIES AND ABATEMENT BONDS	VARIOUS	2.46%	(BALANCE AT 12-05-18)	\$5,980,886.00
P M A SECURITIES COP	VARIOUS	2.50%	(BALANCE AT 12-05-18)	\$8,545,904.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.21%	(BALANCE AT 12-05-18)	\$11,228,190.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.26%	(BALANCE AT 12-05-18)	\$1,296,265.00
				<u>\$144,151,676.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

11-01-18 thru 11-30-18

DATE	FROM	TO		REASON
11/01/18	P M A	HEALTH PARTNERS	\$204,643.00	MEDICAL CLAIM FEES
11/01/18	PREMIER BANK	DELTA DENTAL	\$157,685.00	MONTHLY PAYMENT
11/01/18	PREMIER BANK	STATE OF MINN.	\$162,103.00	PAYROLL TAX
11/02/18	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
11/02/18	PREMIER BANK	ANNUITY COMPANIES	\$220,144.00	PAYROLL PAYABLES
11/02/18	PREMIER BANK	PITNEY BOWES	\$50.00	POSTAGE
11/05/18	PREMIER BANK	FURTHER	\$19,707.00	FLEX PROCESSING
11/05/18	PREMIER BANK	HEALTH PARTNERS	\$216,597.00	HEALTH CLAIMS
11/07/18	PREMIER BANK	ANNUITY COMPANIES	\$579,995.00	PAYROLL PAYABLES
11/13/18	P M A	PREMIER BANK	\$4,370,000.00	A/P - P/R*
11/13/18	PREMIER BANK	FURTHER	\$3,532.00	FLEX PROCESSING
11/13/18	PREMIER BANK	HEALTH PARTNERS	\$350,622.00	HEALTH CLAIMS
11/15/18	PREMIER BANK	ANNUITY COMPANIES	\$38,439.00	PAYROLL PAYABLES
11/15/18	PREMIER BANK	I R S	\$830,144.00	PAYROLL TAX
11/16/18	PREMIER BANK	STATE OF MINN.	\$144,305.00	PAYROLL TAX
11/19/18	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
11/19/18	PREMIER BANK	ANNUITY COMPANIES	\$217,760.00	PAYROLL PAYABLES
11/19/18	PREMIER BANK	FURTHER	\$6,920.00	FLEX PROCESSING
11/19/18	PREMIER BANK	HEALTH PARTNERS	\$203,948.00	HEALTH CLAIMS
11/20/18	PREMIER BANK	FURTHER	\$14,256.00	FLEX PROCESSING
11/21/18	PREMIER BANK	ANNUITY COMPANIES	\$537,980.00	PAYROLL PAYABLES
11/23/18	PREMIER BANK	FURTHER	\$1,537.00	FLEX PROCESSING
11/26/18	PREMIER BANK	FURTHER	\$42,942.00	FLEX PROCESSING
11/27/18	PREMIER BANK	HEALTH PARTNERS	\$342,389.00	HEALTH CLAIMS
11/28/18	P M A	PREMIER BANK	\$5,385,000.00	A/P - P/R*
11/28/18	PREMIER BANK	FURTHER	\$8,269.00	FLEX PROCESSING
11/30/18	PREMIER BANK	ANNUITY COMPANIES	\$37,927.00	PAYROLL PAYABLES
11/30/18	PREMIER BANK	MISCELLANEOUS	\$7,030.00	MISCELLANEOUS
11/30/18	PREMIER BANK	I R S	\$828,936.00	PAYROLL TAX
		TOTAL	<u>\$17,432,860.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS



School District 622

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LEVY and BUDGET - Discussion with Public

December 18, 2018

Minnesota Taxation Law

- Pursuant to MN law, school districts are required to discuss the levy and budget at a regular school board meeting and allow the public to speak.
- The District can approve the levy at the same meeting.



FY 2018-2019 Budget

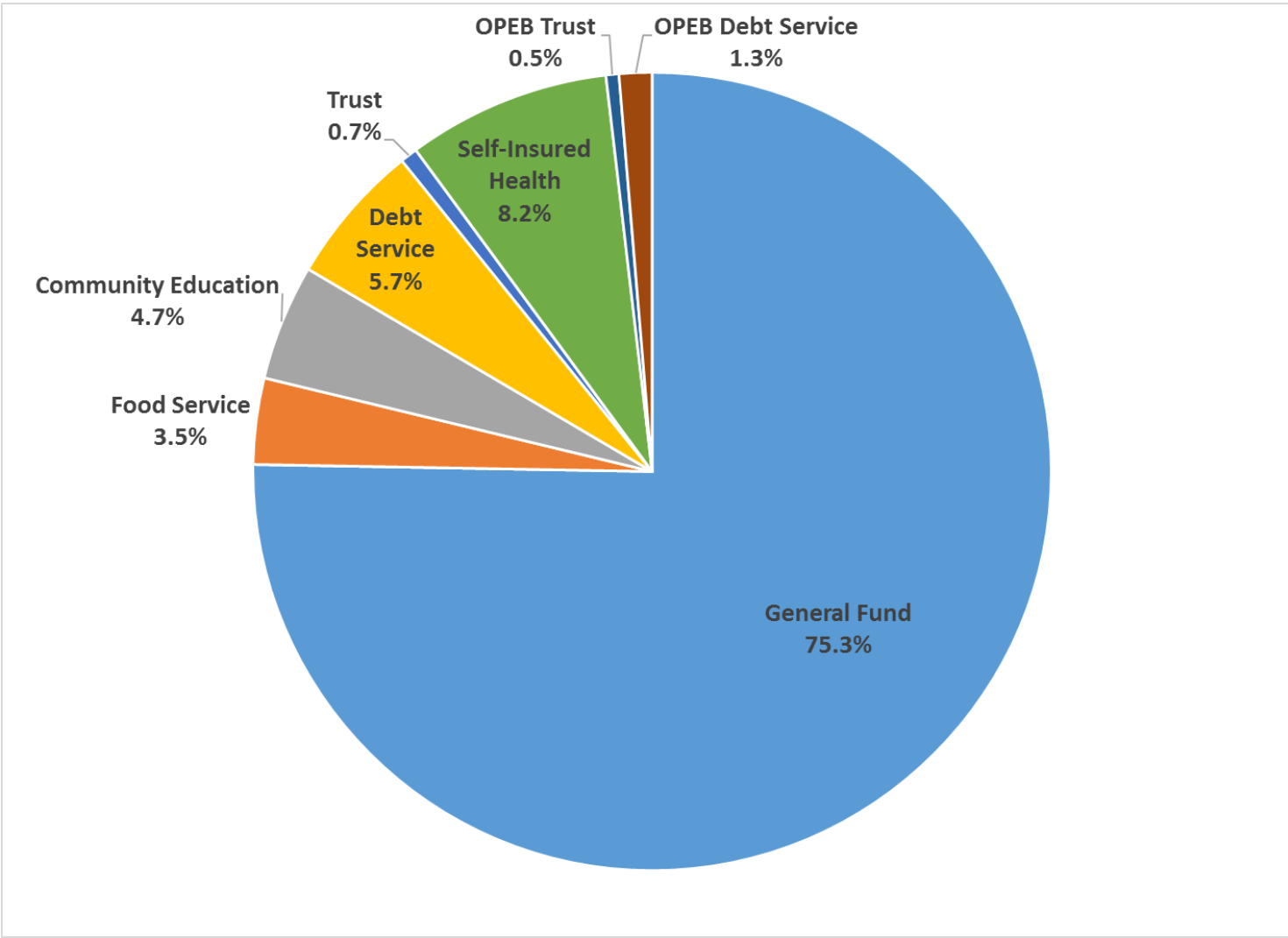


2018-19 Revenue – All Funds

FUND	2017-2018 BUDGET	2018-2019 BUDGET	INC/DEC
GENERAL FUND	\$ 149,060,822	\$ 150,916,334	\$ 1,855,512
FOOD SERVICE FUND	\$ 6,401,300	\$ 6,994,400	\$ 593,100
COMMUNITY SERVICE FUND	\$ 9,285,112	\$ 9,415,632	\$ 130,520
DEBT SERVICE FUND	\$ 11,060,338	\$ 11,519,367	\$ 459,029
TRUST & AGENCY FUND	\$ 1,400,000	\$ 1,400,000	\$ -
INTERNAL SERVICE FUND	\$ 16,195,000	\$ 16,515,000	\$ 320,000
OPEB TRUST FUND	\$ 950,000	\$ 1,050,000	\$ 100,000
OPEB DEBT SERVICE FUND	\$ 2,643,278	\$ 2,664,508	\$ 21,230
TOTAL REVENUE - ALL FUNDS	\$ 196,995,850	\$ 200,475,241	\$ 3,479,391

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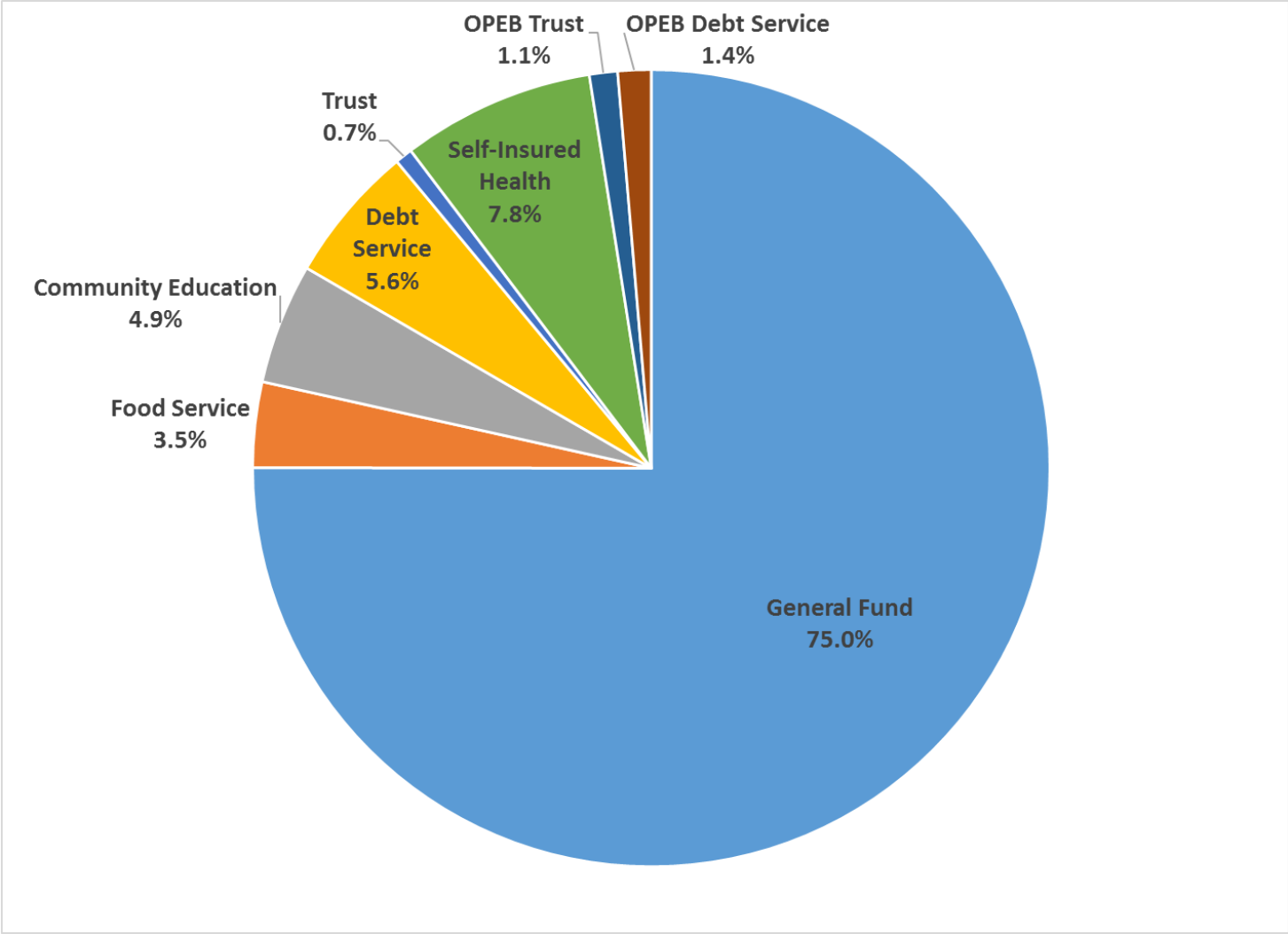
2018-19 Revenue – All Funds



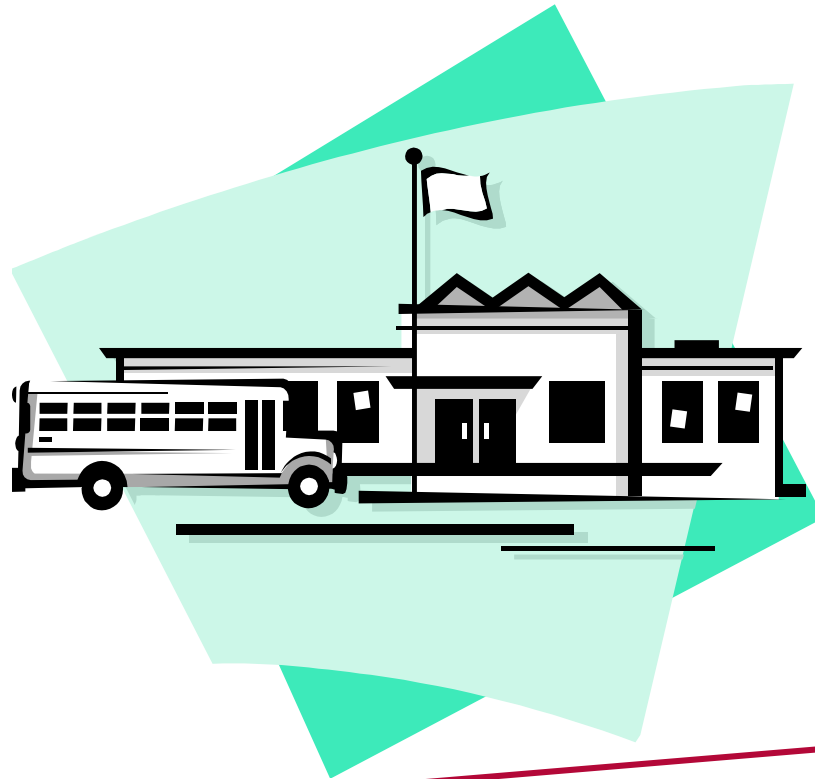
2018-19 Expenses – All Funds

FUND	2017-2018 BUDGET	2018-2019 BUDGET	INC/DEC
GENERAL FUND	\$ 145,392,517	\$ 148,794,988	\$ 3,402,471
FOOD SERVICE FUND	\$ 6,391,666	\$ 6,869,926	\$ 478,260
COMMUNITY SERVICE FUND	\$ 9,131,026	\$ 9,700,405	\$ 569,379
DEBT SERVICE FUND	\$ 11,478,481	\$ 11,111,935	\$ (366,546)
³ TRUST & AGENCY FUND	\$ 1,400,000	\$ 1,400,000	\$ -
INTERNAL AGENCY FUND	\$ 15,100,000	\$ 15,520,000	\$ 420,000
OPEB TRUST FUND	\$ 2,205,000	\$ 2,261,000	\$ 56,000
OPEB DEBT SERVICE FUND	\$ 2,675,702	\$ 2,677,703	\$ 2,001
TOTAL EXPENSES - ALL FUNDS	\$ 193,774,392	\$ 198,335,957	\$ 4,561,565

2018-19 Expenses – All Funds



Pay 2019 Levy Information



A School District Tax Levy is Set by:

- ❖ State Formula
- ❖ Voter Approval
- ❖ School Board



Factors Impacting Levy & Property Tax Changes

• State Level Decisions

- State Formula
- Legal Compliance
- Legislative Action / Tax Policy

• Determined by District Voters

- Building Bond Referendum
- General Fund Operating Levy Referendum

• Local Factors

- School Board i.e. Long-Term Facilities Maintenance
- Property Assessor / Market Value of Properties
- Type (Residential, Commercial, Seasonal) of District Property

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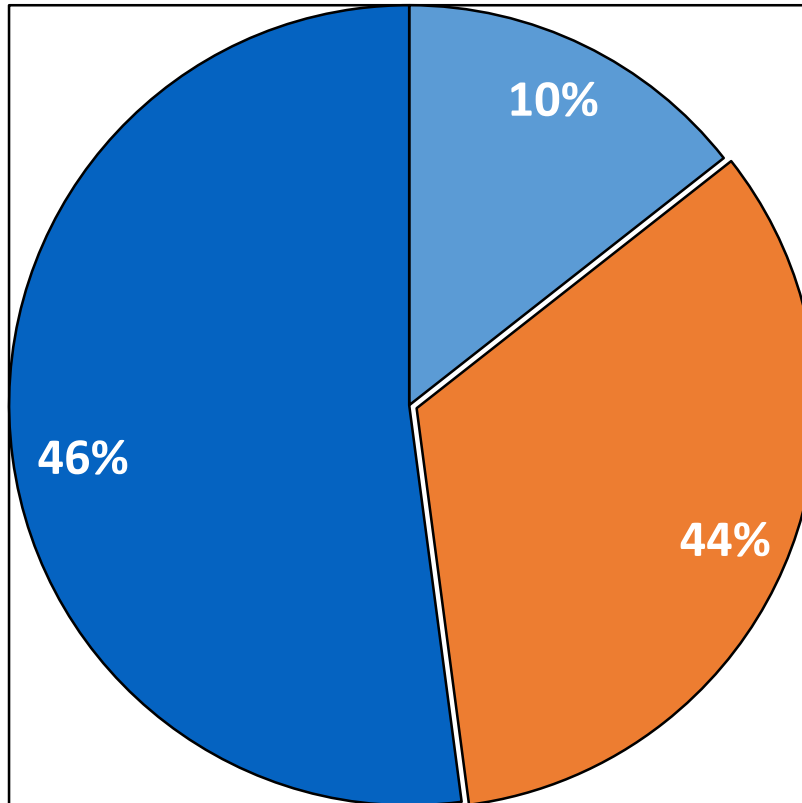


School District 622

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District Levy Authority



Levy Impacts – Significant Highlights

- Increase in Referendum Levy – Decrease in Local Optional Levy/Equity Levy = MDE Accounting Change
- Increase in Lease Levy \$254,251, Phase 1 Facilities Plan – Castle & Richardson Renovation
- Increase in Debt Service \$3,458,016, LTFM, Abatement, & Capital Facilities Bonds – Castle & Richardson Renovation
- Decrease in LTFM “Pay-as-Go” (\$2,512,024), - Castle & Richardson Renovation
- Decrease Prior Years Adjustment (\$604,223), - Castle & Richardson Renovation

General Fund Levy

FUND	COMPONENT	PAYABLE	PAYABLE	AMOUNT OF CHANGE	PERCENT CHANGE	State	Local	Voter / Other
		2018 FOR FY2019	2019 FOR FY2020					
39 GENERAL	EQUITY LEVY	\$ 1,328,071	\$ 1,099,496	\$ (228,575)		x		O
	TRANSITION LEVY	154,074	155,189	1,115		x		O
	REFERENDUM LEVY-MARKET VALUE	12,202,462	17,390,317	5,187,856			x	V
	OPEB PAY AS YOU GO	750,000	750,000	0			x	O
	OPERATING CAPITAL LEVY	860,222	968,302	108,080		x		O
	ALT TEACHER COMP - Q-COMP	959,182	999,345	40,163			x	O
	REEMPLOYMENT LEVY	60,000	60,000	0		x		O
	INTEGRATION LEVY	720,746	726,736	5,991		x		O
	CAREER AND TECHNICAL LEVY	437,259	445,815	8,556		x		O
	ICE ARENA	77,516	0	(77,516)			x	O
	SAFE SCHOOLS LEVY	413,006	415,994	2,989		x		O
	SAFE SCHOOLS INTERMEDIATE 916	172,086	173,331	1,245		x		O
	LEASE LEVY - DISTRICT	1,181,163	1,435,414	254,251			x	O
	LEASE LEVY - INTERMEDIATE 916	639,973	592,691	(47,282)			x	O
	LONG TERM FACILITIES MAINTENANCE (LTFM)	7,580,000	5,067,976	(2,512,024)			x	O
	LTFM - HEALTH & SAFETY	754,476	767,752	13,276			x	O
	LTFM - INTERMEDIATE 916	53,904	16,853	(37,052)			x	O
	LOCAL OPTIONAL	4,864,289	0	(4,864,289)			x	O
	ECON DEV ABATEMENT - WOODBURY	372,666	389,110	16,444		x		O
	PRIOR YRS ADJUSTMENT	60,548	(543,675)	(604,223)		x		O
ABATEMENT ADJUSTMENTS	0	210,255	210,255		x		O	
TOTAL GENERAL FUND		\$ 33,641,641	\$ 31,120,901	\$ (2,520,740)	-7.49%			

School District 622

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Community Service & Debt Service Levy

FUND	COMPONENT	PAYABLE 2018 FOR FY2019	PAYABLE 2019 FOR FY2020	AMOUNT OF CHANGE	PERCENT CHANGE	State	Local	Voter / Other
COMMUNITY SERVICE	BASIC	\$ 571,769	\$ 571,769	\$ -		x		O
	EARLY CHILDHOOD	283,016	280,540	(2,476)		x		O
	SCHOOL AGE CARE	500,000	500,000	0			x	O
	HOME VISIT LEVY	5,918	6,408	490			x	O
	ADULTS WITH DISABILITIES	7,767	7,767	0		x		O
	PRIOR YEAR ADJUSTMENT	(270)	(509)	(239)		x		O
	SCHOOL AGE CARE ADJUSTMENT	(141,761)	(204,161)	(62,400)		x		O
	ABATEMENT ADJUSTMENTS	8,442	14,670	6,228		x		O
TOTAL COMMUNITY SERVICE FUND		\$ 1,234,882	\$ 1,176,485	\$ (58,397)	-4.73%			
DEBT SERVICE	K-12 BONDS - VOTER APPROVED	\$ 4,117,050	\$ 4,049,325	\$ (67,725)			x	V/O
	LTFM BONDS	6,634,490	8,962,349	2,327,860				
	CAPITAL FACILITIES & ABATEMENT BONDS	0	798,693	798,693				
	DEBT SERVICE EXCESS	(666,884)	(242,230)	424,653		x		O
	DEBT SERVICE LTFM ADJUSTMENT	7,765	(15,702)	(23,467)		x		O
	ABATEMENT ADJUSTMENTS	100,220	98,222	(1,999)		x		O
	TOTAL DEBT SERVICE FUND		\$ 10,192,641	\$ 13,650,657	\$ 3,458,016	33.93%		
OPEB	OPEB DEBT SERVICE	\$ 2,790,588	\$ 2,354,093	\$ (436,495)			x	O
	LESS: DEBT SERVICE EXCESS	(150,112)	(104,100)	46,013		x		O
	ABATEMENT ADJUSTMENTS	22,032	23,934	1,902		x		O
TOTAL OPEB DEBT SERVICE FUND		\$ 2,662,508	\$ 2,273,928	\$ (388,580)	-14.59%			
GRAND TOTAL ALL FUNDS		\$ 47,731,672	\$ 48,221,970	\$ 490,299	1.03%			

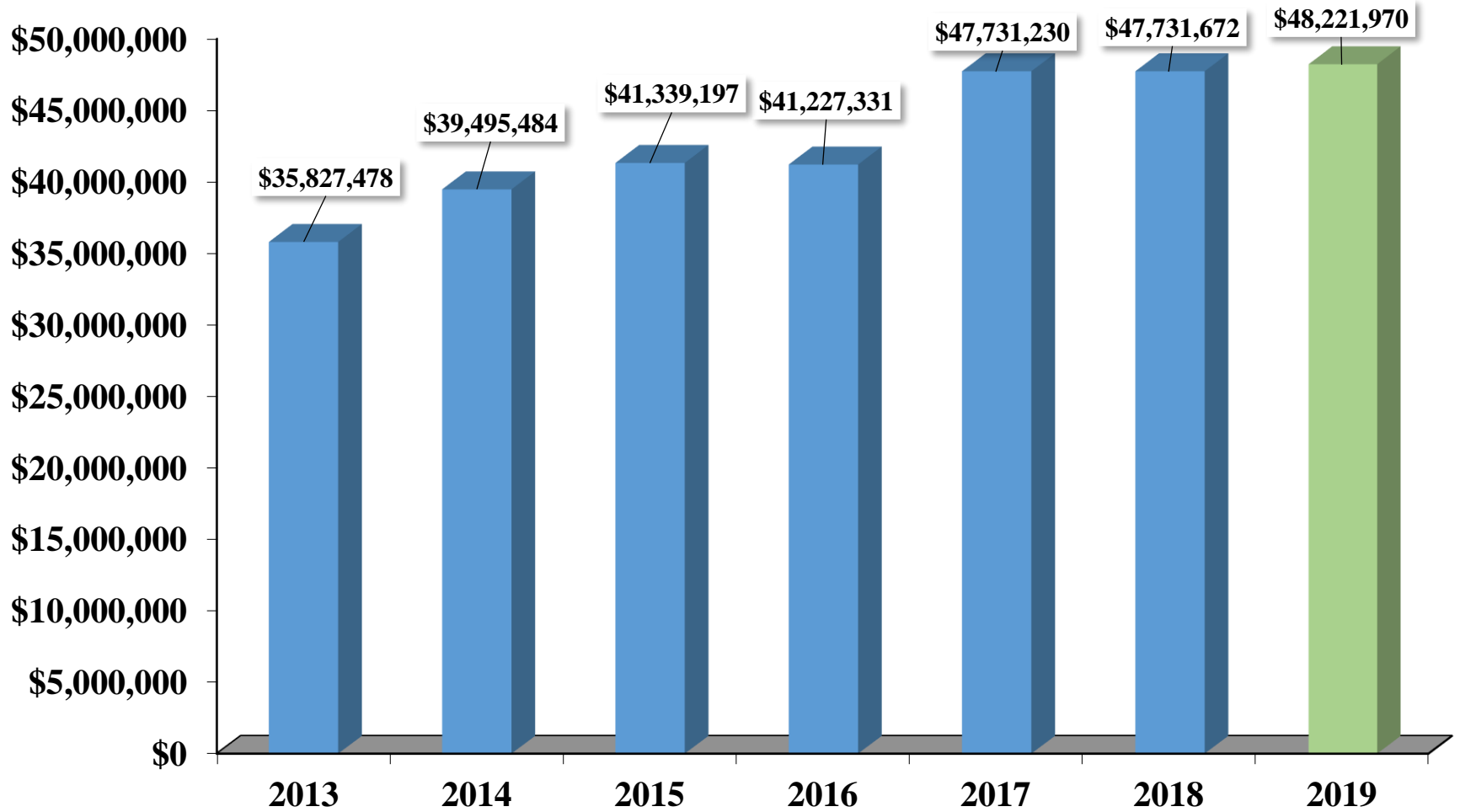
School District 622

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7 YEAR LEVY HISTORY

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School District 622

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Public Comment



INDEPENDENT SCHOOL DISTRICT NO. 622 NORTH ST. PAUL – MAPLEWOOD – OAKDALE, MINNESOTA

Audit Report
Year Ended June 30, 2018

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AUDITOR'S ROLE

- **Opinion on Financial Statements**
 - **District Audit**
 - **Student Activities Audit**
- **Internal Controls and Compliance**
 - **Financial Statement Audits**
 - **Federal "Single Audit"**
 - **State Laws and Regulations**
 - **Manual for Activity Fund Accounting**



AUDIT RESULTS

■ District Audit

■ Opinion on Basic Financial Statements

- **Unmodified Opinion**

■ Internal Control Opinions

- **No Findings**

■ Compliance Reports

- **No Findings**

■ Single Audit of Federal Awards

- **For the special education cluster federal program, the District did not have sufficient controls to ensure adequate and timely documentation of time and effort was created and retained to support salary costs charged to federal programs and ensure compliance with this requirement.**



AUDIT RESULTS

■ MN Legal Compliance Audit

- For one of three projects selected for testing that were completed during the 2018 fiscal year, the statutory requirement to obtain a Form IC134 or Contractor's Withholding Affidavit prior to making the final payment to a contractor, was not met.
- For one of four contracts selected for testing that was entered into during the 2018 fiscal year, the statutory requirement when contracting for construction services with a value exceeding \$100,000 to obtain performance and payment bonds from the contractor was not met.



AUDIT RESULTS

■ Student Activity Audit

■ Opinion on Student Activity Financial Statements and Internal Reports

- Our opinion was qualified for a limitation related to the completeness of cash receipts reported. The reported cash balances and cash receipts and disbursements are fairly presented.

■ Compliance Reports

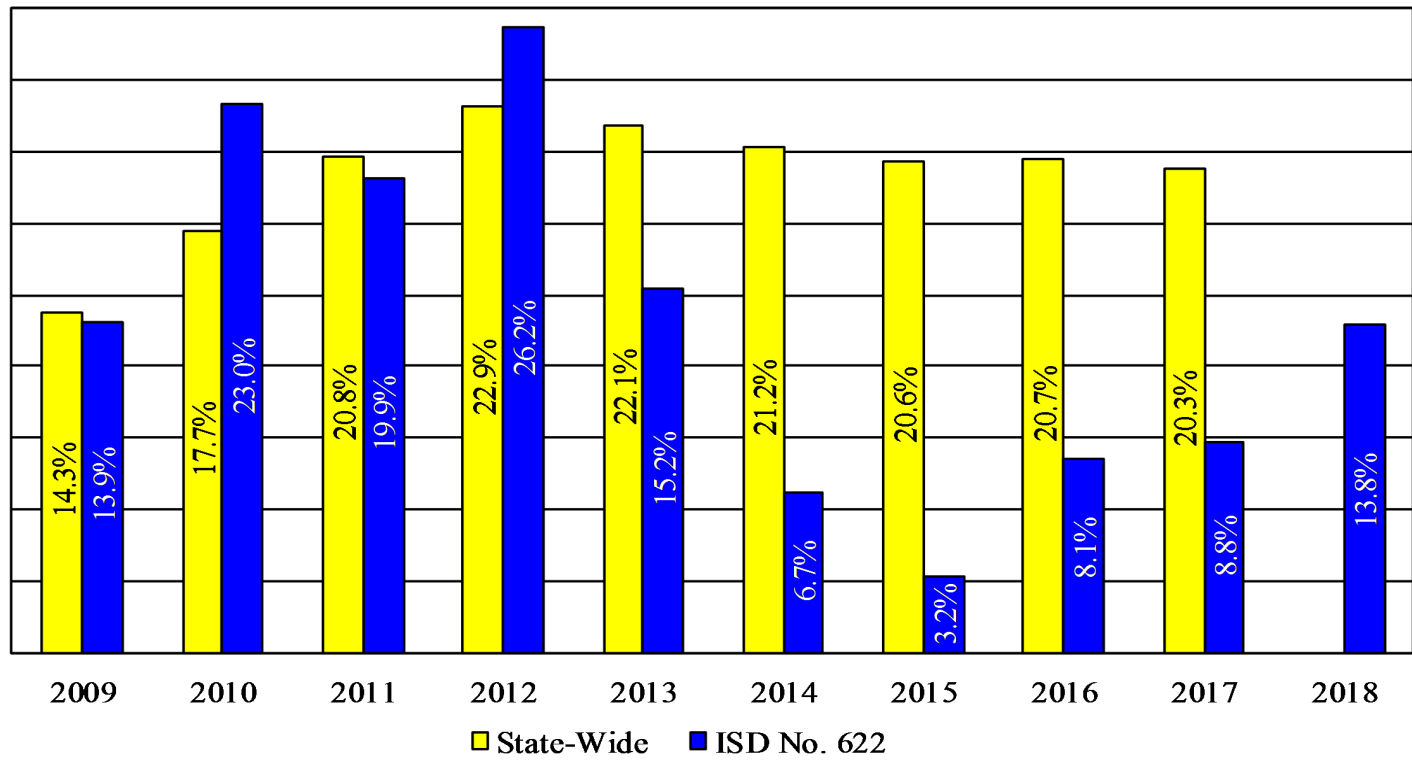
- No Findings

■ Follow-Up on Prior Year Findings and Recommendations

- During our audit of the year ended June 30, 2017, we noted 4 of 30 student activity receipts did not have proper student signatures. We also noted 1 of 30 receipts tested were improperly deposited into a student activity account and recorded as a student activity receipt.
- Based on the current year testing, there is not a similar finding in the current year

STATE-WIDE FUND BALANCES

State-Wide Unrestricted Operating Fund Balance
as a Percentage of Operating Expenditures





REVENUE PER ADM SERVED

50

Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 622 – N. St. Paul		
	2016	2017	2016	2017	2016	2017	2018
General Fund							
Property taxes	\$ 1,777	\$ 1,933	\$ 2,342	\$ 2,516	\$ 1,724	\$ 2,319	\$ 2,990
Other local sources	495	515	392	423	217	302	430
State	9,271	9,386	9,357	9,387	9,650	9,706	10,024
Federal	432	450	447	480	398	422	435
Total General Fund	11,975	12,284	12,538	12,806	11,989	12,749	13,879
Special revenue funds							
Food Service	548	561	545	557	567	596	606
Community Service	591	628	692	733	788	910	897
Debt Service Fund	1,053	1,119	1,084	1,118	1,141	1,076	1,025
Total revenue	\$ 14,167	\$ 14,592	\$ 14,859	\$ 15,214	\$ 14,485	\$ 15,331	\$ 16,407
ADM served per MDE School District Profiles Report (current year estimated)					11,140	10,932	11,030

Note: Excludes the Capital Projects – Building Construction Fund and Other Post-Employment Benefits Debt Service Fund.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE



EXPENDITURES PER ADM SERVED

Governmental Funds Expenditures per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 622 – N. St. Paul		
	2016	2017	2016	2017	2016	2017	2018
General Fund							
District and school administration	\$ 960	\$ 991	\$ 958	\$ 996	\$ 927	\$ 990	\$ 1,013
Elementary and secondary regular instruction	5,466	5,539	5,849	5,887	5,251	5,275	5,482
Vocational education instruction	158	166	146	153	228	239	261
Special education instruction	2,182	2,225	2,330	2,334	2,408	2,454	2,474
Instructional support services	622	660	725	765	530	575	643
Pupil support services	1,019	1,074	1,104	1,165	919	1,029	1,045
Sites and buildings and other	890	906	847	870	989	1,101	1,244
Total General Fund – noncapital	11,297	11,561	11,959	12,170	11,252	11,663	12,162
General Fund capital expenditures	600	627	532	592	215	1,015	821
Total General Fund	11,897	12,188	12,491	12,762	11,467	12,678	12,983
Special revenue funds							
Food Service	542	550	539	545	563	588	593
Community Service	577	611	676	713	709	796	837
Debt Service Fund	1,522	1,359	1,453	1,323	1,100	1,132	1,016
Total expenditures	<u>\$ 14,538</u>	<u>\$ 14,708</u>	<u>\$ 15,159</u>	<u>\$ 15,343</u>	<u>\$ 13,839</u>	<u>\$ 15,194</u>	<u>\$ 15,429</u>
ADM served per MDE School District Profiles Report (current year estimated)					<u>11,140</u>	<u>10,932</u>	<u>11,030</u>

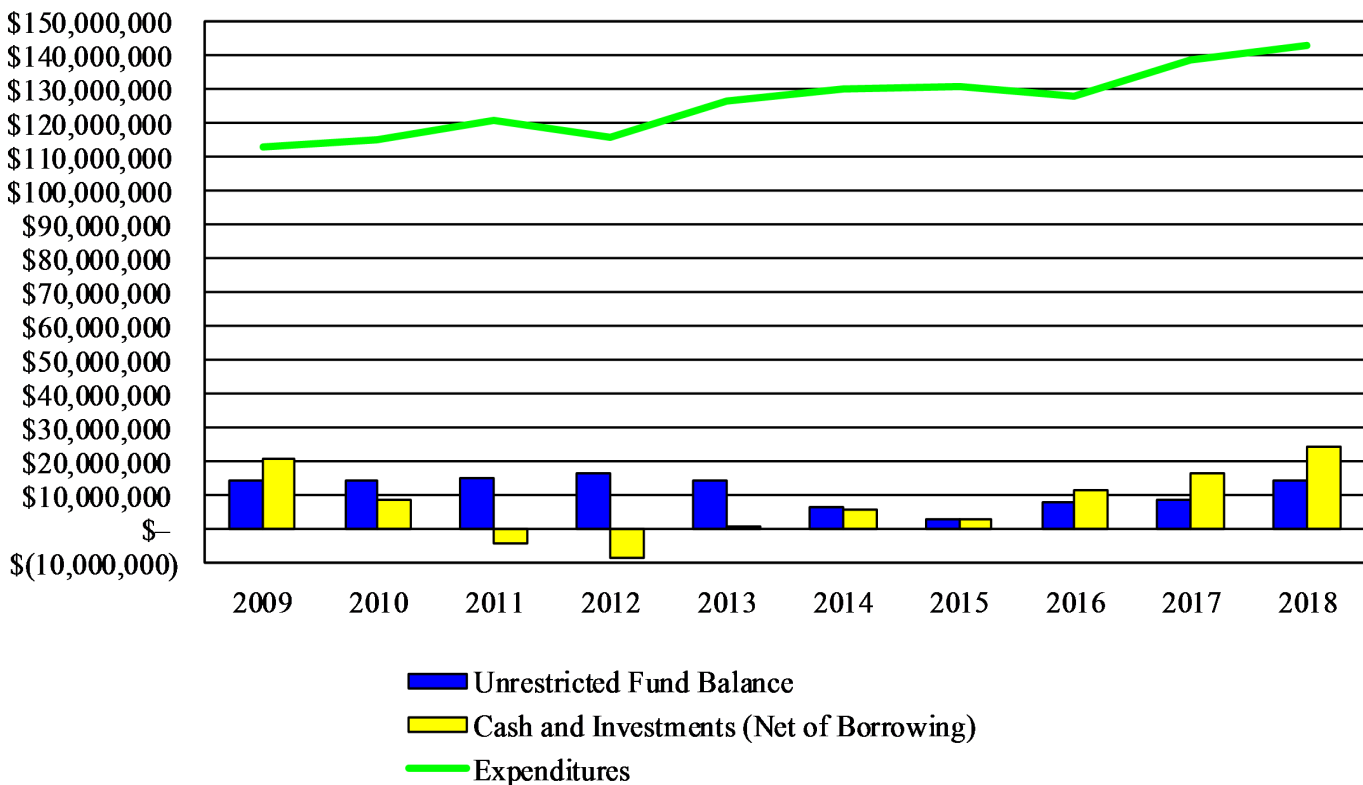
Note: Excludes the Capital Projects – Building Construction Fund and Other Post-Employment Benefits Debt Service Fund.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE

GENERAL FUND FINANCIAL POSITION

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General Fund Financial Position
Year Ended June 30,





GENERAL FUND FINANCIAL POSITION

53

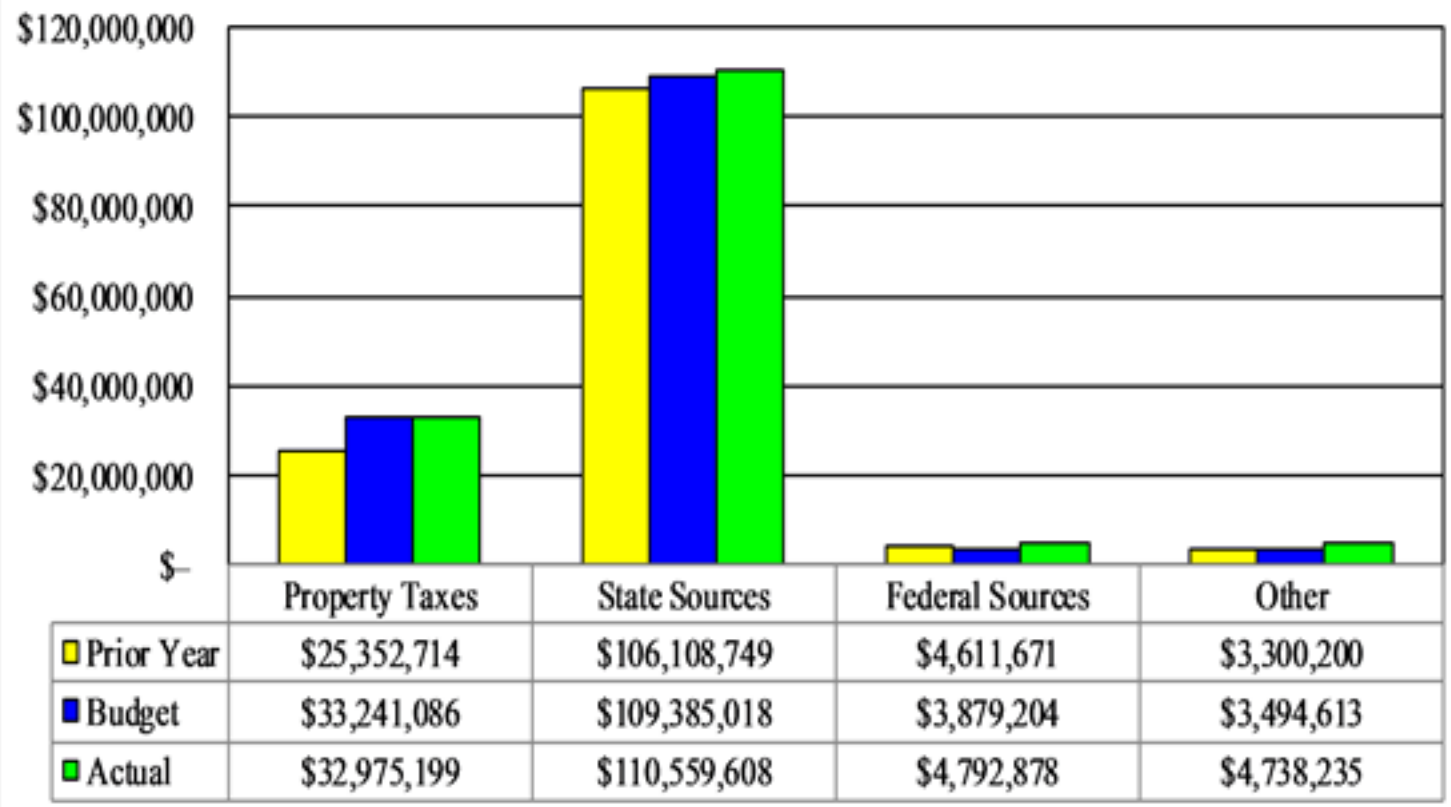
	Year Ended June 30,				
	2014	2015	2016	2017	2018
Nonspendable fund balances	\$ 219,027	\$ 123,613	\$ 110,472	\$ 135,441	\$ 67,208
Restricted fund balances (1)	207,614	686,109	4,965,791	6,571,985	10,649,783
Unrestricted fund balances					
Assigned	2,416,709	–	688,388	–	–
Unassigned	4,334,489	3,165,529	7,219,267	8,845,611	14,723,279
Total fund balance	\$ 7,177,839	\$ 3,975,251	\$ 12,983,918	\$ 15,553,037	\$ 25,440,270
Unrestricted fund balances as a percentage of expenditures	<u>5.2%</u>	<u>2.4%</u>	<u>6.2%</u>	<u>6.4%</u>	<u>10.3%</u>
Unassigned fund balances as a percentage of expenditures	<u>3.3%</u>	<u>2.4%</u>	<u>5.7%</u>	<u>6.4%</u>	<u>10.3%</u>

(1) Includes deficits in restricted fund balance accounts allowed to accumulate deficits under UFARS, which are part of unassigned fund balance on the accounting principles generally accepted in the United States of America-based financial statements.

GENERAL FUND REVENUE

54

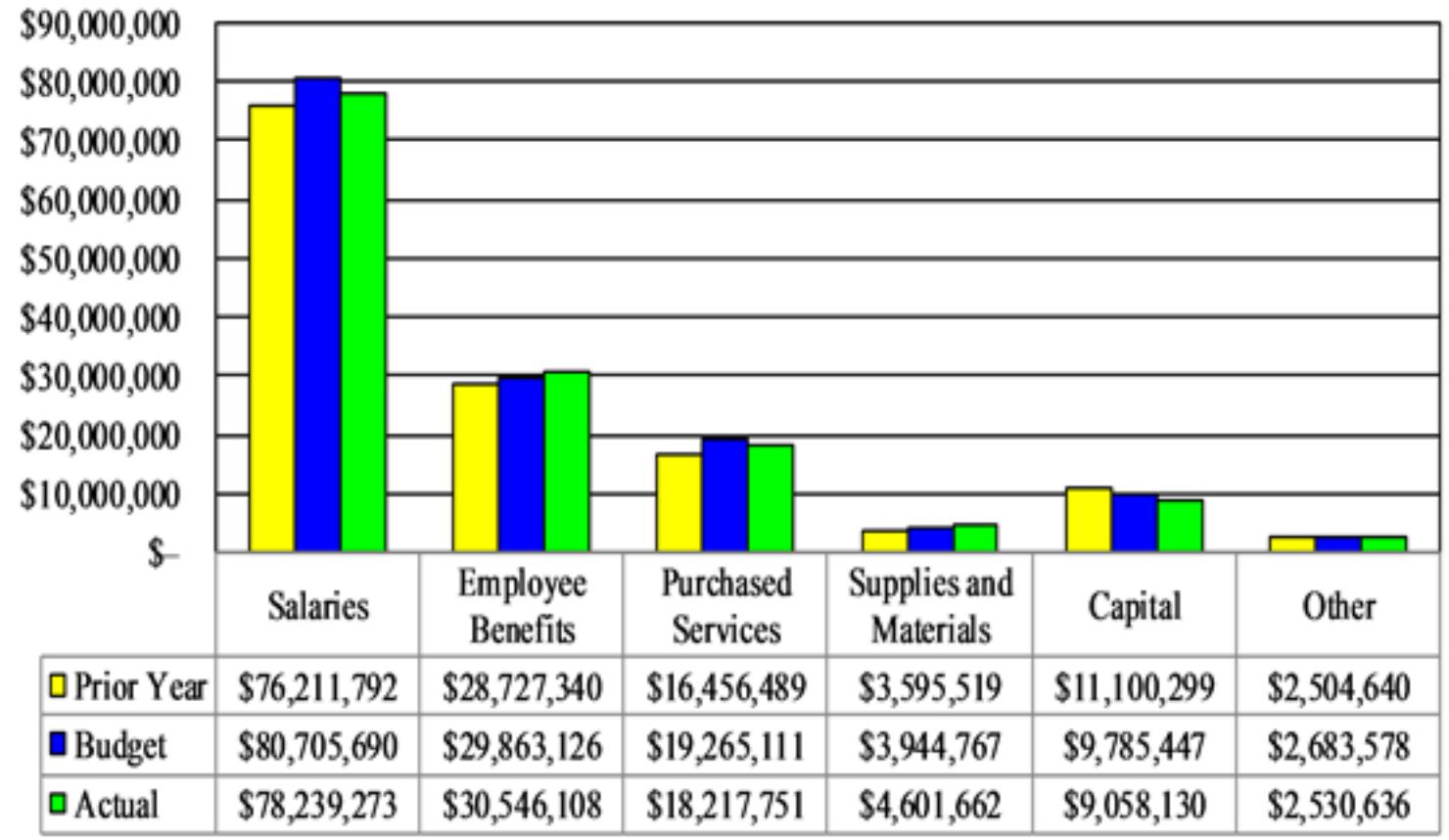
General Fund Revenue



GENERAL FUND EXPENDITURES

55

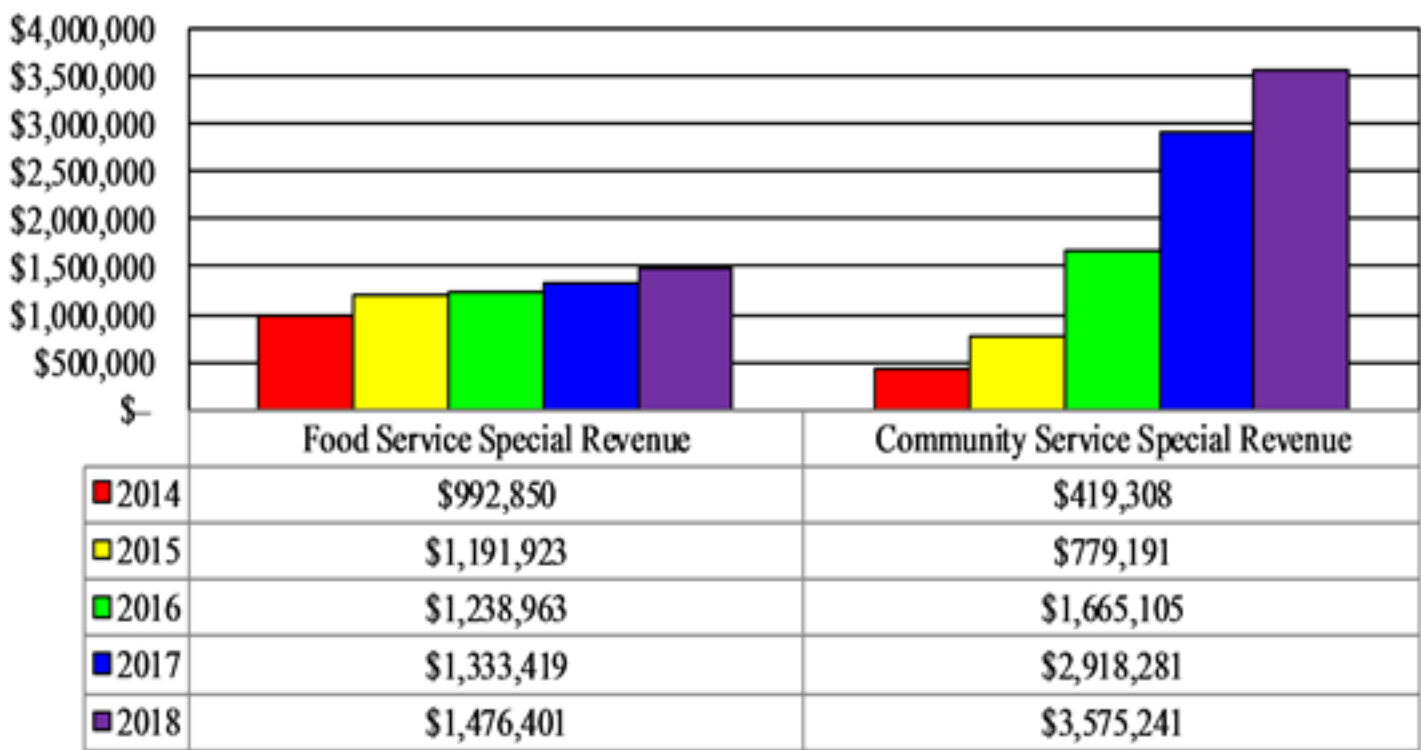
General Fund Expenditures



OTHER GOVERNMENTAL FUNDS

56

Other Operating Funds
 Fund Balances





SUMMARY

- **Clean Opinion on Financial Statements**
- **One Finding Reported in Single Audit of Federal Awards**
- **Two MN Legal Compliance Findings**
- **Implemented Recommendations from Prior Year Audit**
- **Certificate of Excellence in Financial Reporting**
- **Improvement in Financial Position**
- **Financial Results Reflect Adherence to Budget**

VII. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS

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

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

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

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Theresa Augé	4 boxes of 3 ring binders and computer lift	District staff
Jill Standish	13 hand knit winter hats	Richardson students
3M Foundation Volunteer Match Program - Mark Wolters	\$500.00	Meals on Wheels
Doug Andrus-Andrus Built LLC	\$100.00	Meals on Wheels
Michael Testa	\$50.00	Meals on Wheels
Walter & Mary Lou Lindeman	\$200.00	Meals on Wheels
Carole Lynne	\$25.00	Meals on Wheels
Josephine Zeug	\$500.00	Meals on Wheels
Laurie Karnes	\$47.00	Meals on Wheels
Kimberly Tuccitto	\$50.00	Meals on Wheels
Amy and Duke Coborn	\$100.00	Meals on Wheels
Diane Crenshaw	\$50.00	Meals on Wheels
Kathleen Johnson	\$50.00	Meals on Wheels
Len & Mary Jo Hassel	\$50.00	Meals on Wheels
Mary Jones	\$47.00	Meals on Wheels
Hans and Becky Neve	\$100.00	Meals on Wheels
Tim McKane	\$25.00	Meals on Wheels
Lynn M. Howe	\$50.00	Meals on Wheels
Curt and Joan Reeves	\$47.00	Meals on Wheels
Arlene Morgan	\$47.00	Meals on Wheels
Kristin Nelson	\$200.00	Meals on Wheels
Connie Hall	Winter hats, gloves, scarf and socks	Richardson Elementary
Susan Payne	\$40.00	Maplewood Middle School Library to purchase books in memory of Preston Grinnell

Shelly Clausen	Lawnmower	North High Industrial Tech
Alan and Marie Wynn	\$200.00	Harmony Adult Education - ESL Program

MOTION:

SECOND:

Total fiscal year 2018-2019 monetary contributions: \$53,550.34

VII. A. 2. ADOPTION OF 2018 PAYABLE 2019 PROPERTY TAX LEVY

The final property tax levy must be certified to the county auditor by December 28, 2018.

Attached is the final certification in the total amount of \$48,221,970.

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 2018 Payable 2019 property tax levy is adopted in the total amount of \$48,221,970 and, further, that the School Board Clerk is authorized to sign the document used to certify the property tax levy to the county auditors and the Minnesota Department of Education.

MOTION:

SECOND:

**DISTRICT 622 - INDEPENDENT SCHOOL DISTRICT 622
SUMMARY OF FINAL LEVY CERTIFICATION
TAXES LEVIED 2018 PAYABLE 2019 FOR THE FY 2019-2020**

FINAL

12/18/2018

FUND	COMPONENT	PAYABLE 2018 FOR FY2019	PAYABLE 2019 FOR FY2020	AMOUNT OF CHANGE	PERCENT CHANGE	State	Local	Voter / Other	
1	GENERAL								
2	EQUITY LEVY	\$ 1,328,071	\$ 1,099,496	\$ (228,575)		x		O	1
3	TRANSITION LEVY	154,074	155,189	1,115		x		O	2
4	REFERENDUM LEVY-MARKET VALUE	12,202,462	17,390,317	5,187,856			x	V	3
5	OPEB PAY AS YOU GO	750,000	750,000	0			x	O	4
6	OPERATING CAPITAL LEVY	860,222	968,302	108,080		x		O	5
7	ALT TEACHER COMP - Q-COMP	959,182	999,345	40,163			x	O	6
8	REEMPLOYMENT LEVY	60,000	60,000	0		x		O	7
9	INTEGRATION LEVY	720,746	726,736	5,991		x		O	8
10	CAREER AND TECHNICAL LEVY	437,259	445,815	8,556		x		O	9
11	ICE ARENA	77,516	0	(77,516)			x	O	10
12	SAFE SCHOOLS LEVY	413,006	415,994	2,989		x		O	11
13	SAFE SCHOOLS INTERMEDIATE 916	172,086	173,331	1,245		x		O	12
14	LEASE LEVY - DISTRICT	1,181,163	1,435,414	254,251			x	O	13
15	LEASE LEVY - INTERMEDIATE 916	639,973	592,691	(47,282)			x	O	14
16	LONG TERM FACILITIES MAINTENANCE (LTFM)	7,580,000	5,067,976	(2,512,024)			x	O	15
17	LTFM - HEALTH & SAFETY	754,476	767,752	13,276			x	O	16
18	LTFM - INTERMEDIATE 916	53,904	16,853	(37,052)			x	O	17
19	LOCAL OPTIONAL	4,864,289	0	(4,864,289)			x	O	19
20	ECON DEV ABATEMENT - WOODBURY	372,666	389,110	16,444		x		O	20
21	PRIOR YRS ADJUSTMENT	60,548	(543,675)	(604,223)		x		O	21
22	ABATEMENT ADJUSTMENTS	0	210,255	210,255		x		O	22
23	TOTAL GENERAL FUND	\$ 33,641,641	\$ 31,120,901	\$ (2,520,740)	-7.49%				23
24	COMMUNITY SERVICE								
25	BASIC	\$ 571,769	\$ 571,769	\$ -		x		O	24
26	EARLY CHILDHOOD	283,016	280,540	(2,476)		x		O	25
27	SCHOOL AGE CARE	500,000	500,000	0			x	O	26
28	HOME VISIT LEVY	5,918	6,408	490			x	O	27
29	ADULTS WITH DISABILITIES	7,767	7,767	0		x		O	28
30	PRIOR YEAR ADJUSTMENT	(270)	(509)	(239)		x		O	29
31	SCHOOL AGE CARE ADJUSTMENT	(141,761)	(204,161)	(62,400)		x		O	30
32	ABATEMENT ADJUSTMENTS	8,442	14,670	6,228		x		O	31
32	TOTAL COMMUNITY SERVICE FUND	\$ 1,234,882	\$ 1,176,485	\$ (58,397)	-4.73%				32
33	DEBT SERVICE								
34	K-12 BONDS - VOTER APPROVED	\$ 4,117,050	\$ 4,049,325	\$ (67,725)			x	V/O	33
35	LTFM BONDS	6,634,490	8,962,349	2,327,860					34
36	CAPITAL FACILITIES & ABATEMENT BONDS	0	798,693	798,693					35
37	DEBT SERVICE EXCESS	(666,884)	(242,230)	424,653		x		O	36
38	DEBT SERVICE LTFM ADJUSTMENT	7,765	(15,702)	(23,467)		x		O	37
39	ABATEMENT ADJUSTMENTS	100,220	98,222	(1,999)		x		O	38
39	TOTAL DEBT SERVICE FUND	\$ 10,192,641	\$ 13,650,657	\$ 3,458,016	33.93%				39
40	OPEB								
41	OPEB DEBT SERVICE	\$ 2,790,588	\$ 2,354,093	\$ (436,495)			x	O	40
42	LESS: DEBT SERVICE EXCESS	(150,112)	(104,100)	46,013		x		O	41
43	ABATEMENT ADJUSTMENTS	22,032	23,934	1,902		x		O	42
43	TOTAL OPEB DEBT SERVICE FUND	\$ 2,662,508	\$ 2,273,928	\$ (388,580)	-14.59%				43
44	GRAND TOTAL ALL FUNDS	\$ 47,731,672	\$ 48,221,970	\$ 490,299	1.03%				44

VII. A. 3. RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

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

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

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

POLLING PLACE:

River of God Church
2490 7th Avenue East
North St. Paul, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of North St. Paul, Precinct 1, Ramsey County, Minnesota.

POLLING PLACE:

North Presbyterian Church
2675 Highway 36 East
North St. Paul, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of North St. Paul, Precinct 2; Ramsey County, Minnesota.

POLLING PLACE:

Cowern Elementary School
2131 Margaret Street North
North St. Paul, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of North St. Paul, Precinct 3; Ramsey County, Minnesota.

POLLING PLACE:

Richardson Elementary School
2615 First Street North
North St. Paul, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of North St. Paul, Precinct 4; Ramsey County, Minnesota.

POLLING PLACE:

Gladstone Fire Station
1955 Clarence Street

This polling place serves all territory in Independent School District No. 622

Maplewood, Minnesota

located in the City of Maplewood, Precinct 3; Ramsey County, Minnesota

POLLING PLACE:

Wakefield Park Community Building
1860 Hazelwood Street N.
Maplewood, Minnesota

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

POLLING PLACE:

Maplewood Community Center/YMCA
2100 White Bear Avenue N
Maplewood, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 5; Ramsey County, Minnesota

POLLING PLACE:

Redeeming Love Church
2425 White Bear Avenue North
Maplewood, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 6; Ramsey County, Minnesota

POLLING PLACE:

First Evangelical Free Church
2696 Hazelwood Street
Maplewood, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 7; Ramsey County, Minnesota

COMBINED POLLING PLACE:

Ramsey County Library
3025 Southlawn Drive
Maplewood, Minnesota

This combined polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 8 and the City of White Bear Lake, Ward 4, Precinct 1; Ramsey County, Minnesota

POLLING PLACE:

Maplewood Middle School
2410 Holloway Avenue East
Maplewood, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 9; Ramsey County, Minnesota

POLLING PLACE:

East Metro Regional Public Safety
Training Center
1881 Century Avenue North
Maplewood, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 10; Ramsey County, Minnesota

POLLING PLACE:

Beaver Lake Education Center
1060 Sterling Street North
Maplewood, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 11; Ramsey County, Minnesota

POLLING PLACE:
Carver Elementary School
2680 Upper Afton Road East
Maplewood, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 12; Ramsey County, Minnesota

POLLING PLACE:
Lutheran Church of Peace
47 Century Avenue South
Maplewood, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Maplewood, Precinct 13; Ramsey County, Minnesota

COMBINED POLLING PLACE:
Lake Elmo City Hall
3880 Laverne Avenue North
Lake Elmo, Minnesota

This combined polling place serves all territory in Independent School District No. 622 located in the City of Lake Elmo, Precinct 1 and 2; Washington County, Minnesota

COMBINED POLLING PLACE:
Apostolic Bible Institute and Church
6944 Hudson Blvd.
Oakdale, Minnesota

This combined polling place serves all territory in Independent School District No. 622 located in the City of Landfall and the City of Oakdale, Precinct 1; Washington County, Minnesota

POLLING PLACE:
Transfiguration Church
6133 15th Street North
Oakdale, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Oakdale, Precinct 2; Washington County, Minnesota

POLLING PLACE:
Redeemer Baptist Church
2479 Geneva Avenue North
Oakdale, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Oakdale, Precinct 3; Washington County, Minnesota

POLLING PLACE:
House of Prayer Church
6039 40th Street North
Oakdale, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Oakdale, Precinct 4; Washington County, Minnesota

POLLING PLACE:
Silver Lake Methodist Church
5399 Geneva Avenue North
Oakdale, Minnesota

This polling place serves all territory in Independent School District No. 622 located in the City of Oakdale, Precinct 5; Washington County, Minnesota

POLLING PLACE:
Oakdale Discovery Center
4444 Hadley Avenue North

This polling place serves all territory in Independent School District No. 622

Oakdale, Minnesota

located in the City of Oakdale, Precinct 6;
Washington County, Minnesota

POLLING PLACE:

Hope Evangelical Free Church
7910 15th Street North
Oakdale, Minnesota

This polling place serves all territory in
Independent School District No. 622
located in the City of Oakdale, Precinct 7;
Washington County, Minnesota

COMBINED POLLING PLACE:

Guardian Angels Church
8260 4th Street
Oakdale, Minnesota

This combined polling place serves all
territory in Independent School District
No. 622 located in the City of Oakdale,
Precinct 8 and the City of Pine Springs,
Washington County, Minnesota

COMBINED POLLING PLACE:

King of Kings Lutheran Church
1583 Radio Drive
Woodbury, Minnesota

This combined polling place serves all
territory in Independent School District
No. 622 located in the City of Woodbury,
Precincts 1, 2, 7 and 8; Washington
County, Minnesota

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

MOTION:

SECOND:

VII. A. 4. ACCEPTANCE OF THE FISCAL YEAR 2017-2018 AUDIT REPORT

Representatives of Malloy, Montague, Karnowski, Radosevich and Co. P.A. will be present to discuss and answer questions regarding the 2017-2018 financial statements and related reports.

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 audit reports for the fiscal year ending in June 30, 2018 presented by Malloy, Montague, Karnowski, Radosevich and Co. P.A. be accepted as presented.

MOTION:

SECOND:

VII. B. 1. REVISION OF THE 2018-2019 SCHOOL CALENDARS FOR ACT & MCA TESTING DATES

After approval of 2018-2019 school calendars, the topic of having a school day for juniors to take the ACT and sophomores to take the MCA test is once again being proposed.

Other districts are making similar accommodations to ensure the best testing environment possible. Enough hours have been built into the 2018-2019 school calendar to ensure that a proposed non-school day for ninth and twelfth graders will not negatively affect ADM funding.

Therefore, the Director of Teaching & Learning recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2018-2019 School Calendar be revised to reflect April 2, 2019 as a school day for tenth and eleventh graders only at the high school level with an early release for the purpose of MCA and ACT testing.

MOTION:

SECOND: