



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

**June 25, 2019
6:00 PM**

Board Members:

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

Superintendent:

Christine 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
June 25, 2019
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. Consent Agenda

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

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

A. Minutes of May 21, 2019 Business Meeting 12

B. Minutes of June 11, 2019 Work Study Session 21

C. Minutes of June 11, 2019 Closed Session 22

D. Routine Personnel 23

E. Bid Calendar 27

F. MSHSL 28

G. IoWA Approval	29
H. Disbursements	30

V. Reports

A. Assistant Superintendent - *Sayles-Adams*

1. Introduction of New Building Leaders - *Miller/Sayles-Adams*

After the Board has approved Routine Personnel as part of the Consent Agenda, Troy and Lisa will take a moment to introduce you to four building leaders in new roles.

New hire Heidi George will be the principal at Webster Elementary. Stephanee Goeken has moved from Interim AP at North to full-time AP at North; Nicole Napierala was an Instructional Coach at Skyview Middle and is now AP at Skyview Middle; and Deron Drummond was AP at Skyview Middle and is now AP at North High .

Heidi, Nicole, and Deron are able to attend the Board meeting and will address you after Lisa and Troy provide opening comments.

Additionally, we hope to name the Cowern and Richardson principals the week of June 24 after we finalize our interviewing and hiring process. Therefore, anticipate communication coming to you next week with the results of that process and know that you will meet the new principals at the July 23 business meeting.

2. Q Comp Annual Report - *Coffey*

34

Staff Development & Gifted and Talented Program Coordinator Dan Cahill has completed the work for the 2018-2019 Q Comp Annual Report.

This Annual Report reflects District 622's thirteenth year of participation in Minnesota's Alternative Teacher Pay for

Performance System (ATPPS) or Q Comp (Quality Compensation). The Annual Report is required by the Minnesota Department of Education as part of our participation in Q Comp and must be presented to the School Board by June 15th each year.

To compile the report, Teaching & Learning staff adapt questionnaires and rubrics created by MDE. Review teams from four sites (two elementary schools, a middle school, and a high school) visit and interview staff at another site at the same level and use those tools to create a site report. Sites rotate from year-to-year. Teaching & Learning staff take those reports along with the feedback from stakeholder groups such as the Advisory Staff Development Committee, and produce the Annual Report. This process follows the best practice review model from MDE.

Q Comp participation provides on-going, site-based, job-embedded professional learning for all 622 licensed teachers. Q Comp provides the structures and resources to support on-going implementation and refinement of Professional Learning Communities at all sites.

Participating teachers have the opportunity to earn \$1900 for the implementation and planning of new and instructional strategies. Teachers collect data on student performance in order to modify instructions to meet the needs of all learners. Q Comp also requires the creation of leadership positions for teachers and training for teachers selected to fill those roles.

Buildings set achievement goals each fall based on the last year's student achievement. Buildings determine a targeted instructional strategy to implement during the year, and also support teacher teams in the process of collaborative inquiry to refine their own instructional practice to better meet student needs.

Results of school-wide achievement goals are not available until MCA results are made public in August. For that reason, portions of the section of the report addressing the core component of Performance Pay and Alternative Salary Schedule is left blank at this time.

District 622 administration and the 622 teacher association continue to collaborate to refine and support the Q Comp process.

Julie Coffey will be presenting this annual report at the Board meeting.

B. Community Education - Johnson/Gysbers

1. Adult & Senior Programs

49

Adult Programs Coordinator Cheryl Gysbers will provide a brief overview of Community Education Adult Programs, including: Adult Enrichment, Community Bridge, Meals on Wheels, Community Gardens and Senior Programs. Cheryl will share pictures of the programs and will also share a recently created video of the senior programs at Gladstone.

C. Business Office - R. Anderson

1. Legislative Update

Here is a brief summary of legislation that will affect school finance during the next fiscal year, FY 2019-2020. Please let Randy know if you have any questions.

FINANCE PROVISIONS

**Two Percent Increase Each Year (\$126 per pupil and an additional \$129, respectively)*

**Special Education - creates a new category of special education aid called cross-subsidy reduction aid, and includes cross-subsidy aid in the definition of special education aid.*

**Voluntary Pre-K Grant Extension for Two Years*

**School Safety Supplemental Aid - a one time appropriation of up to \$30 million, approximately \$34 per pupil unit. District must use the revenue the same as with the Safe Schools Levy.*

D. Assistant Superintendent - Miller

1. Annual Review of Policies

71

Nine policies require annual review and the Board has designated that duty to the Superintendent to review the policies and make recommendations on whether or not a revision is necessary. The attached sheet outlines the names of the policies, recent revisions, and why they were revised. At the June 11 work session, you recommended a revision to Policy 714, Fund Balance, to revise the minimum general fund balance. In addition, Policy 410, Family & Medical Leave; and Policy 413, Harassment & Violence, will have a proposed revision regarding the dissemination of the policies. This revision is recommended by our legal counsel and allows us to state that the policies are available for viewing on our District website. These three policies will have a first informal reading at the August 6 work study session. I am not recommending revision at this time to the 6 remaining policies.

2. Recognition of Retirees

Thirty-six District staff have retired this 2018-2019 school year. The School Board recognized each of these individuals with a retirement card; and at this meeting Troy will be reading their names; listing their most recent positions, and thanking them for their service to District 622.

3. Revision to Student Transportation Safety Policy 709

74

Troy presented a first informal reading of Policy 709, Student Transportation Safety, at the June 11 work session. Tonight Troy will be giving a formal reading of the policy, which is being

proposed for revision to address the student discipline and suspension process.

This policy will be have a final reading and proposed action at the July business meeting.

VI. Action Items

A. Business Office

1. Acknowledgment of Contributions - *Livingston* 89
**I recommend that the contributions, with a total of \$90,030.17 for the 2018-2019 fiscal year, be approved.*

2. District 916 LTFM Health & Safety - *R. Anderson* 90
Northeast Metro 916 is filing for Long Term Facility Maintenance Revenue again for Pay20 (FY 2020-21). Here are the major items to be aware of:

**The allocation for 916 is separate and distinct from our District. This levy does not take away from our District's allocation amount or limit for LTFM.*

**The LTFM levy for the Intermediates replaces the old Intermediate Health and Safety levy.*

**The only projects currently on the 10 year plan for Northeast Metro 916 are health and safety projects. There are currently no deferred maintenance projects identified. They expect that there will be some deferred maintenance projects for the South Campus showing up on their 10-year plan for future years.*

**The allocation to member districts is based on the same formula that the Health and Safety levy has always been based on: 50% utilization by your district of 916 programs and 50% tax capacity, which is how the levy limit is set up by MDE.*

Each member district of Northeast Metropolitan Intermediate School District 916 is required annually to approve a resolution

authorizing LTFM for the Intermediate District. The total amount levied for 916 in Pay20 is \$144,700.00 and School District 622's share of that amount will be \$24,023.61.

**I recommend that the District 916 Long Term Facilities Maintenance Revenue Resolution be approved as presented.*

3. 2019-2020 Budget Approval - All Funds - R. Anderson 93

The general fund numbers indicate a budget result that closely matches the projection used in the development of the budget plan.

**Enrollment projections have been updated to recognize trend*

**Projected revenues of \$149,024,612 will exceed projected expenses of \$148,971,896, which will increase overall fund balance by \$52,716*

**Ending unassigned fund balance is projected to be \$17,202,881, or 11.5% of expenses*

**The general fund revenue includes the updated revenue of a 2% increase in the funding formula, current PK funding and special education cross subsidy aid approved by the legislature*

**All other funds are balanced and within acceptable parameters.*

**I recommend that the 2019-2020 budget be approved as presented.*

4. Nutrition Services Price Increase - R. Anderson 153

Paula Pohlkamp, Supervisor of Nutrition Services, is proposing an increase in the school meal prices for the 2019-2020 school year. The new meal prices will meet the paid lunch equity requirements for the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. Per the attached USDA/MDE calculator, the HHFKA recommended increase is \$.10. The proposed recommended increase is \$.05 for lunch and \$.10 for breakfast. Our last increase occurred in the 2017-2018 school year.

A majority of school districts are in the process of increasing meal prices for the upcoming school year. Attached are neighboring districts at this time and their tentative prices for the 2019-2020.

**I recommend that the meal prices for the 2019-2020 school year be increase as proposed.*

5. Resolution Regarding Board Control of Extracurricular Activities - R. Anderson 156

The Governmental Accounting Standards Board (GASB) developed GASB No. 84 to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those extracurricular activities should be reported. It is requiring us to incorporate our Fund 50 Student Activity accounts and our Fund 9 Trust accounts into the General Fund 1 and under School Board control. The requirements of this Statement go into effect for Fiscal year (FY) 20, effective July 1, 2019.

**I recommend that the resolution regarding Board control of extracurricular activities beginning FY 2020 be approved.*

6. 2018-2019 Budget Revisions for Construction Fund - R. Anderson 157
Randy has updated our Construction Budget Fund 06 to reflect the current revenue and expenditures.

Revenues: With the sale of our non-voter approved bonds that were sold last fall and the interest earned, the revenues for 2018-19 will be approximately \$61,300,000.

Expenditures: Expenditures on the Castle and Richardson projects for 2018-19 will be approximately \$17,300,000 with around 40% of the budget expensed. The rest of the expenditures will occur in the 2019-20 fiscal year.

**I recommend that the 2018-19 Construction Budget be revised as*

presented.

B. School Board

1. Set 2019-2020 School Board Meeting Dates

159

At the June 11 work session, you discussed eliminating reflection sessions and adding additional work sessions into the 2019-2020 board meeting calendar. The attached resolution is a result of that conversation.

**I recommend that the 2019-2020 School Board Meeting Calendar be approved as presented.*

VII. Board Communications

VIII. Future Board Meeting Dates

A. July 23, 2019 Business Meeting 4:30 p.m. (Board Room)

B. July 23, 2019 Closed Session immediately following the adjournment of the July 23 Business Meeting (Room 202)

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.H., 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
May 21, 2019**

Chair Yener called the meeting to order at 6:02 PM with the following present: Chair Yener, Vice Chair Livingston, Clerk Augé, Directors Hunt, Jarman, Neve, Superintendent Osorio, and Student Board Representative Krummel. Absent: Student Board Representative Pedersen. Arriving at 6:10 PM: Treasurer Anderson.

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

The meeting opened with the Pledge of Allegiance.

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

THAT the agenda be approved as presented.

(Anderson arrived)

Jarman presented Achievement Awards to the mentors of the Tartan Robotics Team, and Osorio recognized Krummel and Pedersen for their service as student board representatives.

The Consent Agenda was considered. Neve requested that Item V.E., Bid Rejection, be removed for discussion. Livingston moved and Anderson seconded the following resolution, which carried on a 7 - 0 vote:

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

R. Anderson discussed the reasoning behind the rejected bid and next steps. Neve moved and Hunt seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the following Consent Agenda Item, V.E., but approved as written, and a copy of the agenda item is attached to the minutes.

Tartan High Student Representative Krummel reported on the following items: AVID seniors raised over \$2.7 million in scholarships for their post-secondary careers and they just had their end of the year banquet. Relay for Life was last weekend and was held indoors due to the weather. It was an amazing event with a large turnout. Currently Relay has raised over \$130,000 and we are still counting as more fundraisers are going on such as a golf tournament at Oak Marsh on May 26. Boys Baseball won the sections title on Friday against Hill-Murray. AP testing went very smoothly and has concluded for the year. Prom took place at the Mall of America this year and proved to be a lot of fun with everyone dancing the night away and enjoying the amusement rides. The STAARS Banquet is happening tomorrow night at the Hilton Doubletree.

Krummel read Pedersen's North High report as Pedersen was unable to attend the meeting: As the end of the school year approaches, North High has had many exciting events. This week, many sports teams competed in their final games. The adaptive bowling team finished their season on a high note, finishing as back-to-back team champions at the State Tournament. The softball team has won another conference title, moving on as the #2 seed in the section, and Track and Field has conference this week. Noah Hurley and Mason Wold are both finalists for the Triple Threat Award from Hennepin Theatre Trust. Junior Aishat Adedayo won 1st place in the Congressional Art Competition, in which she won a trip to Washington, D.C. Ten students of varying grade levels went to Target Field in late April for the Advancing Science event and for the 2nd year in a row won first place, earning \$5,000 for North High. North had an outstanding school year academically, athletically, and in many other ways. We thank teachers, coaches, students and staff for the 2019 school year and look forward to the next.

Osorio introduced Youth Programs Coordinator Laura Greenlee-Karp who, along with student leaders, presented an overview of District 622's Elementary Leadership Council. A video was shared and students spoke about what they like about their school and what they learned about the Leadership Council.

Osorio introduced current sophomores who will be the new student board representatives and will begin serving in that role September 2019; Evan Saunders-Pearce from Tartan High School and Manny Alvarez from North High.

Sayles-Adams introduced North High Math Teacher Tom Waeffler and a group of North High students who shared a STEM highlights presentation. The team recently won a first place title in the Advancing Sciences event. This is the second year in a row the team placed first, and they were awarded a \$5,000 grant.

Osorio thanked voters for their support of the District's referendum. She showed a timeline, which outlined the next steps for facilities work. Osorio also touched on transparency and communication, the legacy of the school district and its buildings and the support in place for those who work in buildings scheduled for transition or for families and children who will be changing buildings.

Osorio recognized Randy Anderson and the District 622 Business Office team for receiving the Excellence in Financial Reporting award. She noted that less than 10% of school districts in the State of Minnesota have qualified for the honor.

(Livingston left the room for a brief moment and was not present for the Acknowledgment of Contributions and the Budget Revision resolution votes.)

Augé moved and Anderson 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>
Michael Testa	\$50.00	Meals on Wheels
Charles Bernardy Bernardy Solutions LLC	Schools supplies for students and staff	Tartan High School
Max Joiner	Lenova Ideapad 330	North High Band Senior
Cub Foods - Maplewood	Gift card	Community Education - EXCEL Awards
Pizza Ranch	15 pizzas	Community Education - EXCEL Awards
Maplewood Bakery	Donuts and cookies	Weaver - Leader in Me - Leadership Day
Papa John's Pizza	Pizza cards	Weaver - Leader in Me - Leadership Day
Kwik Trip	Donuts, coffee, water & apples	Weaver - Leader in Me - Leadership Day
Perkins Restaurant	Muffins	Harmony - Staff Appreciation Week
Burger King	Coupons	Harmony - Staff Appreciation Week
Buffalo Wild Wings	Free Wing Party	Harmony - Staff Appreciation Week
Cub Foods	Gift card	Harmony - Staff Appreciation Week
McDonald's	Sandwiches	Harmony - Staff Appreciation Week
Caribou Coffee	Coffee	Harmony - Staff Appreciation Week
Target	5 gift cards	Harmony - Staff Appreciation Week
Royal Nutrition	75 smoothies or tea	Harmony - Staff Appreciation Week
HyVee	4 gift cards	Harmony - Staff Appreciation Week
Starbucks	2 containers of coffee	Harmony - Staff Appreciation Week

Neve 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 2018-19 District Budget be revised as presented.

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

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

1. It is hereby found, determined and declared that the special election of the voters of this school district held on May 14, 2019, was in all respects duly and legally called and held.
2. As specified in the Abstract and Return of Votes Cast, at said election a total of 5,711 voters of the school district voted on the question of authorizing the issuance of school building bonds for a school acquisition and betterment program (SCHOOL DISTRICT QUESTION 1), of which 3,491 voted in favor, 2,220 voted against the same, and there were 0 completely blank or defective ballots related to this question. 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 and to the Commissioner of Education.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the District approve the renewal of the dental insurance policy with Delta Dental at a rate of \$99.25 per month effective for the period July 1, 2019 through June 30, 2020.

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

BE IT RESOLVED, that the School Board of ISD 622 adopt the course curricula for Ethnic Studies, beginning in Fall 2019.

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2019-2020 School Calendar be revised to reflect February 28, 2020, as a school day and March 3, 2020, as a non-school day/staff development.

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

BE IT RESOLVED by the School Board of Independent School District. No. 622 that the following policies be revised and assigned a new policy number as presented below:

Policy Name	Current District 622 Policy Number	Proposed Policy Number
Board Governance	G-010	215
Legal Status of the School Board	G-012	201
School Board Member Development	G-013	212
Board Member Qualifications, Terms of Office	G-020	216
Board Officers, Committees & Liaisons	G-021	202
Board Code of Conduct & Service	G-022	209
Conflict of Interest – School Board Members	G-023	210
Out of State Travel by School Board Members	GM-023	214
Board Meeting Rules of Order, Schedule, Agendas & Minutes	G-031	203
School Board Meeting Minutes	G-032	204
Open Meetings & Closed Meetings	G-033	205
Public Meetings	G-034	207
Public Participation in School Board Meetings/Complaints/Data Privacy Considerations	G-035	206
Policy Stewardship	G-050	208
Superintendent-Board Relationship	SBR-000	301
Roles of Board & Superintendent	SBR-010	304
Administrative Rule, Regulation & Procedure	SBR-011	305
Superintendent	SBR-012	302
Evaluation of the Superintendent	SBR-021	307
Mission, Values & Beliefs	E-000	104
Advertising	E-007	905
Gifts to and Solicitation by Employees & School Board Members	E-008	421
Early Entrance to Kindergarten	E-009	625
Student Surveys	E-011	520
Student Promotion, Retention, and Program Design	E-012	513
Graduation Requirements	E-014	613
Student Attendance	E-015	503
Student Dress & Appearance	E-016	504
Do Not Resuscitate/Do Not Intubate	E-017	518
Immunization Requirements	E-018	530
Organization of School Calendar & School Day	E-019	602
Instructional Services – Special Education	E-020	608
Mandated Reporting of Child Neglect or Physical or Sexual Abuse	E-021	414
Mandated Reporting of Maltreatment of Vulnerable	E-022	415

Adults		
Video & Electronic Surveillance Other Than on School Transportation Vehicles	E-025	712
Transportation of Public School Students	E-026	707
Transportation of Non-Public School Students	E-027	708
Field Trips	E-028	610
Video Recording on School Buses	E-029	711
Fund Balance	E-031	714
Establishment & Adoption of School District Budget	E-032	701
Modification of School District Budget	E-033	701.1
Annual Audit	E-034	703
Accounting	E-035	702
Investments	E-036	705
Vending Machines	E-038	720
Discipline, Suspension, and Dismissal of School District Employees	E-040	403
Employment Background Checks	E-041	404
Acceptable Use of Wireless Devices for Employees	E-042	428
Veteran's Preference	E-043	405
Respect in the Workplace	E-044	429
Religion	E-045	609
Criminal or Civil Action Against School District, School Board Member, Employee or Student	E-046	211
Drug & Alcohol Testing	E-047	416
Subpoena of a School District Employee	E-048	408
Responsible Trustee of Assets and Facility Standards	E-055	808
Use of Facilities & Equipment	E-056	902
Disposition of Obsolete Equipment & Materials	E-057	802
Waste Reduction & Recycling	E-058	805
Equal Access to School Facilities	E-059	801
Code of Ethics & Behaviors	E-060	306
Intellectual Property Rights	E-060.1	409
Public Data Request	E-062	722
Alternative Programs	E-071	605
Enrollment of Nonresident Students	E-072	509
Complaints – Students, Employees, Parents, Other Persons	E-073	103
Extended School Year for Certain Students with Individualized Education Programs	E-074	508
Interviews of Students by Outside Agencies	E-075	519
Community Education	E-076	901
Visitors to School District Buildings & Sites	E-077	903
Distribution of Materials on School District by Non-School Persons	E-082	904
Distribution of Non-School Sponsored Materials	E-083	505

School Sponsored Student Publications & Activities	E-084	512
Employee-Student Relationships	E-085	423
Textbooks & Instructional Materials	E-087	606
Staff Development	E-088	425
Assessment of Student Achievement	E-089	618
Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 plans, and LEP Students	E-090	615
Credit for Learning	E-091	620
Online Learning Options	E-092	624
School District Testing Plan & Procedure	E-093	614
Staff Notification of Violent Behavior by Students	E-094	529
Post-Issuance Debt Compliance	E-095	723
Procuring Materials & Services	E-096	724
Uniform Grant Guidance Policy Regarding Federal Revenue Sources	E-097	721
Unpaid Meal Charges	E-098	534
Equal Educational Opportunity	EM-020.1	102
Equal Employment Opportunity	EM-020.2	401
Disability Nondiscrimination Policy	EM-020.3	402
Public & Private Personnel Data & Form: Employee Authorization for Release of Information	EM-020.4	406
Employee Right to Know – Exposure to Hazardous Substances	EM-020.5	407
Family & Medical Leave	EM-020.6	410
Harassment & Violence	EM-020.7	413
Chemical Use & Abuse	EM-020.8	417
Drug Free Workplace/Drug Free School	EM-020.9	418
Tobacco Free Environment	EM-020.10	419
Pledge of Allegiance	EM-020.11	531
Students & Employees with Sexually Transmitted Infections & Diseases	EM-020.12	420
School Weapons Policy	EM-020.13	501
Search of Student Lockers, Desks, Personal Possessions and Student’s Person	EM-020.14	502
Student Discipline and Notice of Suspension	EM-020.15	506
Bullying Prohibition	EM-020.16	514
Protection & Privacy of Pupil Records	EM-020.17	515
Student Medication	EM-020.18	516
Student Disability Nondiscrimination	EM-020.19	521
Student Sex Nondiscrimination (Title IX)	EM-020.20	522
Internet Acceptable Use	EM-020.21	524
Hazing Prohibition	EM-020.22	526

Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds	EM-020.23	532
Wellness	EM-020.24	533
Student Transportation Safety Policy	EM-020.25	709
Crisis Management Policy	EM-020.26	806
Expense Reimbursement	EM-020.27	412
School District System Accountability	EM-020.28	616
Instructional Curriculum	EM-020.29	604
Curriculum Development	EM-020.30	603
Development of Parental Involvement Policies for Title I Programs	EM-020.31	612.1
Health & Safety	EM-020.32	807
School District Curriculum & Instruction Goals	EM-020.33	601
Workload Limits for Certain Special Education Teachers	EM-020.34	427
Non-School Sponsored Solicitations	L-042	511

Yener asked board members to set the agenda and location for the June 25, 2019 reflection study session. Augé moved and Anderson seconded the following motion, which carried on a 7 - 0 vote:

THAT the June 25, 2019 reflection study session which begins at 5:00 p.m. be held in Room 202 of the District 622 Education Center and contain the following agenda items: 1)Ice Breaker; 2)Reports; and 3)Board Member Topics of Interest.

Yener asked board members to set a closed session. Neve moved and Jarman seconded the following motion, which carried on a 7 - 0 vote:

THAT a closed session be set immediately following the adjournment of the June 11, 2019 work study session (approximate start time of 6:30 p.m.) in Room 201A of the District 622 Education Center for the purpose of negotiations.

Yener explained that it has been requested to revise the agenda of the June 11, 2019 work study session to add an additional agenda item. Livingston moved and Anderson seconded the following motion, which carried on a 7 - 0 vote:

THAT the June 11, 2019 work study session agenda be revised as follows: 1)Pathways; 2)Budget Review; 3)Facilities; and 4)Annual Report on Suspension.

Yener asked board members to set the July business meeting. Augé moved and Neve seconded the following the motion, which carried on a 7 - 0 vote:

THAT the July business meeting be held on July 23, 2019 at 4:30 p.m. in the board room of the District 622 Education Center.

Yener asked board members to set a closed session to evaluate the superintendent.
Anderson moved and Livingston seconded the following motion, which carried on a 7 - 0 vote:

THAT a closed session be set to evaluate the superintendent in Room 202 of the District 622 Education Center immediately following the adjournment of the July 23, 2019 board business meeting.

During Board Communications, the following items were shared:

- ✓ Augé reported that at the last Advisory meeting, student reps from both North and Tartan were asked to bring interested students and even though it was a snow storm, 30 students came. There will now be an application process and 23 of the students that came have applied to serve as a member of that committee. Augé thanked the staff, students, and community members who helped with the referendum campaign.
- ✓ Livingston reported that very late last night, our legislative leaders reached an agreement which still needs to be approved in a special session. She shared the components of the agreement which include a 2% and 2% on the general education formula, money given to special education to freeze the cross-subsidy, and funds to save 4,000 voluntary Pre K seats. She added that there is also money for school safety grants with some contingencies.
- ✓ Neve mentioned that it is hard to believe another school year is coming to a close; she thanked all of the staff and wished everyone a fabulous summer.
- ✓ Yener thanked everyone for a great year, congratulated the graduates and said how much the Board looks forward to the upcoming graduation ceremonies.

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

THAT the meeting be adjourned.

The meeting adjourned at 8:09 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
June 11, 2019**

Chair Yener called the meeting to order at 4:30 PM with the following present: Chair Yener, Clerk Augé, Directors Hunt, Jarman, Neve, and Superintendent Osorio. Absent: Vice Chair Livingston. Arriving at: 4:37 PM: Treasurer Anderson.

Others present were: Randy Anderson, Troy Miller, Lisa Sayles-Adams, Tricia St. Michaels, Terri Johnson, Alicia Waeffler, and Kim Cavallaro.

Secondary Curriculum, Pathways & AVID Coordinator Alicia Waeffler provided an update on the Pathways progress. She shared a highlight of the most recent work and reviewed an outline of the next phase.

Osorio reviewed options for the 2019-2020 school board meeting dates and times. Board members will take action on setting the proposed meeting dates at the June 25, 2019 business meeting.

R. Anderson presented the proposed 2019-2020 budgets for Board review. The following funds were discussed: Fund 1: General Fund; Fund 2: Food Service; Fund 4: Community Education; Fund 7: Debt Service; Fund 9: Trust; Fund 20: Self-Insured Health Insurance; Fund 45: OPEB Fund; and Fund 47: OPEB Debt Service. This will be an action item at the June 25, 2019 business meeting.

Osorio shared a facilities project update and discussed the communication updates that are being created for each project site.

Miller and St. Michaels reported on 2018-2019 out of school suspension. They broke down the data by level, individual school, race, gender, and special education. They discussed the Combining Academics with Restorative Education (CARE) program and the strengths, challenges, potential changes, and participation data.

Miller presented a first informal reading of the revision of Policy 709, Student Transportation Safety. This will be shared at the June 25, 2019 business meeting; followed by proposed action at the July 23, 2019 business meeting.

The meeting adjourned at 8:03 PM.

Clerk

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

**CLOSED SESSION
SCHOOL BOARD
June 11, 2019**

A Closed Session was called to order by Chair Yener at 8:05 p.m. for the purpose of strategizing for labor negotiations. Present were: Chair Yener, Clerk Augé, Directors Hunt, Jarman, Neve, and Superintendent Osorio. Absent: Vice Chair Livingston and Treasurer Anderson.

Others present were: Randy Anderson and Julie Coffey.

The Closed Session adjourned at 8:33 p.m.

Clerk

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Employment						
First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Kristen	Alston	Language Arts Teacher	Maplewood	8/26/19	\$62,996.00	Year
Maria	Antonson	Food Service III	Skyview Middle	6/3/19	\$13.84	Hour
Jeremy	Baldwin	Guidance Counselor	Tartan	8/26/19	\$79,705.64	Year
Stephanie	Berg	SPED Instructional Coach	DEC	8/26/19	\$59,314.00	Year
Alexa	Breen Fleury	Grade 1	Oakdale	8/26/19	\$48,144.00	Year
Emily	Bunnell	Music Teacher	Carver	8/26/19	\$40,678.64	Year
David	Butler	Social Studies Teacher	Maplewood	8/26/19	\$45,235.00	Year
Sean	Cotherman	Supervisor Online & Alternative Schools	DEC	7/8/19	\$115,000.00	Year
Christina	Forsythe	SPED Teacher	Tartan	8/26/19	\$42,866.00	Year
Heidi	George	Principal	Webster Elementary	7/1/19	\$129,632.00	Year
Anthony	Giannini	Boys Gold Asst Coach	Tartan	3/11/19	\$1,093.12	Assignment
Emily	Hagstrom	Special Education Teacher	John Glenn	8/26/19	\$50,789.00	Year
Emily	Janka	Speech Language Pathologist	Beaver	8/26/19	\$46,042.00	Year
Andrew	Johnson	Boys Track Coach	Skyview Middle	4/1/19	\$1,779.20	Assignment
Amy	Knutson	Guidance Counselor	Tartan	8/26/19	\$59,864.56	Year
Laura	Korynta	ELL Teacher	Skyview Middle	8/26/19	\$34,538.40	Year
Katie	L'Allier	SPED Teacher	John Glenn	8/26/19	\$46,346.00	Year
Lisa	Lee	Lunchroom/Playground Monitor	Eagle Point	4/29/19	\$14.47	Hour
Don	Lee	Boys Golf Head Coach	Tartan	3/11/19	\$5,602.24	Assignment
Kaj	Lund	Social Studies Teacher	Skyview Middle/Tartan	8/26/19	\$48,171.00	Year
Julie	Mertens	EL Teacher - 1 Year Only	Carver	8/26/19	\$34,374.00	Year
Rose	Miller-Andrist	Early Childhood SPED Teacher	Gladstone	7/1/19	\$44,142.00	Year
Brittany	Nelsen	Multiple Needs Teacher	Oakdale	8/26/19	\$40,419.00	Year
Aubrey	Noonan	Kindergarten Teacher	Skyview Elem	8/26/19	\$53,635.00	Year
Lisa	Pavel	SPED FAN Teacher	Cowern	8/26/19	\$25,686.50	Year
Eric	Richardson	Drumline Asst Coach	North	9/15/18	\$2,254.40	Assignment
Seth	Schaal	Grade 1 Teacher	Skyview Elem	8/26/19	\$41,798.00	Year
Karen	Swanson	TOSA Outreach Parent Educator	Beaver/Gladstone	8/26/19	\$51,231.52	Year
Andrew	Timmer	Associate Administrator	Skyview Middle	8/1/19	\$95,000.00	Year
Jenna	Wakefield	SPED FAN Teacher	John Glenn	8/26/19	\$39,039.00	Year
Chelsea	Wangen	SPED Teacher	Skyview Middle	8/26/19	\$40,419.00	Year

Shad	Williams	AC Site Manager	Districtwide	6/14/19	\$39,791.00	Year
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Status Change						
First Name	Last Name	From	To	Effective	Pay Rate	Per
Andrew	Bjarnvold	American Sign Language Teacher .80	American Sign Language Teacher .60	8/26/2019	\$25,078.80	Year
Cynthia	Clausen	0.40625 EA	.3125 EA	9/3/2019	\$14.52	Hour
Deron	Drummond	Assistant Principal - Middle School	Assistant Principal - High School	7/1/2019	\$107,455.00	Year
Dawn	Kelly	Psychologist .80	Psychologist .60	8/26/2019	\$48,856.59	Year
Brittney	Klingl	Language Arts Teacher .80	Language Arts Teacher 1.0	8/26/2019	\$45,090.00	Year
Domonic	Mahon	Care and Treatment Teacher .70	Care and Treatment Teacher 1.0	8/26/2019	\$59,634.00	Year
Gregory	Moltzan	Industrial Tech Teacher .67	Industrial Tech Teacher .87	8/26/2019	\$49,482.12	Year
Nicole	Napierala	Instructional Coach	Assistant Principal - Middle School	7/1/2019	\$102,399.00	Year
Melinda	Schwichtenberg	Full Time Custodian	Full Time Driver/Custodian	6/11/2019	\$23.07	Hour
James	Sullivan	.675 ECSE Para	.60 ECSE Para	9/3/2019	\$16.04	Hour
Paula	Swift	.8125 EA	.75 EA	9/3/2019	\$15.47	Hour
Beth	Thibodeau	MTSS EA	SPED Para	5/2/2019	\$16.04	Hour
Jenna	Wakefield	Behavior Intervention Assistant	FAN Teacher	8/26/2019	\$39,039.00	Year

Leave of Absence					
First Name	Last Name	Assignment	Building	Leave Type	Dates
Christopher	Cook	Clerical	Gladstone	Child Care	06/03/19-06/21/19
Mai See	Moua	HR Administration	DEC	Child Care	07/27/19-09/08/19

	Resignation				
*	First Name	Last Name	Assignment	Building	Effective
	Mukhtar	Abdulle	SPED Para	Tartan	5/31/2019
	Sally	Anderson	Classroom EA	Beaver Lake	7/1/2019
	Isabella	Anderson Eggen	TOSA - Curriculum and Staff Development Specialist	DEC	7/30/2019
	Tessa	Bitker	Classroom EA	Beaver Lake	6/18/2019
	Laurette	Bruhn	SPED Teacher	Webster	6/10/2019
	Daniel	Cahill	Staff Development & Gifted and Talented Coordinator	DEC	6/21/2019
	Khrisslyn	Chien	Data Literacy & Program Evaluation Coordinator	DEC	6/12/2019
	Thomas	Crisp	Part Time Bus Driver	Bus Garage	6/7/2019
	Aislinn	Dwyer	SPED Teacher	North	6/10/2019
	Davionna	Hicks	Behavior Intervention Specialist	Maplewood	6/12/2019
	Robert	Holmboe	Part Time Bus Driver	Bus Garage	6/7/2019
	Alec	Johnson	SPED Para	Tartan	6/7/2019
	Alexander	Juffer	SPED Para	North	6/7/2019
*	Julie	Kelly	Building EA	Richardson	6/7/2019
	Dawn	Knabe	Media EA	Weaver	6/7/2019
	Kate	Laufenberg	SPED Para	Next Step	6/13/2019
	Kristina	Lepel	SPED Para	Oakdale	6/12/2019
	Veronica	Martinez	Receptionist	Beaver Lake	5/9/2019
	Cynthia	Mauricio- Omundson	Full Time Driver/Custodian	Bus Garage	6/7/2019
	Julie	Mollison	Guidance Counselor	North	6/10/2019
	Leah	Mortenson	RN	Districtwide	6/12/2019
	Mona	Perkins	Principal	Webster	6/30/2019
	Aubrey	Rahn	SPED Para	DEC	5/31/2019
	Megan	Stedt	SPED Teacher	Webster	6/10/2019

	Christine	Volkman	Science Teacher	North	6/10/2019
	Jennifer	Wilson	Principal	Cowern	6/30/2019
Termination					
First Name	Last Name	Assignment	Building	Effective	
Rachel	Cavegn	Title EA	Castle	6/7/2019	
Ronni	Hupp	Behavior Intervention Specialist	Oakdale	6/7/2019	
Jill	Markovich	SPED Para	North	6/7/2019	
Jenaya	Myvett	Behavior Intervention Specialist	Tartan	6/7/2019	
Emily	Schackmuth	Behavior Intervention Specialist	Carver	6/7/2019	
Michelle	Semonick	Classroom EA	Beaver Lake	6/7/2019	

BID/RFP CALENDAR

<u>NAME OF BID/RFP</u>	<u>BID OPENING</u> (if applicable)	<u>BOARD MEETING</u>
Rubbish & Recyclable Materials	7/9/19 2:00 PM BOARD ROOM	7/23/19

“Notice to Bidders” can be found on ISD 622 website at www.isd622.org. Click on “New Bid/RFP Posted” Quick Link to see a complete listing of Bids and RFPs.

Note: RFP’S have a due date/time only. There is not a formal opening or reading of the proposals unless noted. Bids have a due date/time and room location for the formal opening and reading of the bids.

Last Updated: 6/21/19 9:46 AM

IV. C. MINNESOTA STATE HIGH SCHOOL LEAGUE 2019-2020 MEMBERSHIP

Minnesota Statutes 1993, Section 128C.01 requires individual school boards each year to authorize membership in the Minnesota State High School League. The Resolution for Membership affirms (1) that the Board of Education for District #622 delegates the control, supervision and regulation of League-sponsored athletic and fine art activities to the Minnesota State High School League; (2) that the Board of Education for District #622 adopts the Constitution, Bylaws and Rules and Regulations of the League; and (3) that the administration of District #622 is responsible for supervising the activities that are assigned to official school representatives.

Therefore, the Superintendent of Schools recommends the following resolution:

BE IT RESOLVED that the School Board of Independent School District #622 delegates the control, supervision, and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes; and

FURTHER RESOLVED, that North High School and Tartan High School are authorized by this, the Governing Board of School District #622 to renew its membership in the Minnesota State High School League; and

FURTHER RESOLVED, that this Governing Board of School District #622 hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board of School District #622.

MOTION:

SECOND:

IV. F. DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR THE MDE EXTERNAL USER ACCESS RECERTIFICATION SYSTEM

In 2015, the Minnesota Department of Education (MDE) released its External User Access Recertification system, which replaced the Superintendent Authorization Forms with a single system that provides information and control over who has external access to MDE secure systems.

When using the External User Access Recertification System, a district must annually designate the Identified Official with Authority to assign job duties and authorize external user access. In addition, the designated official must comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The designation must be approved by the School Board and sent to MDE with the associated school board meeting minutes attached.

Therefore, the Superintendent of Schools recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that it designates Supervisor of Infrastructure & Internet Security Robert Biddick to act as the Identified Official with Authority for the North St. Paul-Maplewood-Oakdale School District 622.

MOTION:

SECOND:

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	\$ 6,685,094.00
Food Service	461,708.00
Community Service	1,316,136.00
Building Construction	1,814,646.00
Trust	118,668.00
OPEB Benefits Trust Fund	8,901.00
	<hr/>
A/P Checks Disbursed (05-01-19 thru 05-31-19)	\$ 10,405,153.00
Payroll Disbursed - Net (05-01-19 thru 05-31-19)	\$ 11,307,922.00
Wire Transfers (05-01-19 thru 05-31-19)	\$ 33,607,248.00
Investments on 06-03-19	\$ 109,258,828.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	AMOUNT
MSDLAF OTHER FUNDS	MM	2.36%	(BALANCE AT 06-03-19)	\$328,942.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	2.45%	(BALANCE AT 06-03-19)	\$44,944,669.00
P M A SECURITIES MAINTENANCE FACILITIES BONDS	VARIOUS	2.49%	(BALANCE AT 06-03-19)	\$38,022,566.00
P M A SECURITIES CAPITAL FACILITIES AND ABATEMENT BONDS	VARIOUS	2.51%	(BALANCE AT 06-03-19)	\$4,879,336.00
P M A SECURITIES COP	VARIOUS	2.54%	(BALANCE AT 06-03-19)	\$7,257,202.00
P M A SECURITIES CITY OF OAKDALE - CASTLE PROJECT	VARIOUS	2.57%	(BALANCE AT 06-03-19)	\$1,146,956.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.29%	(BALANCE AT 06-03-19)	\$11,365,823.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.44%	(BALANCE AT 06-03-19)	\$1,313,334.00
				<u>\$109,258,828.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

05-01-19 thru 05-31-19

DATE	FROM	TO		REASON
05/01/19	P M A	HEALTH PARTNERS	\$215,040.00	MEDICAL CLAIM FEES
05/01/19	PREMIER BANK	DELTA DENTAL	\$138,355.00	MONTHLY PAYMENT
05/01/19	PREMIER BANK	STATE OF MINN.	\$146,842.00	PAYROLL TAX
05/02/19	PREMIER BANK	ANNUITY COMPANIES	\$2,373.00	PAYROLL PAYABLES
05/02/19	PREMIER BANK	ANNUITY COMPANIES	\$218,795.00	PAYROLL PAYABLES
05/03/19	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
05/03/19	PREMIER BANK	FURTHER	\$13,962.00	FLEX PROCESSING
05/06/19	PREMIER BANK	FURTHER	\$8,713.00	FLEX PROCESSING
05/06/19	PREMIER BANK	HEALTH PARTNERS	\$285,597.00	HEALTH CLAIMS
05/07/19	PREMIER BANK	ANNUITY COMPANIES	\$545,546.00	PAYROLL PAYABLES
05/09/19	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
05/13/19	P M A	PREMIER BANK	\$3,450,000.00	A/P - P/R*
05/13/19	PREMIER BANK	FURTHER	\$2,175.00	FLEX PROCESSING
05/13/19	PREMIER BANK	HEALTH PARTNERS	\$415,132.00	HEALTH CLAIMS
05/14/19	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
05/15/19	PREMIER BANK	ANNUITY COMPANIES	\$37,861.00	PAYROLL PAYABLES
05/15/19	PREMIER BANK	I R S	\$851,861.00	PAYROLL TAX
05/16/19	PREMIER BANK	STATE OF MINN.	\$147,785.00	PAYROLL TAX
05/17/19	P M A	PREMIER BANK	\$2,500,000.00	A/P - P/R*
05/17/19	PREMIER BANK	ANNUITY COMPANIES	\$221,480.00	PAYROLL PAYABLES
05/20/19	PREMIER BANK	FURTHER	\$17,916.00	FLEX PROCESSING
05/20/19	PREMIER BANK	HEALTH PARTNERS	\$427,950.00	HEALTH CLAIMS
05/22/19	PREMIER BANK	ANNUITY COMPANIES	\$548,012.00	PAYROLL PAYABLES
05/22/19	PREMIER BANK	FURTHER	\$1,498.00	FLEX PROCESSING
05/24/19	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
05/28/19	PREMIER BANK	FURTHER	\$3,318.00	FLEX PROCESSING
05/28/19	PREMIER BANK	HEALTH PARTNERS	\$370,480.00	HEALTH CLAIMS
05/29/19	P M A	PREMIER BANK	\$16,250,000.00	A/P - P/R*
05/29/19	PREMIER BANK	FURTHER	\$42,800.00	FLEX PROCESSING
05/30/19	PREMIER BANK	FURTHER	\$155.00	FLEX PROCESSING
05/31/19	PREMIER BANK	ANNUITY COMPANIES	\$37,770.00	PAYROLL PAYABLES
05/31/19	PREMIER BANK	MISCELLANEOUS	\$6,661.00	MISCELLANEOUS
05/31/19	PREMIER BANK	I R S	\$3,196,171.00	PAYROLL TAX
		TOTAL	<u>\$33,607,248.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

Q Comp Annual Report

This template, which may be changed as needed, is designed to help formulate the Quality Compensation (Q Comp) Annual Report. Per [Minnesota Statutes, section 122A.414, subdivision 3\(a\)](#) the report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. We also recommend that the report include a summary of what was implemented for the year, to help provide context for the findings and recommendations.

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. **All information reported should be based on the current school year.** We recommend that each question be addressed with a brief summary of 3-7 sentences.

Core Component: Career Advancement Options

Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes

If no, please explain what changes have occurred and why?

Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

Teacher leaders play a number of roles in the process of adult learning. Many participate in the setting of building goals and the writing of site improvement plans during our summer work days. Once goals are set for student outcomes and for changes in adult practices, professional learning is led by teacher leaders at the site and district level, and teacher leaders offer follow-up coaching through the peer review process.

At the secondary level, it has become increasingly clear that the various teacher positions and their respective committees could do better to align goals for student and teacher learning, and that the overlapping responsibilities of the positions and committees creates a structural impediment to more effective alignment. Because different teacher leaders are involved in building plans and district plans, the work is not necessarily emphasizing the same types of changes.

How did the work of teacher leaders impact student achievement?

Teacher leader support teachers as they implement strategies to meet their student learning goal and to meet the schoolwide goals. Through an inquiry cycle, teachers measure the impact of these strategies as they pertain to greater student learning.

Review Findings

How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

Teacher leaders receive initial and ongoing training to assist them in conducting peer observations, but those observations and the conversations that result could be more robust. Teacher leaders also receive training specific to their role; as an example, the new building mentor position received training in August related to delivering professional learning and the needs of new teachers. Mentors reported that follow-up trainings and opportunities to collaborate with other mentors would have better supported their work in this new role.

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

Principals are asked to offer feedback to teacher leaders that is specific to their role, but we continue to struggle to make the delivery of that feedback consistent and valuable. Teacher leaders report that feedback is inconsistently delivered.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher leadership?

The district has created a new position for secondary buildings, Building Instructional Leader, which will be better positioned to align building and district goals and provide coaching and learning to other teachers. In addition, the advent of a new peer observation process (details below) offers an opportunity to improve the training of teacher leaders around peer observation. Teaching and Learning will work with principals during the year on better ways to offer feedback to teacher leaders.

Core Component: Job-embedded Professional Development

Implementation

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes

If no, please explain the changes that have occurred and why?

Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

Collaborative teams identify a goal for student achievement and engage in collaborative inquiry following a cycle of Attempt (a new instructional strategy), Assess (student learning), Analyze (the results to evaluate effectiveness of new strategy), and Act (continue with strategy or move to something else). This process emphasizes the introduction of changes to instruction in classroom practice, and for the most part the new instructional strategies are derived from identified strategies in site improvement plans.

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

Throughout the collaborative inquiry cycle, the impact of changes in instruction is evaluated based on the results in student achievement.

Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

As part of the district site improvement process, sites analyze multiple forms of data, identify problem areas, and choose solutions to address those needs. To improve the quality of the problem analysis and the identification of research-based solutions, professional learning for site leaders focused on root cause analysis and the creation of theories of actions. These impacts should be seen in 19-20 site improvement plans.

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

Site created a theory of action for their primary staff development goal, and devised measurement tools for each step in the theory. These measurement tools encouraged sites to examine each step of change, including whether or not staff learned the material in professional learning as well as whether the identified innovation was implemented as designed, and why any gaps in these areas exist.

Recommendations

How will the district use the review findings to improve the effectiveness of job-embedded professional development?

Future professional development plans will be more rigorously designed to address the current situation and leadership will use tools to measure the amount and kind of change in teacher practice and understanding that results. Teacher leaders also expressed dissatisfaction with the current documentation related to collaborative teamwork, saying it is too time-consuming and slows down the work. District leadership will continue to ensure documentation is streamlined and supportive of quality conversations, and that the value and need for documentation is adequately explained to staff.

Core Component: Teacher Evaluation

Implementation

Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)? Yes

If no, please explain the changes that have occurred and why?

Impact

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

During the observation/evaluation process, teachers received feedback and support in reflection related to changes in instructional strategies. Teachers made changes to their instruction based on learning in professional development sessions at the district or site level or from conversations with peers in collaborative teams. The process enabled teachers to more accurately assess the effectiveness of these strategies and make changes.

What impact did the observation/evaluation process, including coaching, have on student achievement?

The observations were related to strategies that came from professional learning aligned to site and district improvement plans or the work of collaborative teams. The process deepened the implementation of those strategies, and worked in concert with other aspects to improve student achievement.

Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

The feedback was aligned to the instructional strategy and helped teachers make connections between various pieces of professional learning. However, teachers whose primary assignment is not direct instruction did not always find the observation process to be particularly meaningful.

How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

Observers are trained using principles derived from Cognitive Coaching to facilitate conversations that encourage reflection and identification of causal relationships. The rubric used to give feedback focuses on teacher learning and implementation of change, and is different from the rubric used by administrators and supervisors to evaluate teachers. Teachers expressed a desire to have a better alignment between Q Comp observations and the TGDE process.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher evaluation?

The district has already enacted a change to the plan in response to a directive from MDE. Beginning in 2019-2020, feedback will be given using the same rubric used to evaluate teachers. Further, teachers will be able to get feedback and reflection around a broader set of learning experiences than observation. To ensure this process is successful, the district has already created new supporting documents for teacher, and all teacher leaders will undergo a new training specific to the new process.

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes.

If no, please explain the changes that have occurred and why?

Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes

If no, please explain the changes that have occurred and why?

Impact

What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement? 91.5%

What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 97.2%

What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? 98.3%

What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? 89.6%

Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)? No

If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? %

What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 98.5%

What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100%

What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 87.4%

Recommendations

How will the district use the data to improve the effectiveness of this core component?

Rates of teachers earning performance pay is satisfactory. Teachers expressed a desire for better communication regarding types and purpose of performance pay throughout the year, rather than a summary at the start of the year. Leadership will need to plan how to better communicate performance pay guidelines on an ongoing basis.

General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

Instruction in 622 has become more responsive to formative assessment and more directed towards needs of students as identified through site improvement planning. At the same time, the focus on incremental changes and measurement of their impact has led to small changes when perhaps larger-scale innovations are necessary.

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

Student achievement has improved in some places and less in others, and overall has remained stubbornly flat.

How will the district use the review findings to improve the overall effectiveness of the program?

Certain changes are already being implemented: new career ladder position and a change to the teacher evaluation component of Q Comp that will better align work with the district TDE plan. In addition, the district and site improvement process will need to consider radically different approaches, particularly in core content and instruction, in order to bring about radically different results.

2018 - 2019 Q Comp Annual Report

Presented to ISD 622 School Board
June 25, 2019

Overview

- Background and process
- Key findings
- Directive from MDE
- Implications for 2019-2020



Background

- Required annually by MDE
- Check for compliance and tool for continuous improvement

Process

- 4 sites assemble review teams which visit 4 other sites
- Teaching and Learning Department adapts MDE tools
- Reports compiled and integrated with feedback through ASDC

Key findings

- Student learning goals improved
- Teachers continue to benefit from alignment in professional learning.
- Secondary leadership structure getting limited results
- Documentation of collaborative team work too burdensome

Directive from MDE

- Notice in spring 2018: rubrics for teacher eval and Q Comp MUST be the same
- Created task force of teachers and admins
- Created new plan for implementation in 2019-2020

New teacher observation plan

- Teacher sets goal related to rubric
- Observations specific to that goal
- Learning projects can replace observation
- Training for peer leaders to take place in August

Implications for 2018-2019

- New career ladder position: Building Instructional Leader
- New observation plan
- Need to revisit documentation of collaborative team work.

Questions?

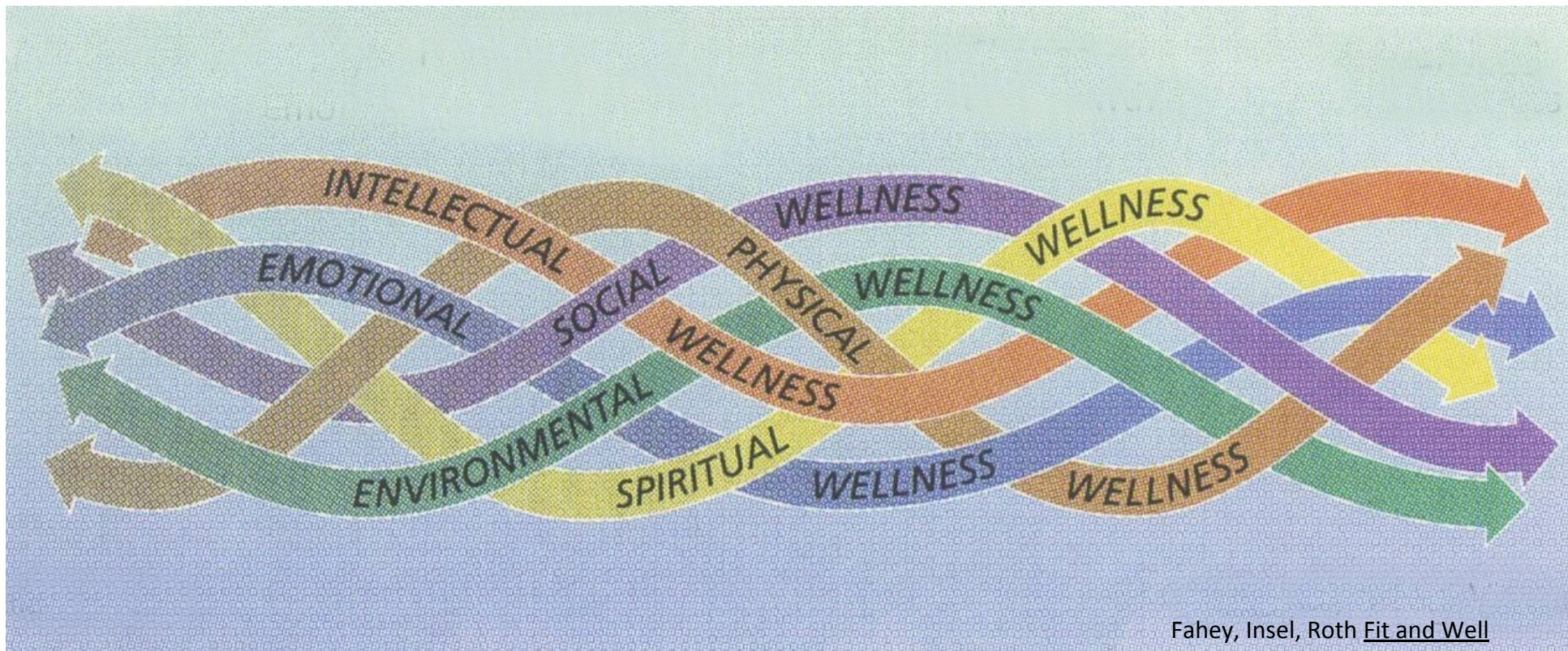


District 622



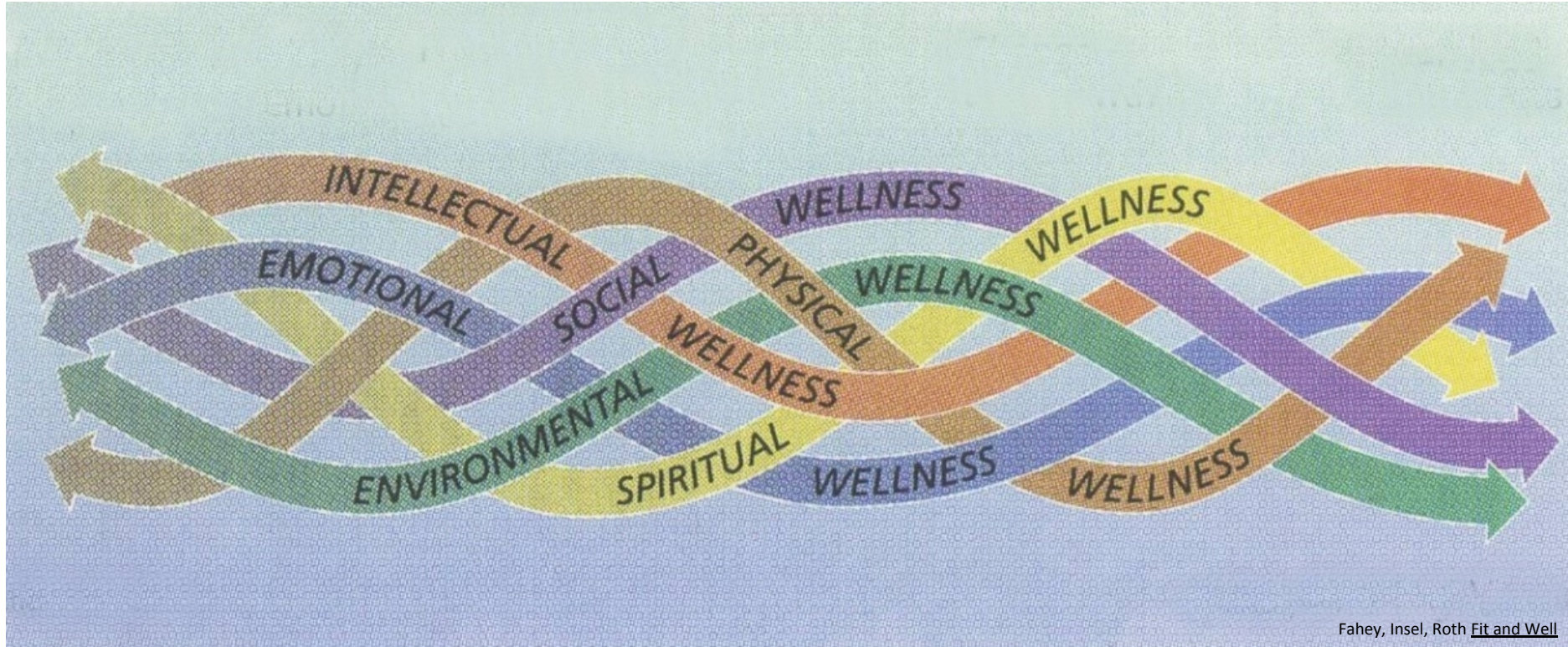
**COMMUNITY
EDUCATION**

*Adult
Programs*



Optimal health and vitality encompasses physical, emotional, intellectual, spiritual, interpersonal, social and environmental well-being.

Community Education



Adult Programs

Adult Programs

- **Adult Enrichment**
- **Adults with Disabilities – Community Bridge**
- **Community Gardens**
- **Meals on Wheels**
- **Gladstone 55+ Center (Senior Program)**

Adult Enrichment









Community Bridge









Meals on Wheels



Community Gardens



Eagle Projects



Education



Status of Invasive Threats to Fruits and Vegetables in Minnesota

Plant Protection Division
Prepared January 2018

Planting Seedlings (Transplants) into the Garden



Planting of seedlings should be done during the cooler hours of the morning or in the early evening. It is hard on the plants if they are transplanted during the heat of the day.

Dig a hole in the ground that is approximately two times the size of the root bulb. You want to have plenty of room for the roots to spread.



Gently remove the plant from the container by pushing the plant up from the bottom of the container. Be careful not to break the stem or the plant will die. If you need to tug on the stem to loosen the plant, do so gently.

The roots of seedlings (transplants) are generally root bound in the containers. If the plant is put in the ground as is, it will take significantly longer for the roots to spread and the plant to resume growing.



Gently loosen the soil of the root bulb and break apart the roots. This will not harm the plant and will allow the roots to begin spreading once the plant is in the ground.



Place the plant in the center of the hole. Fill in the hole with soil on all sides of the plant.

Compact the soil well to give the plant stability.



Water the base of the plant to settle the soil. Do not get the leaves of the plant wet. Wet leaves can get sunburned during the day and are more susceptible to disease if they are wet during the cooler night hours.

Education



Gladstone 55+ Center









Gladstone 55+

- <https://vimeo.com/341833287>

2018-2019 Annual Review of Policies

June 25, 2019

Policy Name & Number	Recently Revised & Why
414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)	May 21, 2019: revision changing the policy number from E-021 to 414; July 18, 2017: addition of sex trafficking to the definition of “sexual abuse”; June 28, 2016: addition to Definitions – “report”; revisions to the definition of “physical abuse” and the actions related to it; revisions to the reporting procedure to include tribal social services or tribal police department & the inclusive of the report’s name and address; addition and deletion of legal reference
415 (Mandated Reporting of Maltreatment of Vulnerable Adults)	May 21, 2019: revision changing the policy number from E-022 to 415; June 28, 2016: minor language revision, revision to the definition “vulnerable adult” & services rendered; revision to the Reporting Procedures and the entity who receives the maltreatment report
714 (Fund Balance)	June 11, 2019: Board member request to revise the minimum general fund balance percentage. This policy will have a first informal reading at the August 6, 2019 work session; May 21, 2019: revision changing the policy number from E-031 to 714; May 27, 2014: revised to change the minimum unassigned general fund balance percentage
410 (Family & Medical Leave Policy)	Administration and legal counsel proposed revision to the dissemination of policy, stating that the policy is available for viewing on the District website. This policy will have a first informal reading at the August 6, 2019 work session; May 21, 2019: revision changing the policy number from EM-020.6 to 410; June 28, 2016: addition to Definitions on the meaning of “spouse”
413 (Harassment & Violence Policy & Religious, Racial or Sexual Harassment & Violence Report Form)	Administration and legal counsel proposed revision to the dissemination of policy, stating that the policy is available for viewing on the District website. This policy will have a first informal reading at the August 6, 2019 work session; May 21, 2019: revision changing the policy number from EM-020.7 to 413; September 25, 2018: gender identity and gender expression have been included as protected categories and

2018-2019 Annual Review of Policies

June 25, 2019

	the list of protected categories has been changed and definitions added; June 28, 2016: minor language revision; addition of the word “gender” to the list of protected categories included throughout the policy in Rationale, General Statement of Policy, Definitions, & Reporting Procedures; legal reference additions
506 (Student Discipline & Notice of Suspension)	May 21, 2019: revision changing the policy number from EM-020.15 to 506; September 25, 2018: clarifications and additions to the Student Code of Conduct; November 22, 2016: additions to removal of students from class with regards to violent behavior; additions to notifications of policy violations and reporting to MDE ; legal reference additions; June 28, 2016: revisions reflecting legislative change regarding medical cannabis; legal reference additions
522 (Student Sex Nondiscrimination – Title IX - & Unlawful Sex Discrimination Towards a Student Report Form)	May 21, 2019: revision changing the policy number from EM-020.20 to 522; March 28, 2017: revision to update the name and email address of the District’s Title IX Coordinator & the District Human Rights Officer for student issues; June 28, 2016: minor language revision; removal of Title of designated official as Title IX Coordinator & District Human Rights Officer for student issues; adds name and email of designated official as Title IX Coordinator & District Human Rights Officer for student issues
524 (Internet Acceptable Use Policy & Internet Use Agreement)	May 21, 2019: revision changing the policy number from EM-020.21 to 524; September 25, 2018: legal reference deletion; July 18, 2017: legal reference deletion and addition, deletion of outdated language in the Internet Use Agreement portion of the policy due to implementation of Google; May 26, 2015: cross reference to the Bullying Prohibition Policy added within this policy & references
806 (Crisis Management Policy, Plans & Procedures)	May 21, 2019: revision changing the policy number from EM-020.26 to 806; July 18, 2017: legal reference revision; May 26, 2015: Policy revisions reflect small sentence structure; additions on planning & preparing for fire; additions on warning & notification systems; additions on behavioral health crisis intervention; additions on long-term recovery intervention

2018-2019 Annual Review of Policies

June 25, 2019

	procedures; additions to legal & cross references. Procedures were last updated 9/2014.
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Policy Title	Policy Number	Date Approved/Revised
Student Transportation Safety Policy	709	5/20/08 Revised: 6/22/10 Revised: 11/22/11 Revised: 7/23/13 Revised: 9/24/13 Revised: 5/26/15 Revised: 9/25/18 Revised: 5/21/19

1) Plan for Student Transportation Safety Training

a) School Bus Safety Week

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

b) Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe ~~vehicle lane crossing~~ **street and road crossing**; and
- g. school bus evacuation and other emergency procedures.

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

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

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

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

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

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

3. Rules on the Bus

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

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

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

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

stop that violates applicable school policy.

5. Suspension of Bus Riding Privileges

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

Consequences

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

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

~~1st offense — warning~~

~~2nd offense — 3 school day suspension from riding the bus~~

~~3rd offense — 5 school day suspension from riding the bus~~

~~4th offense — 10 school day suspension from riding the bus/meeting with parent~~

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

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

~~1st offense — warning~~

~~2nd offense — 5 school day suspension from riding the bus~~

~~3rd offense — 10 school day suspension from riding the bus~~

~~4th offense — 20 school day suspension from riding the bus/meeting with parent~~

~~5th offense — suspended from riding the bus for the remainder of the school year~~

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

~~(3)~~⁽⁴⁾ Other Discipline

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

~~(4)~~(2) Records

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

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

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

~~(6)~~(4) Notice

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

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

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

3) Parent and Guardian Involvement

a) Parent and Guardian Notification

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

b) Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

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

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

4) School Bus Driver Duties and Responsibilities

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

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

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

5) School Bus Driver Training

a) Training

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

b) Evaluation

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

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

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

6) Operating Rules and Procedures

a) General Operating Rules

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

b) Type III Vehicles

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

law.

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

the person from operating a school bus.

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

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

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

unloading;

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

these files for inspection.

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

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

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

7) School District Emergency Procedures

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

8) School District Vehicle Maintenance Standards

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

9) School Transportation Safety Director

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

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

10) Student Transportation Safety Committee

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

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

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

Administrative Rule, Regulation and Procedure: NA

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

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

Cross References:

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

VI. 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>
Roni Dornfield	\$232.86	Meals on Wheels
Thaddeus Reed	Hoyer Lift	John Glenn Multiple Needs Program
Anonymous	\$310.00	Castle Grade 5 Audubon Scholarships
Lolita Cox	School supplies	Castle Elementary
Gayle Dworak	\$100.00	Webster Choir Program
The Keysers	\$600.00	Cowern Lunch Accounts
Anonymous	\$2,000.00	North High Student in Need Account

MOTION:
SECOND:

Total fiscal year 2018-2019 monetary contributions: \$90,030.17

VI A. 2.

RESOLUTION APPROVING NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT NO. 916'S LONG TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE REVENUE

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

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long term facility maintenance budget for its facilities for the 2020-2021 school year (pay 2020 levy) in the amount of \$144,700. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

2. Minnesota Statutes, Section 123B.595, Subdivision 3, as amended, provides that if an intermediate school district's budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long term facility maintenance revenue application.

3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's long term facility maintenance revenue application for fiscal year 2021 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of long term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

MOTION:

SECOND:

Division of School Finance
 1500 Highway 36 West
 Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application

ED - 02478-04

Estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year in the space provided.

Northeast Metropolitan Intermediate School District 916

District # 0916-06

Date: May 1, 2019

Questions on this Spreadsheet:

Email: jwood@916schools.org

Phone #: (651) 415 - 5650

Fiscal Year, Ending June 30th -->

2019

2020

2021

2022

2023

2024

2025

2026

2027

2028

2029

Estimated Expenditures:

this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.

Category

Physical Hazards	\$6,750	\$16,650	\$11,650	\$16,650	\$14,150	\$19,150	\$14,150	\$19,150	\$14,150	\$19,150	\$14,150	\$14,150
Other Hazardous Materials	\$2,010	\$11,500	\$17,500	\$8,500	\$8,500	\$8,500	\$10,050	\$17,500	\$8,500	\$8,500	\$8,500	\$8,500
Environmental Health and Safety Management	\$33,630	\$60,800	\$60,800	\$60,800	\$60,800	\$60,800	\$62,800	\$62,800	\$62,800	\$62,800	\$62,800	\$62,800
Asbestos Removal and Encapsulation	\$50,000	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$0
Fire Safety	\$13,505	\$17,750	\$18,950	\$20,450	\$17,750	\$20,150	\$16,550	\$17,750	\$22,850	\$16,550	\$18,950	\$18,950
Indoor Air Quality	\$0	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Health and Safety Capital Projects	\$105,895	\$114,200	\$116,400	\$115,900	\$108,700	\$116,100	\$115,550	\$127,200	\$118,300	\$119,000	\$119,000	\$114,400

Health and Safety - Projects Costing \$100,000 or more per Site/Year

Category

Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151

Category

Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Accessibility

Category

Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Deferred Capital Expenditures and Maintenance Projects

Category

Building Envelope	\$0	\$10,500	\$10,500	\$10,500	\$10,500	\$14,000	\$14,000	\$14,000	\$14,000	\$164,000	\$14,000	\$14,000
Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interior Surfaces	\$0	\$5,500	\$4,800	\$4,800	\$4,800	\$4,800	\$44,800	\$4,800	\$4,800	\$79,800	\$79,800	\$79,800
Mechanical Systems	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000
Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Roof Systems	\$0	\$9,000	\$9,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$612,000
Site Projects	\$0	\$4,000	\$4,000	\$6,000	\$6,000	\$6,000	\$43,000	\$6,000	\$6,000	\$56,000	\$41,000	\$41,000
Total Deferred Capital Expense and Maintenance	\$0	\$29,000	\$28,300	\$33,300	\$33,300	\$66,800	\$113,800	\$36,800	\$36,800	\$326,800	\$761,800	\$761,800

Total Annual 10 Year Plan Expenditures

\$105,895

\$143,200

\$144,700

\$149,200

\$142,000

\$182,900

\$229,350

\$164,000

\$155,100

\$445,800

\$876,200

91

Northeast Metropolitan Intermediate School District No. 916, Minnesota

ISD #	District	Pay 2019 TNTC	County	Percent	Portion of 916 Levy to Members Spread on TC	ADM (Utilization)	Levy to Members Spread on ADM	Weighted Ave Alloc.
12	Centennial	38,536,228	Anoka	4.41%	6,381.16	47.94	6,232.07	6,306.61
13	Columbia Heights	24,553,696	Anoka	2.81%	4,065.81	107.74	14,005.91	9,035.86
831	Forest Lake	62,678,454	Washington	7.17%	10,378.83	32.72	4,253.51	7,316.17
14	Fridley	16,896,335	Anoka	1.93%	2,797.84	31.76	4,128.71	3,463.28
832	Mahtomedi	25,546,642	Washington	2.92%	4,230.23	39.89	5,185.59	4,707.91
621	Mounds View	110,865,152	Ramsey	12.69%	18,358.00	81.91	10,648.08	14,503.04
622	North St. Paul	100,917,118	Ramsey	11.55%	16,710.72	256.44	33,336.51	25,023.61
623	Roseville	75,512,179	Ramsey	8.64%	12,503.95	83.93	10,910.67	11,707.31
833	South Washington County	127,621,132	Washington	14.60%	21,132.59	142.93	18,580.51	19,856.55
16	Spring Lake Park	44,818,673	Anoka	5.13%	7,421.46	112.91	14,678.00	11,049.73
282	St. Anthony	12,149,350	Hennepin	1.39%	2,011.79	15.88	2,064.36	2,038.08
15	St. Francis	35,243,921	Anoka	4.03%	5,835.99	20.16	2,620.75	4,228.37
834	Stillwater	108,002,684	Washington	12.36%	17,884.00	57.31	7,450.15	12,667.08
624	White Bear Lake	90,511,287	Ramsey	10.36%	14,987.63	81.58	10,605.18	12,796.41
	Total	873,852,851		100.00%	144,700.00	1113.10	144,700.00	144,700.00

VI. A. 3. RESOLUTION ADOPTING THE 2019-2020 BUDGET

M.S. 123B.77 requires that “Prior to July 1 of each year, the school board of each district must approve and adopt its revenue and expenditure budgets for the next year.”

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

BE IT RESOLVED by the School Board of Independent School District 622 that the 2019-2020 preliminary budgets be approved as follows:

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

MOTION:


SECOND:



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE
Ready for tomorrow

ISD 622
Proposed Budget 2019-20


Randy Anderson
Director of Business Services
June 25, 2019



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE
Ready for tomorrow

2019-2020 Budget


- ❖ **General Fund**
- ❖ **Food Service Fund**
- ❖ **Community Education Fund**
- ❖ **Debt Service Fund**
- ❖ **Building Construction Fund**
- ❖ **Trust & Agency Funds**
- ❖ **Self-Insured Health Fund**
- ❖ **OPEB Funds**



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE
Ready for tomorrow

2019-2020 General Fund Budget Assumptions


- ❖ Enrollment projections have been updated to recognize trend & current demographics
- ❖ Enrollment remains constant at 10,545 ADM's
- ❖ Revenue includes the updated 2% increase in funding formula
- ❖ Compensatory revenue increase of \$100,000
- ❖ SPED revenue is increased by the per pupil increase – a 3% increase + new cross-subsidy aid from legislature
- ❖ District is at the SPED revenue growth cap & will not generate additional revenue for any increased added cost



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE
Ready for tomorrow


2019-2020 General Fund Budget Assumptions

- ❖ Salaries adjusted to reflect retirements, step movement, additional staff and cost of living increase
- ❖ Transportation cost reflects a 2.5% contractor increase and 10% increase in SPED & Homeless
- ❖ Utilities increases: electricity 5%, natural gas 3%, all others 3%
- ❖ Part of Long-Term Facilities “pay as you go” shifted to Construction Fund – causes a decrease in property tax revenue & decrease in capital expenses
- ❖ Property, liability & workers comp flat
- ❖ 2019-2020 budget aligned to the strategic plan




Actual & Projected Enrollment Average Daily Membership - ADM

ADM'S	Actual	Actual	Actual	Projected	Projected	Projected
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
ECSE	127.71	146.18	140.92	143.54	149.21	149.17
V-PreK	0.00	31.57	97.38	101.84	101.84	101.84
Handicap (K)	93.41	95.97	114.31	112.85	117.23	126.31
GRADE K	625.10	569.58	594.81	634.27	609.31	605.09
GRADE 1	744.84	692.81	673.37	741.60	745.26	725.42
GRADE 2	773.07	727.88	700.87	665.22	746.56	751.00
GRADE 3	777.79	760.39	761.57	696.99	680.29	762.97
GRADE 4	772.68	773.25	767.11	750.03	702.35	685.98
GRADE 5	705.90	755.85	789.80	770.40	753.91	704.85
GRADE 6	759.80	720.16	781.42	794.59	787.98	773.51
GRADE 7	766.91	791.47	750.92	785.75	812.11	819.50
GRADE 8	800.68	771.50	803.64	752.17	798.32	809.21
GRADE 9	855.10	899.74	867.84	908.49	835.98	883.52
GRADE 10	902.05	894.37	915.26	853.10	931.25	859.51
GRADE 11	897.06	886.29	879.28	845.68	830.55	903.72
GRADE 12	1,066.84	963.41	994.17	984.94	943.49	931.23
K - 12 ADM'S	10,541.23	10,302.67	10,394.37	10,296.08	10,294.60	10,341.84
	-0.64%	-2.26%	0.89%	-0.95%	-0.01%	0.46%
VPREK - 12 ADM'S	10,668.94	10,480.42	10,632.67	10,541.46	10,545.65	10,592.85
	-0.43%	-1.77%	1.45%	-0.86%	0.04%	0.45%
WEIGHTED ADM'S	11,726.67	11,521.78	11,674.89	11,567.49	11,575.99	11,634.19
	-0.53%	-1.75%	1.33%	-0.92%	0.07%	0.50%



2019-2020 Budget General Fund


Total Revenue	\$149,024,612
Total Expenditures	<u>\$148,971,896</u>
Net Change in Funds	\$52,716
Ending Fund Balance	\$29,226,316



2019-2020 Budget

Long-Term Facilities Maintenance

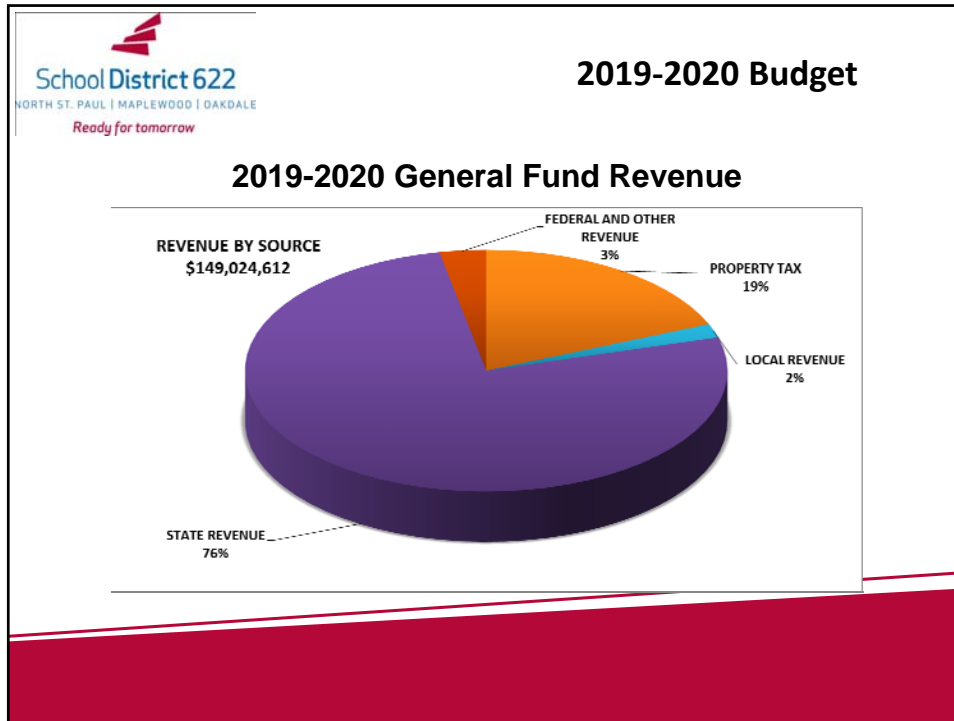
Total Revenues	\$2,672,752
Total Expenditures	<u>\$2,672,752</u>
Net Change in Funds	\$0
Ending Fund Balance	\$2,202,983



2019-2020 Budget

General Fund Revenues

Property Taxes	\$27,904,838
State Revenue	\$113,739,574
Federal and Other Revenue	\$4,643,500
Local Revenue	<u>\$2,736,700</u>
TOTAL REVENUE	\$149,024,612

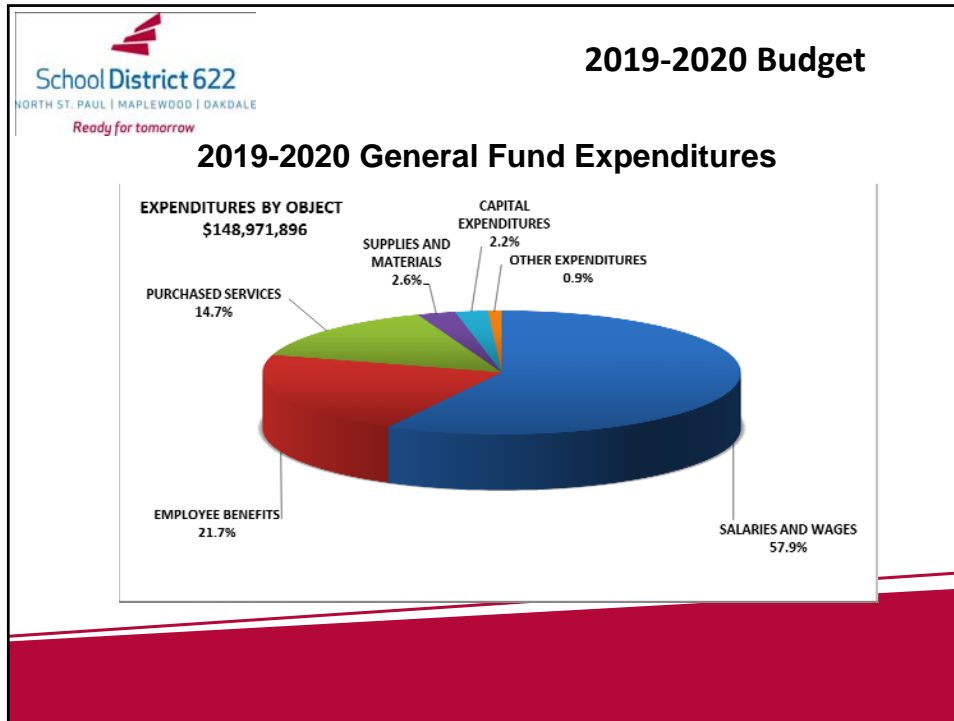


School District 622
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2019-2020 Budget

General Fund Expenditures

Salaries & Wages	\$86,181,073
Employee Benefits	\$32,368,350
Purchased Services	\$21,875,480
Supplies & Materials	\$3,868,675
Capital Expenditures	\$3,299,501
Other Expenditures	<u>\$1,378,817</u>
TOTAL EXPENSES	\$148,971,896

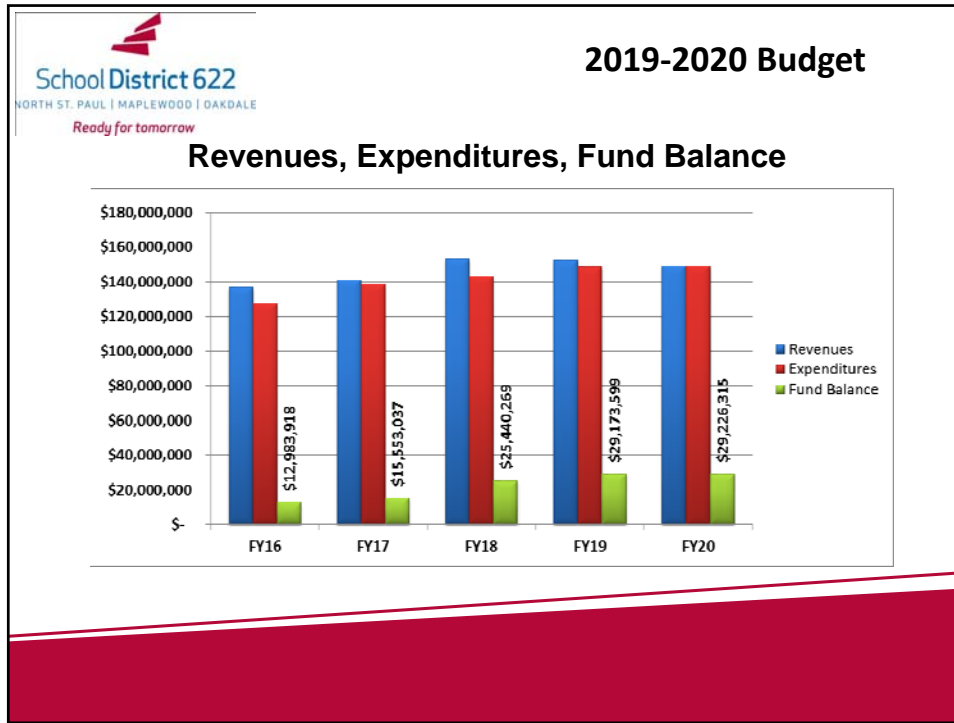


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2019-2020 Budget

Fund Balance

Restricted for Capital	\$7,319,627
Restricted for Safe Schools	\$993,278
Assigned for Prepaid/Inventory	\$67,208
Restricted for Long-Term Facilities	\$2,202,983
Restricted for Staff Development	\$172,920
Restricted for Medical Assistance	\$1,267,419
Unassigned	<u>\$17,202,881</u>
Ending Fund Balance	\$29,226,316



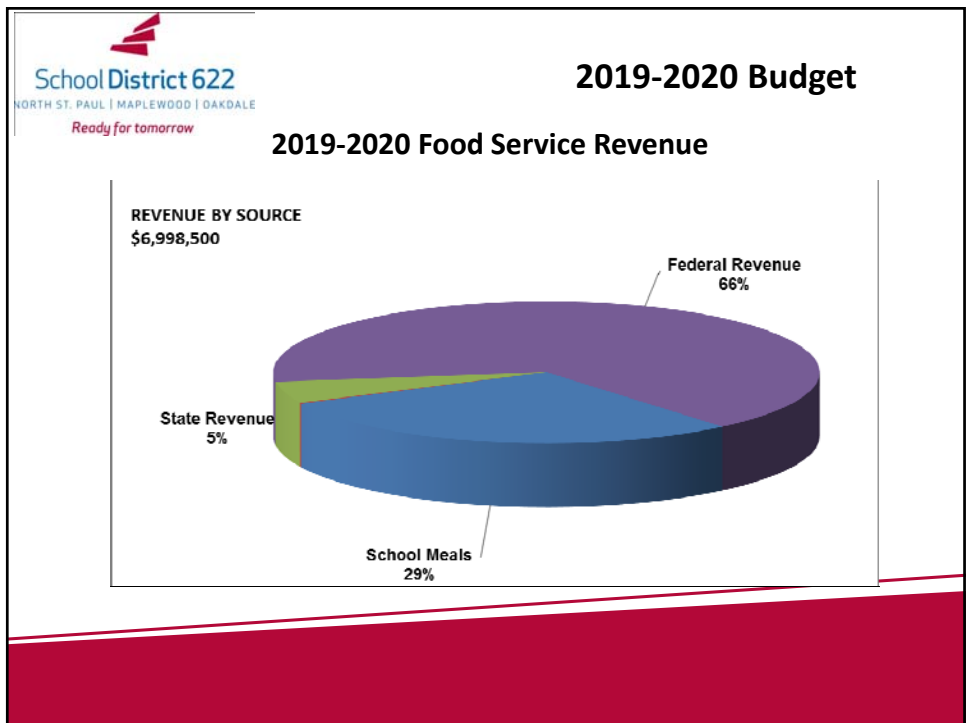
-
- School District 622**
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- ### Food Service Budget Assumptions
- ❖ Revenues are based on 172 serving days
 - ❖ Revenue reflects a \$.05 increase in lunch & a \$.10 increase in breakfast per federal calculator
 - ❖ Any increase in federal or state sources will be reflected in a revised budget
 - ❖ Daily lunch average is 7,500 meals
 - ❖ Daily breakfast average is 3,000
 - ❖ Inflationary increase has been added to food expenses
 - ❖ Added supper program = \$200,000 in revenue
 - ❖ Salaries have been adjusted to reflect retirements, step movement and cost of living increase

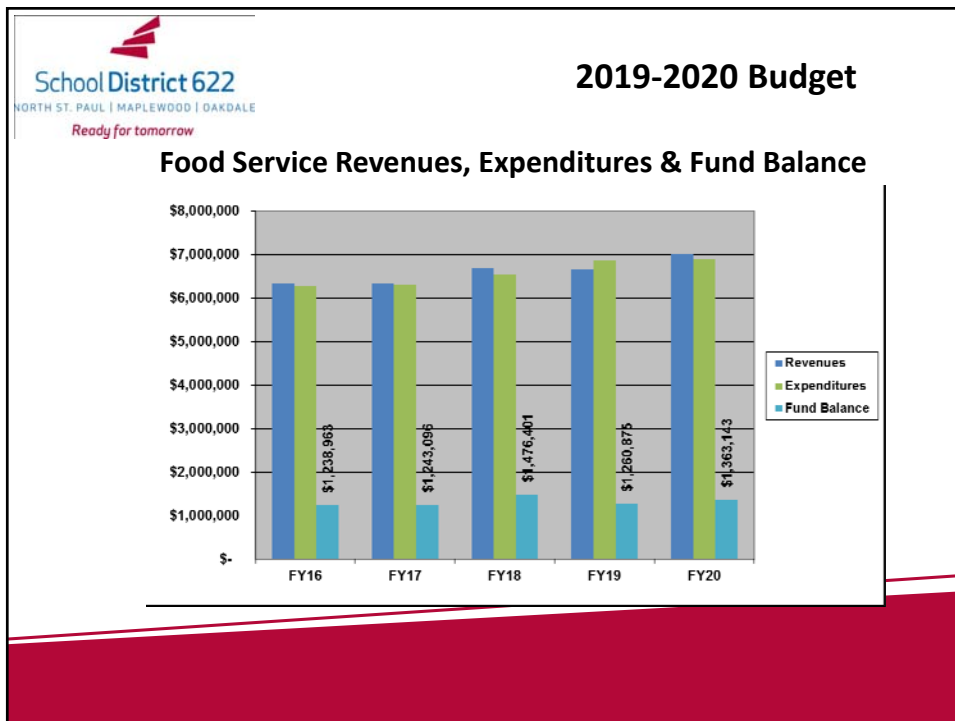
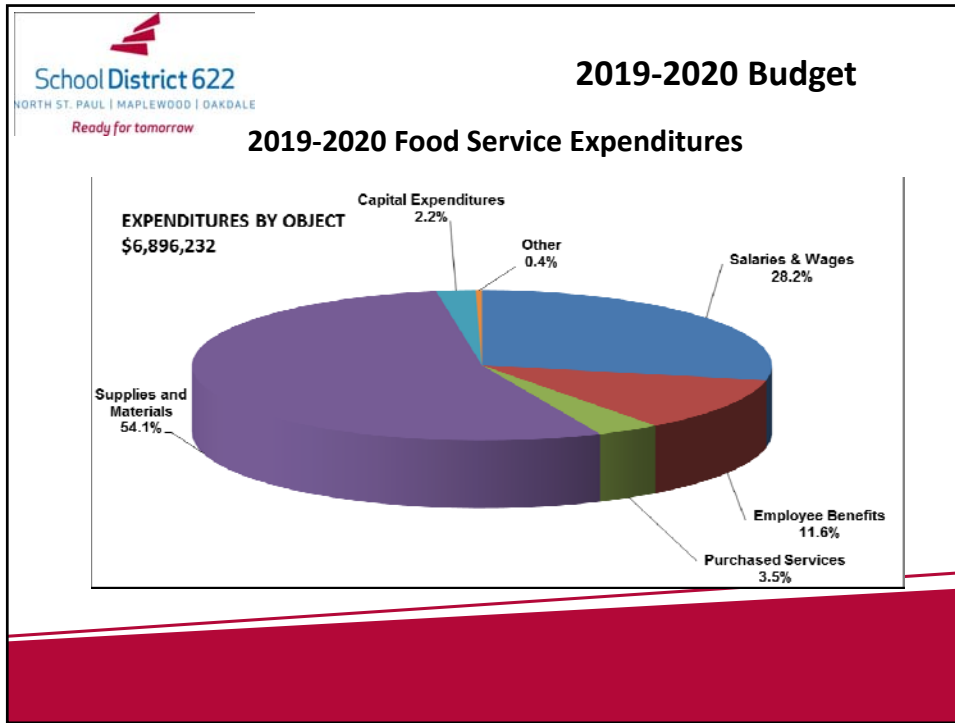
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2019-2020 Budget

Food Service

Total Revenues	\$6,998,500
Total Expenditures	\$6,896,232
Net Change in Funds	\$102,268
Ending Fund Balance	\$1,363,143








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Community Education Budget Assumptions

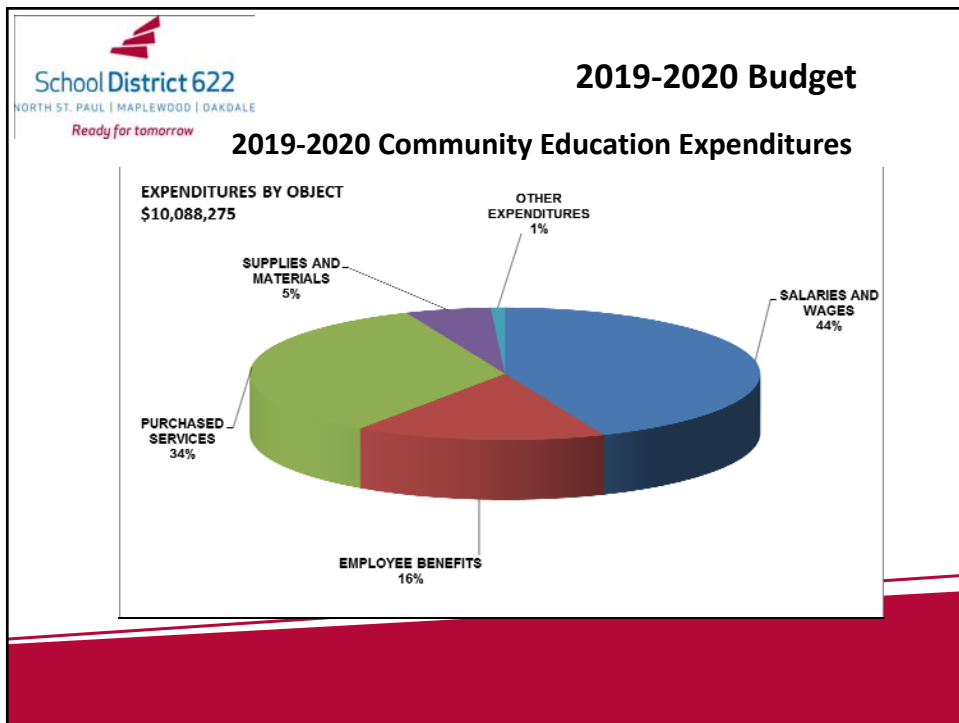
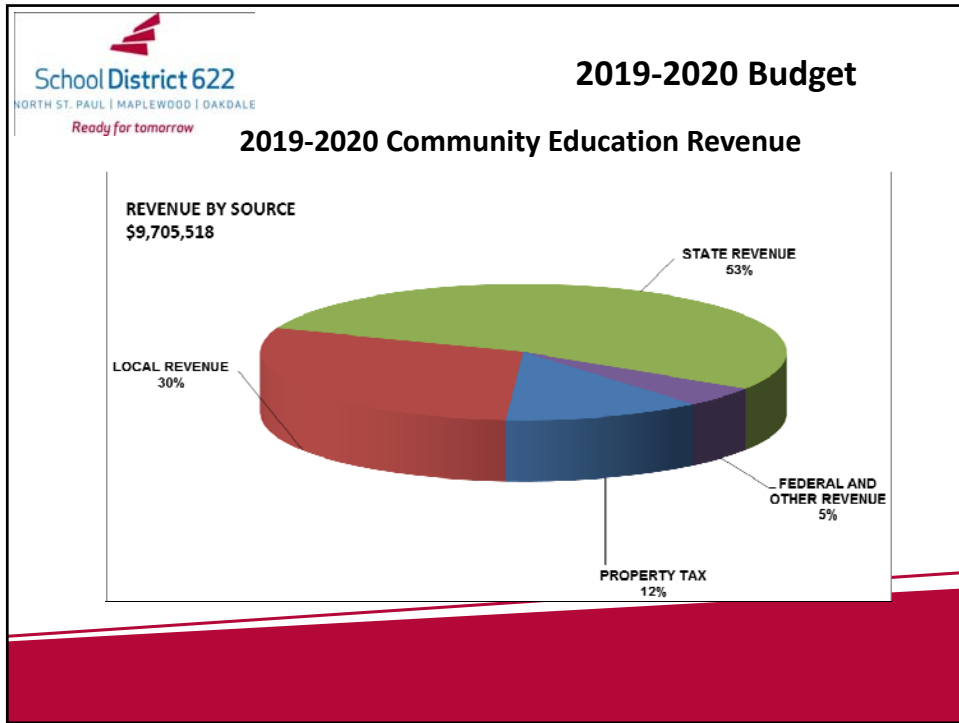
- ❖ State aid reflects 2018-19 levels
- ❖ School age care special needs levy adjustment of **\$(204,161)** is included in revenue
- ❖ Salaries adjusted to reflect retirements, step movement and cost of living increase
- ❖ Fund Balance for targeted areas can only be spent in those designated areas
- ❖ Population based on current 2015 census data
- ❖ Expenditures exceed revenues = planned spend down of fund balance




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2019-2020 Budget Community Education

Total Revenues	\$9,705,518
Total Expenditures	\$10,088,275
Net Change in Funds	\$(382,757)
Ending Fund Balance	\$2,804,687

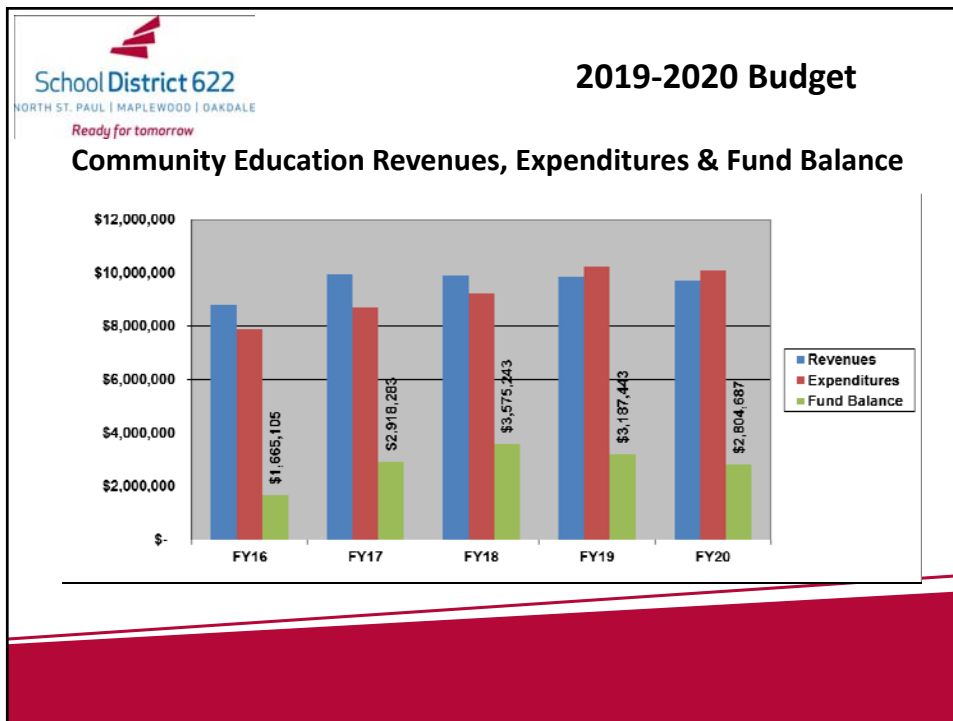



2019-2020 Budget



Fund Balance


Assigned & Restricted	\$3,889
Community Education	\$1,463,238
Designated for Levy Adjustment	\$122,133
ECFE	\$420,040
School Readiness	\$360,960
Adult Basic Education	<u>\$434,427</u>
Ending Fund Balance	\$2,804,687





Building Construction Fund Summary


- ❖ This Fund is used to account for the various construction and deferred maintenance projects of the District.
- ❖ Revenue comes from the sale of bonds, certificates of participation and interest income.
- ❖ Expenditures change due to the costs associated with the District’s Facilities Plan and the cost of construction.



2019-2020 Budget

Building Construction Fund


Total Revenues	\$500,000
Total Expenditures	\$25,765,000
Net Change in Funds	\$(25,265,000)
Ending Fund Balance	\$18,024,467



School District 622
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Debt Service Fund Summary

- ❖ This Fund is used to pay off principal & interest incurred by the issuance of bonds & COP's
- ❖ Revenue comes from the annual property tax levy certified by the School Board in the fall
- ❖ Revenues & expenditures increase due to the costs associated with Phase 1 of the District's Facilities Plan




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2019-2020 Budget


Debt Service Fund

Total Revenues	\$14,466,620
Total Expenditures	\$13,943,319
Net Change in Funds	\$523,301
Ending Fund Balance	\$3,416,208



Trust Fund Summary


- ❖ This fund accounts for building donations and fundraisers that occur during the year
- ❖ Included in this fund are various private grants received
- ❖ Fund is under “Board control” and must follow all District policy and procedures in expending funds
- ❖ This fund will be revised in 2019-20 as we add student activity accounts under school board control due to new a new GASB



2019-2020 Budget


Trust & Agency Fund

Total Revenues	\$1,400,000
Total Expenditures	\$1,400,000
Net Change in Funds	\$0
Ending Fund Balance	\$1,260,197



Self-Insured Health Fund Summary


- ❖ The purpose of this fund is to pay for claims, stop loss, administrative, and all expenses related to the District’s active employee health plan
- ❖ Revenues are generated by employer and employee contributions
- ❖ Expenditures are administrative, claims, on-site clinic costs & other expenses
- ❖ Expenditures are reviewed and approved by a third party administrator before final District approval
- ❖ The plan is audited annually by an independent auditor under GASB 45



2019-2020 Budget


Self-Insured Health Fund

Total Revenues	\$18,947,600
Total Expenditures	\$18,947,600
Net Change in Funds	\$0
Ending Fund Balance	\$5,426,114




OPEB Trust & Debt Service Fund Summary


- ❖ The OPEB Trust is a fund created to account for Other Post-Employment Benefits (OPEB) bonds that were issued in 2008-09
- ❖ Dollars from this fund help offset the cost of contractual retiree health insurance, dental insurance and life insurance
- ❖ Accounting practice & withdrawal is governed by GASB
- ❖ OPEB Debt Service is for the annual payment on the OPEB bonds. This amount is included in the annual levy certified by the School Board



2019-2020 Budget OPEB Trust Fund

Total Revenues	\$1,150,000
Total Expenditures	\$2,288,000
Net Change in Funds	\$(1,138,000)
Ending Fund Balance	\$10,285,159

 School District 622 <small>NORTH ST. PAUL MAPLEWOOD OAKDALE</small> <i>Ready for tomorrow</i>		2019-2020 Budget
OPEB Debt Service Fund		
Total Revenues		\$2,275,928
Total Expenditures		\$2,263,595
Net Change in Funds		\$12,333
Ending Fund Balance		\$530,826

 School District 622 <small>NORTH ST. PAUL MAPLEWOOD OAKDALE</small> <i>Ready for tomorrow</i>		2019-2020 Fund Summary	
FUND	REVENUE	EXPENDITURES	
General 01	\$149,024,612	\$148,971,896	
Food Service 02	\$6,998,500	\$6,896,232	
Community Education 04	\$9,705,518	\$10,088,275	
Building Construction 06	\$500,000	\$25,765,000	
Debt Service 07	\$14,466,620	\$13,943,319	
Trust & Agency 09	\$1,400,000	\$1,400,000	
Self-Insured Health Fund 20	\$18,947,600	\$18,947,600	
OPEB Trust 45	\$1,150,000	\$2,288,000	
OPEB Debt Service 47	\$2,275,928	\$2,263,595	
TOTAL ALL FUNDS	<u>\$204,468,778</u>	<u>\$230,483,917</u>	

Independent School District 622

Proposed Budget General Fund Fund 01



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

Fiscal Year 2019 - 2020

Covering the period from July 1, 2019 to June 30, 2020

Prepared by

Randy Anderson - Director of Business Services

Janet Doman - Finance Supervisor

Travis Byrne - Accounting Coordinator

Jodi Schmidt - Student Services Accountant

Jo McCabe - Executive Assistant

June 2019

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

Independent School District 622

School Board

Michelle Yener, Chair
Term Ends Dec. 31, 2022

Nancy Livingston, Vice Chair
Term Ends Dec. 31, 2020

Theresa Augé, Clerk
Term Ends Dec. 31, 2020

Caleb Anderson, Treasurer
Term Ends Dec. 31, 2022

Becky Neve, Director
Term Ends Dec. 31, 2020

Ben Jarman, Director
Term Ends Dec. 31, 2022

Steve Hunt, Director
Term Ends Dec. 31, 2020



Superintendent Christine Osorio, Ben Jarman, Steve Hunt, Becky Neve, Nancy Livingston, Theresa Augé, Caleb Anderson, and Michelle Yener

Administration

Christine Osorio, Superintendent

Troy Miller, Asst. Superintendent - Elementary

Randy Anderson, Director of Business Services

Lisa Sayles-Adams, Asst. Superintendent - Secondary

Terri Johnson, Director of Community Education

Tricia St. Michaels, Director of Student Services

Josh Anderson, Director of Communication & Technology Innovation

Julie Coffey, Director of Human Resources

Independent School District 622

Introduction

Welcome to the North St. Paul-Maplewood-Oakdale School District - “We commit each day to develop and empower lifelong learners who thrive in diverse communities.”

With its mission in mind, District 622 provides life-long educational opportunities for residents of all ages.

Encompassing 42-square miles, District 622 includes all or portions of seven communities within the Twin Cities metropolitan area - North St. Paul, Maplewood, Oakdale, Lake Elmo, Landfall, Pine Springs and Woodbury.

Serving more than 81,000 residents, the District includes nine elementary schools (PK-5), three middle schools (6-8), two high schools (9-12), two early childhood education centers, a learning center, a transition program and a senior center. The District’s wide-variety of Community Education programs serve residents of all ages.

Residents of the North St. Paul-Maplewood-Oakdale School District community can be proud of the high-quality programs and services the District provides. From highly trained early-childhood professionals in our District 622 Preschool, to nationally recognized programs at the high school level, District 622 is always striving to be the best.

District 622 offers something for everyone, and staff members work hard to help each student find success.

Staff members work with families and teachers to choose the most appropriate school programs and settings. High Potential students are identified through parental input, teacher referral and standardized test scores. Student Services provides support for children with special needs. Extracurricular academic and athletic activities for students of all ages help enrich the educational experience.

For parents of secondary students, District 622 has implemented the Parent Portal system, which allows parents to access their student’s academic information online, from anywhere, at any time.

The efforts of a high-quality staff are visible in student success. District 622 students regularly receive national and state recognition for achievement in arts, academics, community service and athletics.

Independent School District 622

District 622 Strategic Plan

December 2016

Core Values

We believe that:

- Strong communities are inclusive and value diversity.
- Trust and transparency are essential to healthy and enduring relationships.
- Continuous learning and service to others are imperative to individual and community progress.
- Individuals learn and thrive through connections in a safe, caring, and supportive environment.
- Every individual has incredible potential and equal intrinsic value.
- High expectations with appropriate supports result in growth.
- School, family, and community partnerships enhance and support learning.

Our Mission

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

Mission Outcomes

1. Each learner will use creativity, critical thinking, and intercultural competence to address real world challenges.
2. Each learner will develop and embrace their identity, strengths, interests, and self-advocacy skills to actively navigate their learning pathway.
3. All students are ready for Kindergarten.
4. All third grade students are proficient readers.
5. All eighth grade students are proficient mathematicians.
6. All students graduate from high school.
7. All students attain college and career readiness.
8. Close achievement gaps for all student groups.

Strategies

1. We will engage our internal and external community to help us achieve our mission and mission outcomes.
2. We will develop and enhance community partnerships that support our mission and align with our core values.
3. We will develop and enhance programs and practices that ensure engagement of our diverse learners to achieve our mission outcomes.
4. We will build competitive 622 E-12 pathways that prepare all students for post-secondary.

Independent School District 622

2019-2020 Preliminary Budget Overview

Introduction

The preliminary budget is adopted by the Board of Education each June. The preliminary budget, which gives the District expenditure authority to begin the fiscal year, is built on anticipated enrollment projections and estimates of revenues. During the middle of the fiscal year, the Board will adopt a revised budget, which is updated based on the January 1 student enrollment and revised revenue estimates. Since the revised budget is based on January 1 enrollment and projected attendance of those students, the budget is still a projection. It is typically revised again during the spring, primarily to update federal program revenues, expenditures, and contract settlements that have occurred during the year.

Education finance can vary greatly due to many uncontrollable variables. Budgets are developed with several assumptions and projections. Historically, the actual revenues have been greater than projected revenues and actual expenditures are less than projected expenditures, leaving the District with additional funds in the fund balance. Because we want to put as much money as possible into the classroom and we are operating with a limited fund balance because of limited State funding, we are taking a micro-level approach to developing our budget. Budget assumptions and projections are being adjusted to reflect trend data, economic environments and cautious optimism.

Budget Timeline

The school district's budget timeline reflects many overlapping processes. The general timeline is listed below.

Fall

- Board of Education approves preliminary property tax levy in September for next calendar year and next school year.
- Administration and audit firm complete District audit and financial report for the previous school year, and audit report is approved by the Board of Education.
- Administration completes preparation of the revised budget for the current school year.
- Board of education takes action on budget assumptions and timeline for the next school year.

Winter

- Board of Education approves the revised budget for current school year.
- Board of Education holds a truth-in-taxation hearing in December for the proposed property tax levy and certifies final property tax levy for the next school year.
- Administration completes preparation of preliminary budget for the next school year, including: compiling capital requests, completing a three-year general fund forecast and developing recommendations with the Superintendent's Cabinet.
- Administration prepares capital budget for next school year.
- Administration begins preparation of preliminary budget for next school year.

Spring

- Board of Education takes action on capital budget for the next school year.

Summer

- Board of Education reviews and approves preliminary budget by June 30 for the next school year.
- Administration submits proposed local property tax levy for the next calendar year to Minnesota Department of Education.
- Administration closes District's financial books and begins audit process for the previous school year.

Independent School District 622

2019-2020 General Fund Proposed Budget Assumptions

- Enrollment projections are updated to recognize trend and current demographics.
- Enrollment remains constant from the previous year projected at 10,545 ADM's.
- The general fund revenue includes the updated revenue of a 2% increase in the funding formula approved by the legislature.
- Compensatory revenue increase of \$100,000 for 2019-20.
- Special Education Revenue is increased by the per pupil increase - approximately a 3% increase. District is at the growth cap of the new formula and will not generate additional revenue for any increased added cost. Cross-subsidy aid approved by legislature is included.
- Salaries adjusted to reflect retirements, step movement, additional staff and cost of living increase for 2019-20.
- Non-Salary costs frozen except those that are increased or adjusted because of trend.
- Transportation contracted services reflects an increase of 2.5% as per contract and an additional 10% due to the increase of Special Education & homeless students being transported.
- Property and liability insurance stays flat.
- Part of Long-Term Facilities Maintenance (LTFM) "pay as you go" budget moved to Fund 6 Construction Budget, which causes a decrease in property tax revenue and a decrease in capital expenditures.
- Utilities increased = electricity 5%, natural gas 3%, water and sewer 3%
- Projected Fund Balance target 5-7% is Board Policy - ultimate goal is to maintain at 10% (Restore Moody's Credit Rating).
- The 2019-20 budget aligned to the strategic plan.

Independent School District 622

2019-2020 General Fund Actual and Projected Enrollment Average Daily Membership (ADM'S)

ADM'S	Actual	Actual	Actual	Projected	Projected	Projected
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
ECSE	127.71	146.18	140.92	143.54	149.21	149.17
V-PreK	0.00	31.57	97.38	101.84	101.84	101.84
Handicap (K)	93.41	95.97	114.31	112.85	117.23	126.31
GRADE K	625.10	569.58	594.81	634.27	609.31	605.09
GRADE 1	744.84	692.81	673.37	741.60	745.26	725.42
GRADE 2	773.07	727.88	700.87	665.22	746.56	751.00
GRADE 3	777.79	760.39	761.57	696.99	680.29	762.97
GRADE 4	772.68	773.25	767.11	750.03	702.35	685.98
GRADE 5	705.90	755.85	789.80	770.40	753.91	704.85
GRADE 6	759.80	720.16	781.42	794.59	787.98	773.51
GRADE 7	766.91	791.47	750.92	785.75	812.11	819.50
GRADE 8	800.68	771.50	803.64	752.17	798.32	809.21
GRADE 9	855.10	899.74	867.84	908.49	835.98	883.52
GRADE 10	902.05	894.37	915.26	853.10	931.25	859.51
GRADE 11	897.06	886.29	879.28	845.68	830.55	903.72
GRADE 12	1,066.84	963.41	994.17	984.94	943.49	931.23
K - 12 ADM'S	10,541.23	10,302.67	10,394.37	10,296.08	10,294.60	10,341.84
	-0.64%	-2.26%	0.89%	-0.95%	-0.01%	0.46%
VPREK - 12 ADM'S	10,668.94	10,480.42	10,632.67	10,541.46	10,545.65	10,592.85
	-0.43%	-1.77%	1.45%	-0.86%	0.04%	0.45%
WEIGHTED ADM'S	11,726.67	11,521.78	11,674.89	11,567.49	11,575.99	11,634.19
	-0.53%	-1.75%	1.33%	-0.92%	0.07%	0.50%

**Enrollment projections have been updated to recognize trend.

Independent School District 622

2019-2020 General Fund Proposed Budget Summary

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
PROPERTY TAX	\$ 32,975,199	\$ 33,641,641	\$ 27,904,838	\$ (5,736,803)
LOCAL REVENUE	4,717,673	2,736,700	2,736,700	0
STATE REVENUE	110,559,608	111,407,323	113,739,574	2,332,251
FEDERAL AND OTHER REVENUE	4,828,313	4,643,500	4,643,500	0
TOTAL REVENUE	\$ 153,080,793	\$ 152,429,164	\$ 149,024,612	\$ (3,404,552)
EXPENDITURES:				
SALARIES AND WAGES	\$ 78,239,272	\$ 83,114,377	\$ 86,181,073	\$ 3,066,696
EMPLOYEE BENEFITS	30,546,108	30,678,849	32,368,350	1,689,501
PURCHASED SERVICES	19,211,142	21,473,235	21,875,480	402,245
SUPPLIES AND MATERIALS	4,601,662	4,427,802	3,868,675	(559,127)
CAPITAL EXPENDITURES	9,313,782	7,698,999	3,299,501	(4,399,498)
OTHER EXPENDITURES	1,281,595	1,302,572	1,378,817	76,245
TOTAL EXPENDITURES	\$ 143,193,561	\$ 148,695,834	\$ 148,971,896	\$ 276,062
REVENUES OVER (UNDER) EXPENDITURES	\$ 9,887,232	\$ 3,733,330	\$ 52,716	
BEGINNING FUND BALANCE	\$ 15,553,037	\$ 25,440,270	\$ 29,173,600	
ENDING FUND BALANCE	\$ 25,440,270	\$ 29,173,600	\$ 29,226,316	
FUND BALANCES:				
NONSPENDABLE FOR PREPAIDS/INVENTORY	\$ 67,208	\$ 67,208	\$ 67,208	\$ -
RESTRICTED FOR HEALTH & SAFETY	80,871	0	0	0
RESTRICTED FOR BASIC SKILLS	80,538	0	0	0
RESTRICTED FOR OPERATING CAPITAL	8,339,003	7,501,763	7,319,627	(182,136)
RESTRICTED FOR STAFF DEVELOPMENT	172,920	172,920	172,920	0
RESTRICTED FOR ACHIEVMENT AND INTEGRATIC	106,139	0	0	0
RESTRICTED FOR MEDICAL ASSISTANCE	1,267,419	1,267,419	1,267,419	0
RESTRICTED FOR SAFE SCHOOLS	1,120,432	979,881	993,278	13,397
RESTRICTED FOR LONG-TERM FACILITIES	(517,539)	2,202,983	2,202,983	0
ASSIGNED FOR SUBSEQUENT YEAR'S BUDGET	0	0	0	0
UNASSIGNED	14,723,279	16,981,426	17,202,881	221,455
TOTAL FUND BALANCE	\$ 25,440,270	\$ 29,173,600	\$ 29,226,316	\$ 52,716
TOTAL FUND BALANCE %	17.8%	19.6%	19.6%	
UNASSIGNED FUND BALANCE %	10.3%	11.4%	11.5%	

Independent School District 622

2019-2020 General Fund

Proposed Budget Revenue Detail by Source

SOURCE	REVENUE SOURCE DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
001	PROPERTY TAX LEVY	\$ 28,483,065	\$ 27,866,641	\$ 22,129,838	\$ (5,736,803)
004	REVENUES FROM MUNICIPALITIES	99,550	50,000	50,000	0
009	FISCAL DISPARITIES	4,101,015	5,400,000	5,400,000	0
010	COUNTY APPORTIONMENT	223,206	225,000	225,000	0
019	MISCELLANEOUS TAX REVENUES	68,363	100,000	100,000	0
	TOTAL PROPERTY TAX	\$ 32,975,199	\$ 33,641,641	\$ 27,904,838	\$ (5,736,803)
021	TUITION FROM OTHER MN SD'S	\$ 675,148	\$ 590,000	\$ 590,000	\$ -
031	TUITION FROM OUT OF STATE SD'S	37,950	0	0	0
036	OUT OF STATE NON SCHOOL REVENUES	58,142	55,000	55,000	0
050	FEES FROM PATRONS	332,646	305,450	305,450	0
060	ADMISSION/ACTIVITY REVENUE	113,735	105,850	105,850	0
071	MEDICAL ASSISTANCE THIRD PARTY BILLING	828,527	600,000	600,000	0
092	INTEREST INCOME	326,718	350,000	350,000	0
093	RENT SCHOOL FACILITY	553,437	566,000	566,000	0
094	RENT OTHER PROPERTY	16,074	15,000	15,000	0
096	DONATIONS	7,271	5,000	5,000	0
099	MISCELLANEOUS	1,768,025	144,400	144,400	0
	TOTAL LOCAL REVENUE	\$ 4,717,673	\$ 2,736,700	\$ 2,736,700	\$ -
201	ENDOWMENT FUND APPORTIONMENT	\$ 404,431	\$ 376,396	\$ 376,396	\$ -
211	GENERAL EDUCATION AID	88,927,719	90,114,173	91,729,533	1,615,360
212	LITERACY INCENTIVE AID	524,880	500,000	500,000	0
213	SHARED TIME	70,863	32,000	32,000	0
227	ABATEMENT AID	65,776	35,000	35,000	0
234	AGRICULTURAL MARKET VALUE	267	0	0	0
300	STATE AID	3,697,386	3,899,754	4,116,645	216,891
360	SPECIAL EDUCATION AID	15,955,527	16,000,000	16,500,000	500,000
369	OTHER REVENUE STATE AGENCIES	400,000	0	0	0
370	OTHER MDE REVENUE	86,462	0	0	0
398	PERA & TRA SPECIAL FUNDING REVENUE	426,297	450,000	450,000	0
	TOTAL STATE REVENUE	\$ 110,559,608	\$ 111,407,323	\$ 113,739,574	\$ 2,332,251
400-401	FEDERAL AID & GRANT - TITLE I - DISADVANTAGED	\$ 1,968,284	\$ 1,722,000	\$ 1,722,000	\$ -
400-414	FEDERAL AID & GRANT - TITLE II - TCHR TRAINING	365,502	352,000	352,000	0
400-417	FEDERAL AID & GRANT - TITLE III - ELL	149,537	120,000	120,000	0
400-419	FEDERAL AID & GRANT - IDEA SPED 419	2,018,127	2,240,000	2,240,000	0
400-420	FEDERAL AID & GRANT - IDEA SPED 420	66,757	60,000	60,000	0
400-422	FEDERAL AID & GRANT - IDEA SPED 422	64,636	70,000	70,000	0
400-442	FEDERAL AID & GRANT - IDEA SPED 442	7,087	0	0	0
400-499	FEDERAL AID & GRANT - ALTERNATIVE TO SUSPENSION	28,453	0	0	0
400-868	FEDERAL AID & GRANT - TITLE X - HOMELESS	40,263	0	0	0
405-628	FEDERAL AID & GRANT - PERKINS VOCATIONAL	39,021	30,000	30,000	0
500-510	FEDERAL AID & GRANT - TITLE VII - INDIAN ASSISTANCE	45,211	49,000	49,000	0
621	RESALE INCOME	0	500	500	0
623	SALE OF PROPERTY	9,234	0	0	0
624	SALE OF EQUIPMENT	5,639	0	0	0
625	INSURANCE RECOVERY	20,562	0	0	0
	TOTAL FEDERAL AND OTHER REVENUE	\$ 4,828,313	\$ 4,643,500	\$ 4,643,500	\$ -
	TOTAL REVENUE	\$ 153,080,793	\$ 152,429,164	\$ 149,024,612	\$ (3,404,552)

Independent School District 622

2019-2020 General Fund

Proposed Budget Expenditure Detail by Object

OBJECT	OBJECT DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
	SALARIES AND WAGES				
110	ADMINISTRATION/SUPERVISION	\$ 6,037,153	\$ 6,099,162	\$ 6,362,789	\$ 263,627
140	LICENSED CLASSROOM TEACHER	39,776,343	41,904,504	43,426,215	1,521,711
141	NON LICENSED CLASSROOM PERSONNEL	304,778	415,932	394,800	(21,132)
143	LICENSED INSTRUCTIONAL SUPPORT	2,098,172	3,233,607	2,927,768	(305,839)
144	NON LICENSED INSTRUCTIONAL SUPPORT	1,674,042	2,110,865	2,780,070	669,205
145	SUBSTITUTE TEACHER	708,297	268,140	280,950	12,810
146	SUBSTITUTE NON LICENSED CLASSROOM	88,491	78,599	60,000	(18,599)
150	PHYSICAL THERAPIST	81,155	112,469	98,436	(14,033)
151	OCCUPATIONAL THERAPIST	743,218	923,146	866,739	(56,407)
152	SPEECH THERAPIST	1,666,321	1,809,971	1,896,690	86,719
154	SCHOOL NURSE	29,750	35,000	34,192	(808)
155	LICENSED NURSING SERVICES	780,169	875,400	1,016,184	140,784
156	SOCIAL WORKER	1,080,239	1,056,846	1,359,015	302,169
157	SCHOOL PSYCHOLOGIST	676,380	713,320	738,649	25,329
161	CERTIFIED PARAPROFESSIONAL	3,930,500	3,835,276	3,838,600	3,324
162	CERTIFIED PARAPROFESSIONAL ONE TO ONE	157,997	125,754	118,900	(6,854)
163	INTERPRETER	44,770	75,000	50,000	(25,000)
165	SCHOOL COUNSELOR	1,157,735	1,106,795	1,090,746	(16,049)
170	NON INSTRUCTIONAL SUPPORT	11,682,376	12,126,159	12,555,114	428,955
171	OVERTIME	268,676	275,000	275,000	0
174	DAPE SPECIALIST	250,545	289,866	321,856	31,990
175	CULTURAL LAISON	153,113	244,433	300,000	55,567
177	NON INSTRUCTIONAL SUPPORT SUBS	86,953	100,000	100,000	0
185	OTHER LICENSED SALARY PAYMENTS	3,814,649	4,149,777	4,058,275	(91,502)
186	OTHER NON LICENSED SALARY PAYMENTS	1,050,569	1,274,356	1,305,085	30,729
191	SEVERANCE	19,324	50,000	50,000	0
195	INTERDEPARTMENTAL SALARY CHARGEBACKS	(122,443)	(175,000)	(125,000)	50,000
	TOTAL SALARIES AND WAGES	\$ 78,239,272	\$ 83,114,377	\$ 86,181,073	\$ 3,066,696
	EMPLOYEE BENEFITS				
210	FICA/MEDICARE	\$ 5,802,550	\$ 6,055,200	\$ 6,514,104	\$ 458,904
214	PERA	1,454,779	1,562,708	1,757,695	194,987
218	TRA	4,317,523	4,596,485	4,723,338	126,853
220	HEALTH INSURANCE	14,012,795	12,839,250	14,056,610	1,217,360
230	LIFE INSURANCE	176,962	209,541	196,350	(13,191)
235	DENTAL INSURANCE	1,141,580	1,185,658	1,185,026	(632)
240	LONG TERM DISABILITY INSURANCE	278,014	289,173	265,991	(23,182)
250	TSA / MN DEFER COMP PLAN	1,575,304	1,903,058	1,739,957	(163,101)
260	LEGAL	81,266	83,883	87,541	3,658
270	WORKERS COMPENSATION	913,778	881,593	783,647	(97,946)
280	UNEMPLOYMENT COMPENSATION	66,632	97,300	83,091	(14,209)
291	OPEB PAYG	729,521	1,000,000	1,000,000	0
295	INTERDEPARTMENTAL BENEFIT CHARGEBACKS	(4,596)	(25,000)	(25,000)	0
	TOTAL EMPLOYEE BENEFITS	\$ 30,546,108	\$ 30,678,849	\$ 32,368,350	\$ 1,689,501

Independent School District 622

2019-2020 General Fund

Proposed Budget Expenditure Detail by Object

OBJECT	OBJECT DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
	PURCHASED SERVICES				
303	FEDERAL SUBCONTRACTS <25000	\$ 96,641	\$ 124,495	\$ 7,194	\$ (117,301)
305	CONSULTING FEES	3,035,830	3,664,145	3,093,258	(570,887)
306	SPED LITIGATION COSTS	12,800	0	0	0
307	CONTRACTED SUBS SP ED	181,878	0	288,450	288,450
315	REPAIRS & MAIN TECH	182,416	143,227	154,500	11,273
318	DATA PROCESSING & DATA ENTRY SERVICES	11,878	12,000	12,000	0
319	COMPUTER & TECHNOLOGY SERVICES	14,682	45,000	30,000	(15,000)
320	COMMUNICATION SERVICES	188,504	99,920	114,700	14,780
329	POSTAGE	63,543	54,748	51,927	(2,821)
330	ELECTRICITY	1,562,003	1,659,000	1,783,850	124,850
331	NATURAL GAS	461,683	595,350	664,500	69,150
332	WATER & SEWER	350,181	271,093	402,024	130,931
333	TRASH REMOVAL	132,346	111,100	154,200	43,100
334	SECURITY	9,583	7,050	14,000	6,950
335	SNOW REMOVAL	0	0	123,750	123,750
340	INSURANCE	565,521	699,208	649,208	(50,000)
350	REPAIR & MAINTENANCE SERVICES	530,379	537,508	516,907	(20,601)
358	INTERPRETERS FOR LANGUAGE	12,918	0	65,000	65,000
360	TRANSPORTATION	3,805,662	4,078,850	4,516,850	438,000
365	TRANSPORTATION CHARGEBACKS	(312,212)	(6,463)	(222,163)	(215,700)
366	TRAVEL AND CONVENTIONS	371,958	490,976	331,524	(159,452)
367	TRAVEL AND CONVENTIONS OUT OF STATE	0	250	0	(250)
368	TRAVEL OUT OF STATE FEDERAL REIMBURSE	10,720	7,642	13,500	5,858
369	STUDENT ENTRY FEES	60,995	55,903	51,400	(4,503)
370	OPERATING LEASES OR RENTALS	2,436,421	2,439,688	2,662,664	222,976
385	THIRD PARTY REIMBURSED SERVICES	0	250	100	(150)
389	STAFF TUITION AND OTHER REIMBURSEMENTS	4,212	0	0	0
390	TUITION OTHER MN SCHOOL DISTRICTS	3,497,675	4,009,353	4,036,500	27,147
391	TUITION OTHER MN SCHOOL DISTRICTS COST SHARING	0	6,982	61,982	55,000
392	TUITION OUT OF STATE SCHOOL DISTRICTS	15,464	15,000	15,000	0
393	TUITION SPED	251,992	420,000	273,000	(147,000)
394	TUITION OTHER MN AGENCIES	466,310	520,000	564,000	44,000
396	SHARED COSTS PAIRED DISTRICTS	862,809	975,000	985,000	10,000
397	SPED BENEFITS PURCHASED FROM OTHER SD'S	404,829	409,000	440,000	31,000
398	INTERDEPARTMENTAL SERVICES CHARGEBACKS	(78,479)	26,960	20,655	(6,305)
	TOTAL PURCHASED SERVICES	\$ 19,211,142	\$ 21,473,235	\$ 21,875,480	\$ 402,245
	SUPPLIES AND MATERIALS				
401	SUPPLIES AND MATERIALS	\$ 789,010	\$ 572,808	\$ 554,699	\$ (18,109)
405	NON-INSTRUCTIONAL SOFTWARE LICENSING	154,058	150,250	136,817	(13,433)
406	INSTRUCTIONAL SOFTWARE LICENSING	446,769	159,450	165,350	5,900
410	CUSTODIAL SUPPLIES	136,737	153,558	156,000	2,442
420	REPAIR SUPPLIES	426,171	603,822	572,500	(31,322)
430	SUPPLIES AND MATERIALS INSTRUCTIONAL	570,280	598,750	414,243	(184,507)
433	SUPPLIES AND MATERIALS INSTRUCTIONAL INDIVIDUAL	247,828	601,533	520,104	(81,429)
440	FUELS	430,495	507,500	455,600	(51,900)
455	NON-INSTRUCTIONAL TECH SUPPLIES	7,484	4,600	5,520	920
456	INSTRUCTIONAL TECH SUPPLIES	22,067	15,000	12,380	(2,620)
460	TEXTBOOKS	643,362	779,558	600,897	(178,661)
461	TESTS	88,976	40,000	44,250	4,250
465	NON-INSTRUCTIONAL TECH DEVICE	391,399	16,591	16,250	(341)
466	INSTRUCTIONAL TECH DEVICE	152,661	101,200	65,600	(35,600)
470	MEDIA RESOURCES	45,831	52,408	104,913	52,505
490	FOOD PURCHASES	48,534	70,774	43,552	(27,222)
	TOTAL SUPPLIES AND MATERIALS	\$ 4,601,662	\$ 4,427,802	\$ 3,868,675	\$ (559,127)

Independent School District 622

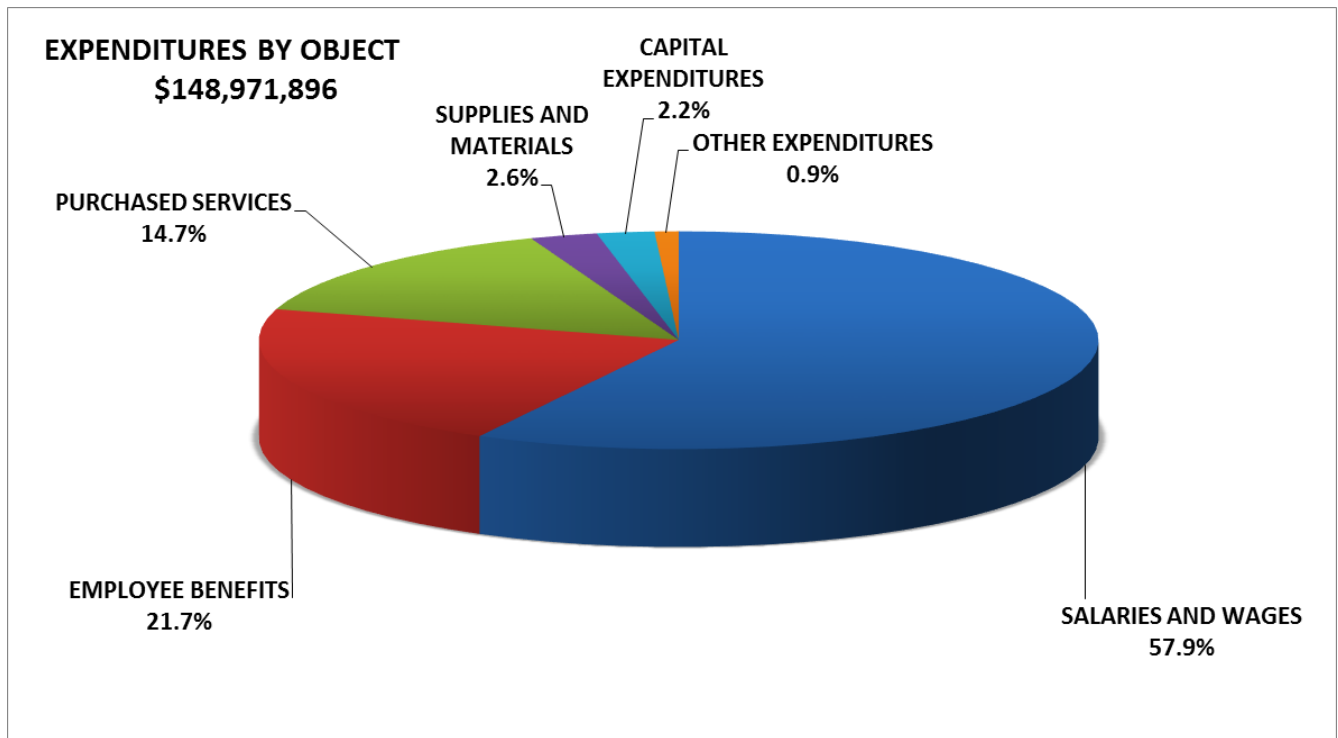
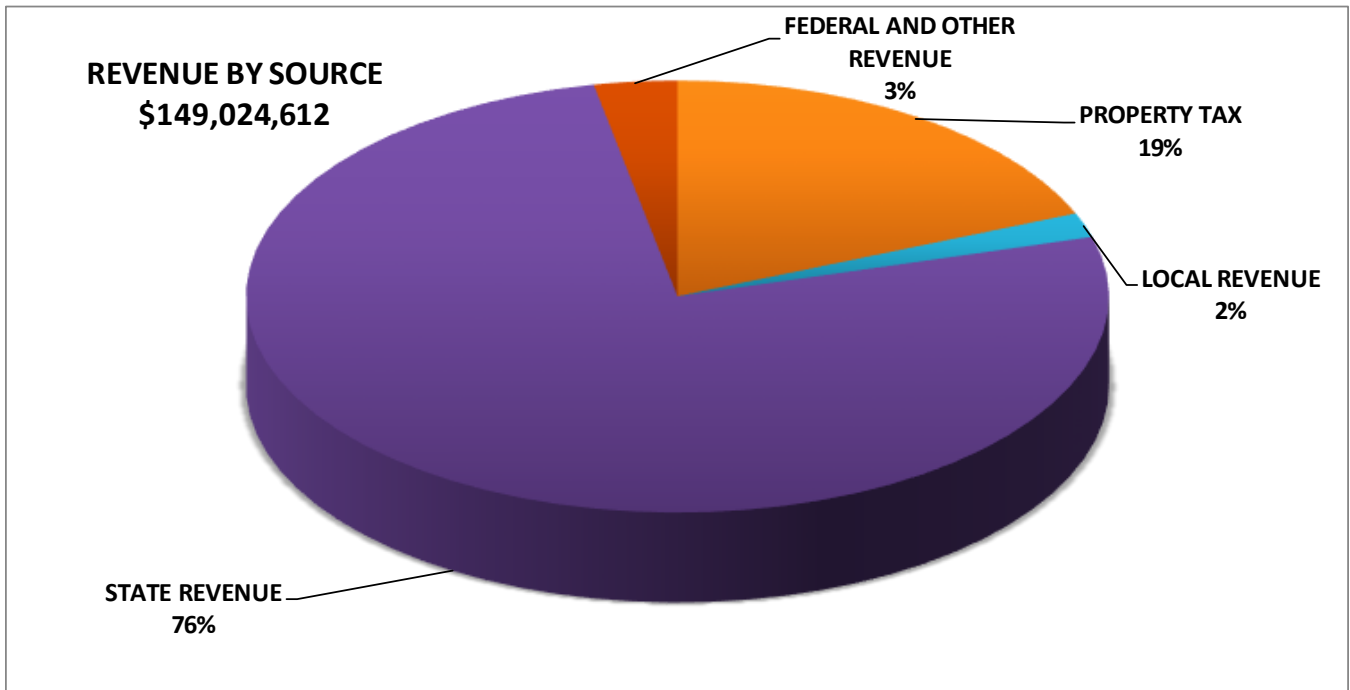
2019-2020 General Fund

Proposed Budget Expenditure Detail by Object

OBJECT	OBJECT DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
	CAPITAL EXPENDITURES				
505	CAPITALIZED NON-INSTRUCTIONAL SOFTWARE	\$ 63,000	\$ -	\$ -	\$ -
510	SITE OR GROUNDS	12,084	15,300	15,300	0
520	BUILDINGS	7,341,513	4,575,522	1,275,200	(3,300,322)
530	EQUIPMENT	438,555	780,595	471,398	(309,197)
532	BUS EQUIPMENT	16,624	15,000	10,000	(5,000)
535	CAPITAL LEASES	0	853,607	0	(853,607)
548	PUPIL TRANSPORTATION	625,693	650,000	700,000	50,000
555	CAPITALIZED NON-INSTRUCTIONAL TECH HDWR	560,240	1,389,597	541,649	(847,948)
556	CAPITALIZED INSTRUCTIONAL TECH HDWR	420	17,185	30,000	12,815
580	PRINCIPAL ON CAPITAL LEASE	225,434	230,500	235,818	5,318
581	INTEREST ON CAPITAL LEASE	30,219	25,300	20,136	(5,164)
589	LEASE TRANSACTION	0	(853,607)	0	853,607
	TOTAL CAPITAL EXPENDITURES	\$ 9,313,782	\$ 7,698,999	\$ 3,299,501	\$ (4,399,498)
820	DUES, MEMBERSHIPS, FEES	\$ 467,621	\$ 477,774	\$ 577,707	\$ 99,933
891	TRA & PERA SPECIAL FUNDING	\$ 426,297	\$ 450,000	\$ 412,000	(38,000)
895	FEDERAL INDIRECT COSTS	0	2,132	0	(2,132)
896	MISCELLANEOUS EXPENSE	387,676	372,666	389,110	16,444
	TOTAL OTHER EXPENDITURES	\$ 1,281,594	\$ 1,302,572	\$ 1,378,817	\$ 76,245
	TOTAL EXPENDITURES	\$ 143,193,560	\$ 148,695,834	\$ 148,971,896	\$ 276,062

Independent School District 622

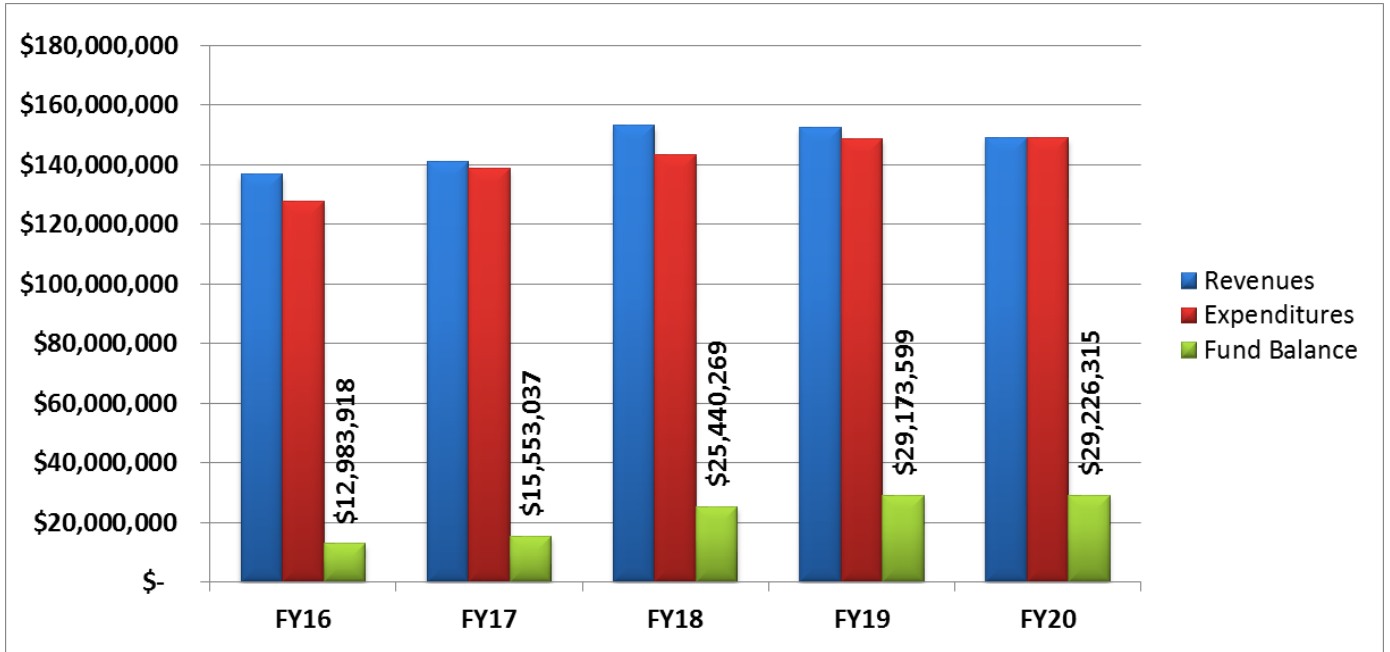
2019-2020 General Fund Proposed Budget Graphs



Independent School District 622

2019-2020 General Fund Proposed Budget Graphs

REVENUES, EXPENDITURES, FUND BALANCE



Independent School District 622

Proposed Budget Food Service Fund Fund 02



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

Fiscal Year 2019 - 2020

Covering the period from July 1, 2019 to June 30, 2020

Prepared by

Randy Anderson - Director of Business Services

Travis Byrne - Accounting Coordinator

Paula Pohlkamp - Nutrition Supervisor

June 2019

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

Independent School District 622

2019-2020 Food Service Fund

Proposed Budget Assumptions

Revenues:

- ✚ Revenues are based on 172 serving days for both elementary and secondary.
- ✚ The revenue budget reflects no per meal increase from federal or state sources. Any increase will be reflected in a revised budget later next year.
- ✚ For 2019-20, lunch will increase \$.05 and breakfast \$.10 cents per federal calculator.
- ✚ The daily lunch average is 7,500 meals.
- ✚ The daily breakfast average is 3,000.
- ✚ The revenue budget reflects the addition of the supper program with a projected \$200,000 in additional revenue.

Expenditures:

- ✚ Inflationary increase/decrease has been added to the food expenses.
- ✚ Salaries have been adjusted to reflect retirements, step movement, and any projected contract increases. Any contract settlement increases above step projected will increase expenditures.

Fund Balance:

- ✚ Fund balance will be used to offset future increases in food costs and contracts as well as possible equipment upgrades.

Independent School District 622

2019-2020 Food Service Fund

Proposed Budget Summary

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
LOCAL REVENUE	\$ 40,956	\$ 13,000	\$ 13,000	\$ -
STATE REVENUE	345,744	343,000	346,000	3,000
FEDERAL REVENUE	4,325,607	4,377,000	4,622,500	170,500
SCHOOL MEAL SALES	1,969,564	1,921,400	2,017,000	95,600
TOTAL REVENUE	\$ 6,681,871	\$ 6,654,400	\$ 6,998,500	\$ 269,100
EXPENDITURES:				
SALARIES AND WAGES	\$ 1,780,722	\$ 1,878,100	\$ 1,942,450	\$ 64,350
EMPLOYEE BENEFITS	730,311	730,826	802,782	71,956
PURCHASED SERVICES	238,146	237,500	242,500	5,000
SUPPLIES AND MATERIALS	3,620,525	3,598,500	3,733,500	135,000
CAPITAL EXPENDITURES	143,122	400,000	150,000	(250,000)
OTHER EXPENDITURES	26,063	25,000	25,000	0
TOTAL EXPENDITURES	\$ 6,538,889	\$ 6,869,926	\$ 6,896,232	\$ 26,306
REVENUES OVER (UNDER) EXPENDITURES	\$ 142,982	\$ (215,526)	\$ 102,268	
BEGINNING FUND BALANCE	\$ 1,333,419	\$ 1,476,401	\$ 1,260,875	
ENDING FUND BALANCE	\$ 1,476,401	\$ 1,260,875	\$ 1,363,143	
	22.6%	18.4%	19.8%	

Independent School District 622

2019-2020 Food Service Fund

Proposed Budget Revenue Detail by Source

SOURCE	REVENUE SOURCE DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
092	INTEREST EARNINGS	\$ 20,766	\$ 5,000	\$ 5,000	\$ -
099	MISCELLANEOUS REVENUE	20,190	8,000	8,000	0
	TOTAL LOCAL REVENUE	\$ 40,956	\$ 13,000	\$ 13,000	\$ -
300	STATE AIDS & GRANTS	\$ 345,744	\$ 343,000	\$ 346,000	\$ 3,000
	TOTAL STATE REVENUE	\$ 345,744	\$ 343,000	\$ 346,000	\$ 3,000
400	FEDERAL AID RECEIVED THROUGH MIDE	\$ 147,094	\$ 125,000	\$ 200,000	\$ 75,000
471	FEDERAL LUNCH	560,200	510,000	530,000	20,000
472	FEDERAL FREE & REDUCED	2,333,194	2,350,000	2,450,000	100,000
473	COMMODITY REBATES	141,885	0	0	0
474	COMMODITY DISTRIBUTION	259,980	400,000	400,000	0
475	SPECIAL MILK PROGRAM	2,388	2,000	2,500	500
476	FEDERAL SCHOOL BREAKFAST	870,278	800,000	865,000	65,000
477	CASH IN LIEU OF COMMODITIES	10,588	10,000	15,000	5,000
479	SUMMER SCHOOL	0	180,000	160,000	(20,000)
	TOTAL FEDERAL REVENUE	\$ 4,325,607	\$ 4,377,000	\$ 4,622,500	\$ 170,500
601	SALES TO PUPILS	\$ 1,699,713	\$ 1,680,500	\$ 1,756,000	\$ 75,500
602	SALES TO PUPILS ALA CARTE	83,965	85,000	85,000	0
606	SALES TO ADULTS	97,318	90,900	101,000	10,100
608	SALES SPECIAL FUNCTIONS	88,568	65,000	75,000	10,000
	TOTAL SCHOOL MEAL SALES	\$ 1,969,564	\$ 1,921,400	\$ 2,017,000	\$ 95,600
	TOTAL REVENUE	\$ 6,681,871	\$ 6,654,400	\$ 6,998,500	\$ 269,100

Independent School District 622

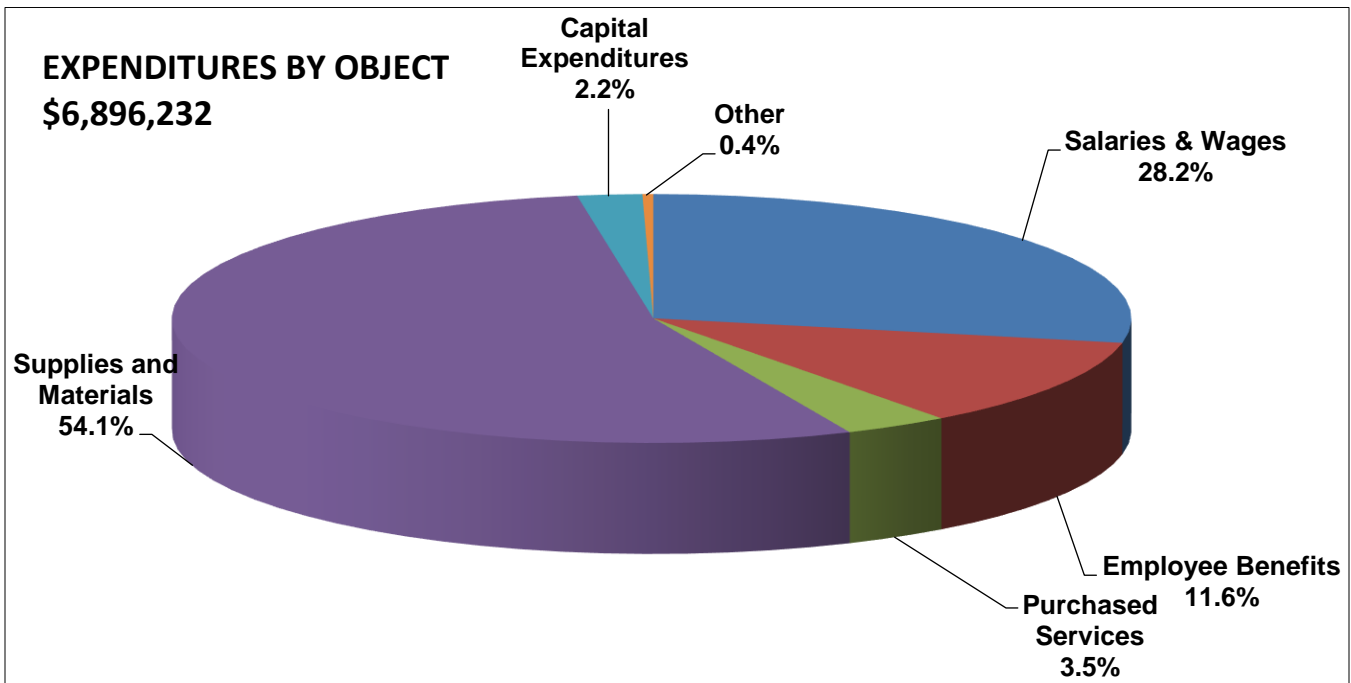
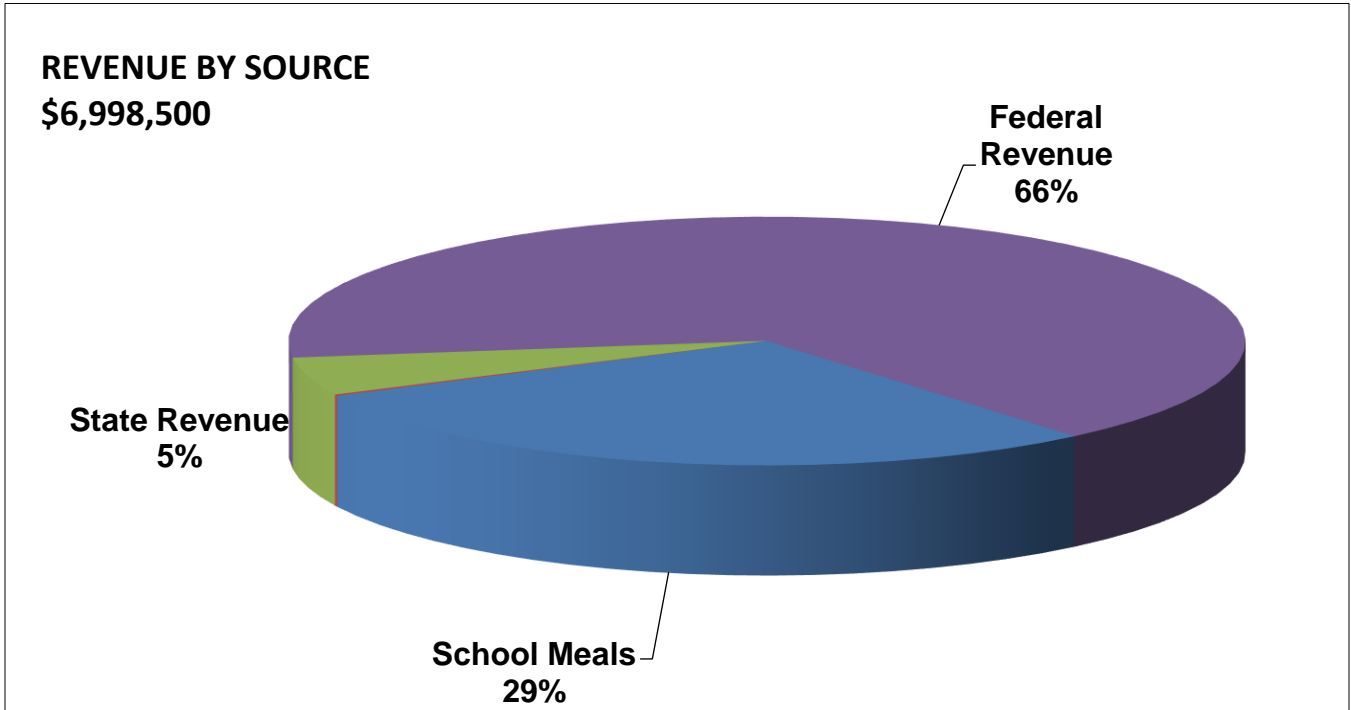
2019-2020 Food Service Fund

Proposed Budget Expenditure Detail by Object

OBJECT	OBJECT DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
	SALARIES AND WAGES				
110	ADMINISTRATION/SUPERVISION	\$ 164,721	\$ 173,000	\$ 178,000	\$ 5,000
170	NON-INSTRUCTIONAL SUPPORT	1,578,230	1,592,000	1,650,000	58,000
171	OVERTIME	855	900	950	50
177	SUBSTITUTES	36,916	37,200	38,500	1,300
191	SEVERANCE	0	0	0	0
195	INTERDEPARTMENT SALARY CHARGEBACKS	0	75,000	75,000	0
	TOTAL SALARIES AND WAGES	\$ 1,780,722	\$ 1,878,100	\$ 1,942,450	\$ 64,350
	EMPLOYEE BENEFITS				
210	FICA/MEDICARE	\$ 126,727	\$ 136,163	\$ 148,598	\$ 12,435
214	PERA	131,707	136,163	145,684	9,521
220	HEALTH INSURANCE	325,182	275,000	325,000	50,000
230	LIFE INSURANCE	3,419	5,000	5,000	0
235	DENTAL INSURANCE	4,645	5,000	5,000	0
240	LONG TERM DISABILITY INSURANCE	5,001	6,000	6,000	0
250	TSA / MINN DEFER COMP PLAN	28,801	30,000	30,000	0
252	OPEB ARC	0	6,000	6,000	0
270	WORKERS COMPENSATION	84,072	90,000	90,000	0
280	UNEMPLOYMENT COMPENSATION	6	1,000	1,000	0
291	OPEB PAY AS YOU GO	20,479	15,000	15,000	0
295	INTERDEPARTMENT BENEFIT CHARGEBACKS	0	25,000	25,000	0
299	OTHER EMPLOYEE BENEFITS	272	500	500	0
	TOTAL EMPLOYEE BENEFITS	\$ 730,311	\$ 730,826	\$ 802,782	\$ 71,956
	PURCHASED SERVICES				
305	CONSULTING FEES/FEES FOR SERVICES	\$ 74,783	\$ 80,000	\$ 80,000	\$ -
320	COMMUNICATION SERVICES	12	0	0	0
329	POSTAGE	3,331	4,000	4,000	0
330	UTILITIES	15,488	10,000	10,000	0
350	REPAIR & MAINTENANCE SERVICES	130,014	125,000	130,000	5,000
366	TRAVEL AND CONVENTIONS	11,204	15,000	15,000	0
370	OPERATING LEASES OR RENTALS	585	500	500	0
398	INTERDEPARTMENT SERVICES CHARGEBACKS	2,729	3,000	3,000	0
	TOTAL PURCHASED SERVICES	\$ 238,146	\$ 237,500	\$ 242,500	\$ 5,000
	SUPPLIES AND MATERIALS				
401	SUPPLIES AND MATERIALS	\$ 339,449	\$ 353,000	\$ 405,000	\$ 52,000
403	UNIFORMS	15,090	20,000	20,000	0
455	NON-INSTRUCTIONAL TECH SUPPLIES	9,406	500	500	0
465	NON-INSTRUCTIONAL TECH DEVICES	0	10,000	10,000	0
490	FOOD PURCHASES	2,722,326	2,530,000	2,635,000	105,000
491	COMMODITIES	259,980	400,000	400,000	0
495	MILK	274,274	285,000	263,000	(22,000)
	TOTAL SUPPLIES AND MATERIALS	\$ 3,620,525	\$ 3,598,500	\$ 3,733,500	\$ 135,000
	CAPITAL EXPENDITURES				
530	OTHER EQUIPMENT PURCHASED	\$ 140,981	\$ 400,000	\$ 150,000	\$ (250,000)
555	TECHNOLOGY EQUIPMENT AND SOFTWARE	2,141	0	0	0
	TOTAL CAPITAL EXPENDITURES	\$ 143,122	\$ 400,000	\$ 150,000	\$ (250,000)
	OTHER EXPENDITURES				
820	DUES, MEMBERSHIPS, FEES	\$ 24,475	\$ 25,000	\$ 25,000	\$ -
899	MISCELLANEOUS EXPENSE	1,588	0	0	0
	TOTAL OTHER EXPENDITURES	\$ 26,063	\$ 25,000	\$ 25,000	\$ -
	TOTAL EXPENDITURES	\$ 6,538,889	\$ 6,869,926	\$ 6,896,232	\$ 26,306

Independent School District 622

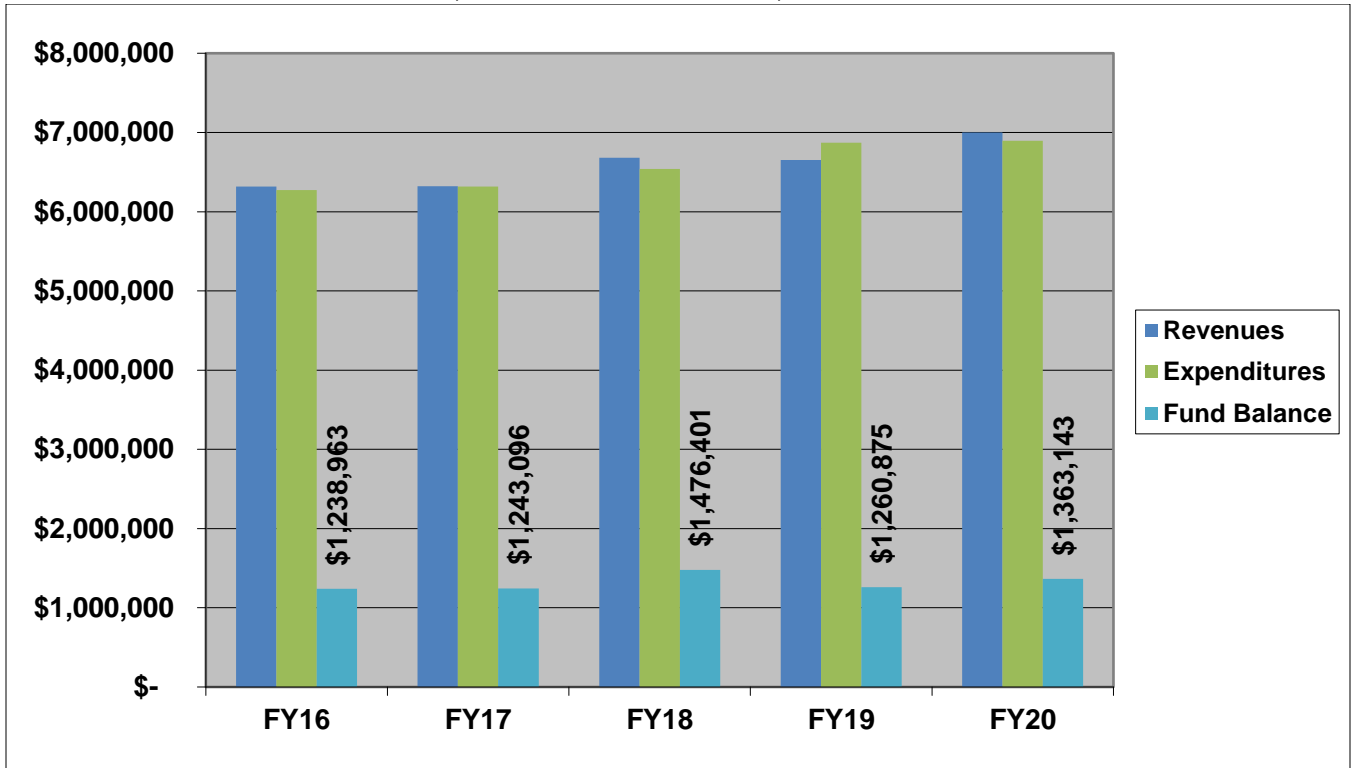
Proposed Budget Expenditure Detail by Object 2019-2020 Food Service Proposed Budget Graphs



Independent School District 622

2019-2020 Food Service Proposed Budget Graphs

REVENUES, EXPENDITURES, FUND BALANCE



Independent School District 622

Proposed Budget Community Education Fund 04



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

Fiscal Year 2019 - 2020

Covering the period from July 1, 2019 to June 30, 2020

Prepared by

Randy Anderson - Director of Business Services

Terri Johnson - Director of Community Education

Janet Doman - Finance Supervisor

Travis Byrne - Accounting Coordinator

Jeannie Lanz - Executive Assistant - Community Education

June 2019

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

Independent School District 622

2019-2020 Community Education Fund

Proposed Budget Assumptions

- + \$9,705,518 in total revenue, a **-1.35%** decrease.
- + State aid revenue reflects 2018-19 levels.
- + School-age care special needs levy adjustment of **\$(204,161)** is included in revenue.
- + \$10,088,275 in total expenditures, a **-1.34%** decrease.
- + \$2,804,687 in fund balance, which is 27.8% of expenditures including non-public pupil aid.
 - o This fund balance includes \$122,133 designated for school age care levy adjustments.
- + Fund Balances for targeted areas can only be spent in those designated areas.
- + Salaries have been adjusted to reflect retirements, step movement and any other contractual obligations according to PELRA. Any contract settlement increases above step movement will increase expenditures.
- + Population based on 2015 census data.
- + Voluntary Pre-K funding reflects 2018-19 levels.

Independent School District 622

2019-2020 Community Education Fund Proposed Budget Summary

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
PROPERTY TAX	\$ 1,468,233	\$ 1,242,002	\$ 1,184,064	\$ (57,938)
LOCAL REVENUE	2,987,659	2,798,029	2,873,915	75,886
STATE REVENUE	5,113,142	5,304,569	5,179,957	(124,612)
FEDERAL AND OTHER REVENUE	325,520	493,398	467,582	(25,816)
TOTAL REVENUE	\$ 9,894,554	\$ 9,837,998	\$ 9,705,518	\$ (132,480)
EXPENDITURES:				
SALARIES AND WAGES	\$ 3,855,596	\$ 4,157,174	\$ 4,389,819	\$ 232,645
EMPLOYEE BENEFITS	1,245,628	1,539,271	1,595,099	55,828
PURCHASED SERVICES	3,456,455	3,720,778	3,424,772	(296,006)
SUPPLIES AND MATERIALS	506,405	648,256	547,155	(101,101)
CAPITAL EXPENDITURES	83,761	73,750	40,750	(33,000)
OTHER EXPENDITURES	89,749	86,570	90,680	4,110
TOTAL EXPENDITURES	\$ 9,237,594	\$ 10,225,799	\$ 10,088,275	\$ (137,524)
REVENUES OVER (UNDER) EXPENDITURES	\$ 656,960	\$ (387,801)	\$ (382,757)	
BEGINNING FUND BALANCE	\$ 2,918,281	\$ 3,575,241	\$ 3,187,443	
ENDING FUND BALANCE	\$ 3,575,241	\$ 3,187,443	\$ 2,804,687	
FUND BALANCES:				% EXPENSE
NONSPENDABLE FOR PREPAID ITEMS	\$ 2,884	\$ 2,884	\$ 2,884	0.03%
COMMUNITY EDUCATION	\$ 1,584,431	\$ 1,469,172	\$ 1,463,238	14.50%
DESIGNATED FOR LEVY ADJUSTMENT	\$ 434,908	\$ 326,294	\$ 122,133	1.21%
ECFE	\$ 631,340	\$ 528,874	\$ 420,040	4.16%
SCHOOL READINESS	\$ 486,248	\$ 424,786	\$ 360,960	3.58%
ADULT BASIC EDUCATION	\$ 434,428	\$ 434,428	\$ 434,427	4.31%
RESTRICTED	\$ 1,004	\$ 1,004	\$ 1,004	0.01%
TOTAL FUND BALANCE	\$ 3,575,243	\$ 3,187,443	\$ 2,804,687	27.80%

Independent School District 622

2019-2020 Community Education Fund

Proposed Budget Revenue Detail by Source

SOURCE	REVENUE SOURCE DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
001	LOCAL PROPERTY TAXES	\$ 1,250,815	\$ 1,242,002	\$ 1,184,064	\$ (57,938)
009	FISCAL DISPARITIES	217,667	0	0	0
019	MISCELLANEOUS TAX REVENUE	(249)	0	0	0
	TOTAL PROPERTY TAX	\$ 1,468,233	\$ 1,242,002	\$ 1,184,064	\$ (57,938)
021	TUITION FROM OTHER SCHOOL DISTRICTS	\$ 2,098	\$ 3,443	\$ 3,443	\$ -
040	TUITION FROM PATRONS	257,099	263,311	257,311	(6,000)
050	FEES FROM PATRONS	2,480,498	2,398,965	2,477,661	78,696
092	INTEREST INCOME	70,513	0	0	0
093	RENT	70,458	71,000	83,000	12,000
096	DONATIONS	32,988	42,500	34,000	(8,500)
099	MISCELLANEOUS	74,005	18,810	18,500	(310)
	TOTAL LOCAL REVENUE	\$ 2,987,659	\$ 2,798,029	\$ 2,873,915	\$ 75,886
227	ABATEMENT AID	\$ 5,766	\$ 8,442	\$ 14,161	\$ 5,719
234	AGRICULTURAL MARKET VALUE	26	0	0	0
300	STATE AID	4,400,878	4,578,208	4,447,877	(130,331)
301	NON PUBLIC AID	694,793	717,919	717,919	0
369	OTHER - STATE AGENCIES	0	0	0	0
397	TRA AND PERA SPECIAL FUNDING REVENUE	11,679	0	0	0
	TOTAL STATE REVENUE	\$ 5,113,142	\$ 5,304,569	\$ 5,179,957	\$ (124,612)
400	FEDERAL AID RECEIVED FROM MDE	\$ 258,213	\$ 386,121	\$ 352,788	\$ (33,333)
611	SPECIAL	67,307	107,277	114,794	7,517
	TOTAL FEDERAL AND OTHER REVENUE	\$ 325,520	\$ 493,398	\$ 467,582	\$ (25,816)
	TOTAL REVENUE	\$ 9,894,554	\$ 9,837,998	\$ 9,705,518	\$ (132,480)

Independent School District 622

2019-2020 Community Education Fund

Proposed Budget Expenditure Detail by Object

OBJECT	OBJECT DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
	SALARIES AND WAGES				
109	SUPERVISORS	\$ 357,535	\$ 389,060	\$ 397,654	\$ 8,594
110	ADMINISTRATION/SUPERVISION	133,249	137,113	139,766	2,653
111	ALL COORDINATORS/FACILITATORS	371,213	400,132	407,338	7,206
120	EC/SCHOOL READINESS/ABE ADMINISTRATION/SUPERVISION	226,702	232,267	236,912	4,645
140	LICENSED CLASSROOM TEACHER	88,516	208,541	260,802	52,261
141	NON LICENSED CLASSROOM PERSONNEL	609,710	540,633	703,757	163,124
143	LICENSED INSTRUCTIONAL SUPPORT PERSONNEL	33,503	36,308	37,034	726
144	NON LICENSED INSTRUCTIONAL SUPPORT	749,334	838,704	836,553	(2,151)
145	SUBSTITUTE TEACHER	62,523	48,000	46,000	(2,000)
146	SUBSTITUTE NON LICENSED CLASSROOM	87,558	84,600	84,600	0
154	MANAGEMENT ASSISTANT	4	0	0	0
155	LICENSED NURSING SERVICES	111,059	123,346	123,641	295
165	SCHOOL COUNSELOR	183,426	192,252	192,252	0
170	NON INSTRUCTIONAL SUPPORT	564,507	623,804	644,631	20,827
171	OVERTIME	16,875	17,910	18,140	230
175	CULTURAL LIASON	0	15,750	21,125	5,375
177	SUBSTITUTES	892	614	614	0
185	OTHER LICENSED SALARY PAYMENTS	24,321	57,013	35,197	(21,816)
186	OTHER NON LICENSED SALARY PAYMENTS	115,376	125,455	112,536	(12,919)
195	INTERDEPARTMENTAL SALARY CHARGEBACKS	119,293	85,672	91,267	5,595
	TOTAL SALARIES AND WAGES	\$ 3,855,596	\$ 4,157,174	\$ 4,389,819	\$ 232,645
	EMPLOYEE BENEFITS				
210	FICA/MEDICARE	\$ 277,883	\$ 328,431	\$ 337,022	\$ 8,591
214	PERA	164,028	202,496	207,193	4,697
218	TRA	102,029	123,085	127,053	3,968
220	HEALTH INSURANCE	562,362	686,241	718,636	32,395
230	LIFE INSURANCE	6,695	11,622	12,052	430
235	DENTAL INSURANCE	48,029	61,895	63,557	1,662
240	LONG TERM DISABILITY INSURANCE	9,005	16,111	17,524	1,413
250	TSA / MN DEFER COMP PLAN	41,420	50,419	51,254	835
260	LEGAL	3,816	4,379	4,676	297
270	WORKERS COMPENSATION	26,076	50,307	51,847	1,540
295	INTERDEPARTMENTAL BENEFIT CHARGEBACKS	4,285	4,285	4,285	0
	TOTAL EMPLOYEE BENEFITS	\$ 1,245,628	\$ 1,539,271	\$ 1,595,099	\$ 55,828

Independent School District 622

2019-2020 Community Education Fund

Proposed Budget Expenditure Detail by Object

OBJECT	OBJECT DESCRIPTION	2016-17 FY ACTUAL	2017-18 REVISED BUDGET	2018-19 PROPOSED BUDGET	CHANGE
	PURCHASED SERVICES				
303	FEDERAL SUBCONTRACTS <25000	\$ 110,244	\$ 103,923	\$ 163,934	\$ 60,011
304	FEDERAL SUBCONTRACTS >25000	54,406	136,420	98,684	(37,736)
305	CONSULTING FEES	314,262	232,130	244,570	12,440
315	REPAIR & MAINTENANCE TECH EQUIPMENT	1,698	0	0	0
316	PURCHASED SERVICES JOINT POWERS AGENCIES	0	40,299	40,299	0
317	VOLUNTEER MILEAGE	915	1,000	700	(300)
319	OTHER PERS SVCS	1,167	0	0	0
320	COMMUNICATION SERVICES	773	550	300	(250)
329	POSTAGE	13,173	15,735	14,735	(1,000)
340	INSURANCE	328	400	400	0
350	REPAIR & MAINTENANCE SERVICES	5,463	3,729	3,729	0
360	TRANSPORTATION	179	12,600	12,600	0
365	TRANSPORTATION CHARGEBACKS	276,115	322,408	313,919	(8,489)
366	TRAVEL AND CONVENTIONS	33,645	40,909	40,397	(512)
367	TRAVEL AND CONVENTIONS OUT OF STATE	0	2,200	2,200	0
369	STUDENT ENTRY FEES	29,092	13,250	52,250	39,000
370	OPERATING LEASES OR RENTALS	9,991	3,650	3,550	(100)
383	PRINTING	23,594	29,550	29,050	(500)
390	TUITION OTHER MN SCHOOL DISTRICTS	2,269,308	2,446,011	2,084,658	(361,353)
394	TUITION OTHER MN AGENCIES	238,297	229,914	238,297	8,383
398	INTERDEPARTMENTAL SERVICES CHARGEBACKS	73,805	86,100	80,500	(5,600)
	TOTAL PURCHASED SERVICES	\$ 3,456,455	\$ 3,720,778	\$ 3,424,772	\$ (296,006)
	SUPPLIES AND MATERIALS				
401	SUPPLIES AND MATERIALS	\$ 47,991	\$ 51,032	\$ 41,868	\$ (9,164)
405	NON-INSTRUCTIONAL SOFTWARE LICENSING AGREEMENTS	2,539	5,900	7,900	2,000
406	INSTRUCTIONAL SOFTWARE LICENSE AGREEMENTS	7,823	5,000	5,000	0
430	SUPPLIES AND MATERIALS INSTRUCTIONAL	105,810	167,052	154,597	(12,455)
433	SUPPLIES AND MATERIALS INSTRUCTIONAL INDIVIDUAL	135,204	0	0	0
455	NON-INSTRUCTIONAL TECHNOLOGY SUPPLIES	1,519	3,600	3,600	0
460	TEXTBOOKS	43,111	182,314	182,314	0
461	TESTS	8,534	0	0	0
465	NON-INSTRUCTIONAL TECHNOLOGY DEVICES	37,947	122,824	45,124	(77,700)
490	FOOD PURCHASES	115,927	110,534	106,752	(3,782)
	TOTAL SUPPLIES AND MATERIALS	\$ 506,405	\$ 648,256	\$ 547,155	\$ (101,101)
	CAPITAL EXPENDITURES				
522	BUILDING IMPROVEMENTS	\$ 28,790	\$ 10,000	\$ 10,000	\$ -
530	OTHER EQUIPMENT PURCHASED	41,607	63,750	30,750	(33,000)
555	TECHNOLOGY EQUIPMENT AND SOFTWARE	13,364	0	0	0
	TOTAL CAPITAL EXPENDITURES	\$ 83,761	\$ 73,750	\$ 40,750	\$ (33,000)
	OTHER EXPENDITURES				
810	JUDGEMENTS	\$ -	\$ -	\$ -	\$ -
820	DUES, MEMBERSHIPS, FEES	78,070	82,010	86,120	4,110
891	TRA AND PERA SPECIAL FUNDING SITUATION PENSION EPXENS	11,679	0	0	0
895	FEDERAL/NON PUBLIC INDIRECT COST	0	4,560	4,560	0
898	MISCELLANEOUS EXPENSE	0	0	0	0
	TOTAL OTHER EXPENDITURES	\$ 89,749	\$ 86,570	\$ 90,680	\$ 4,110
	TOTAL EXPENDITURES	\$ 9,237,594	\$ 10,225,799	\$ 10,088,275	\$ (137,524)

Independent School District 622

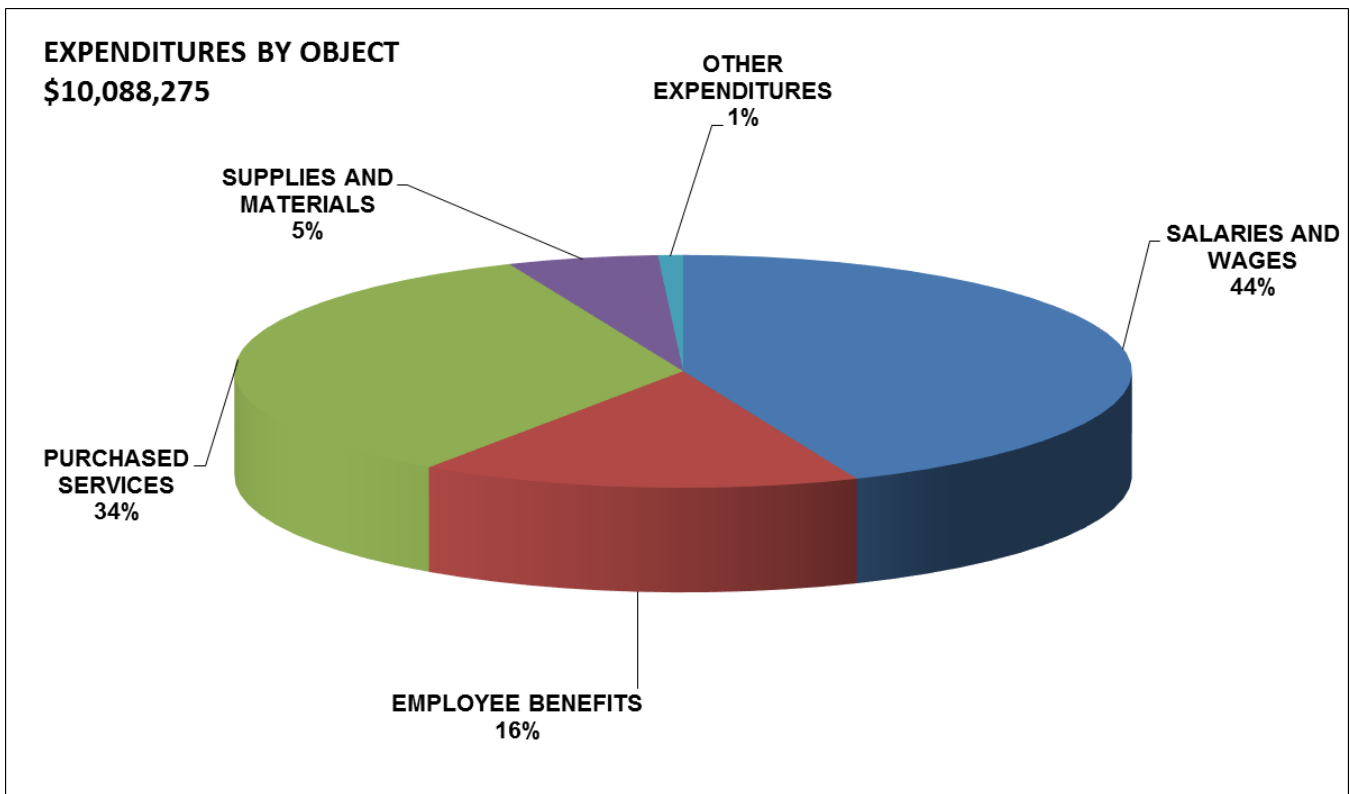
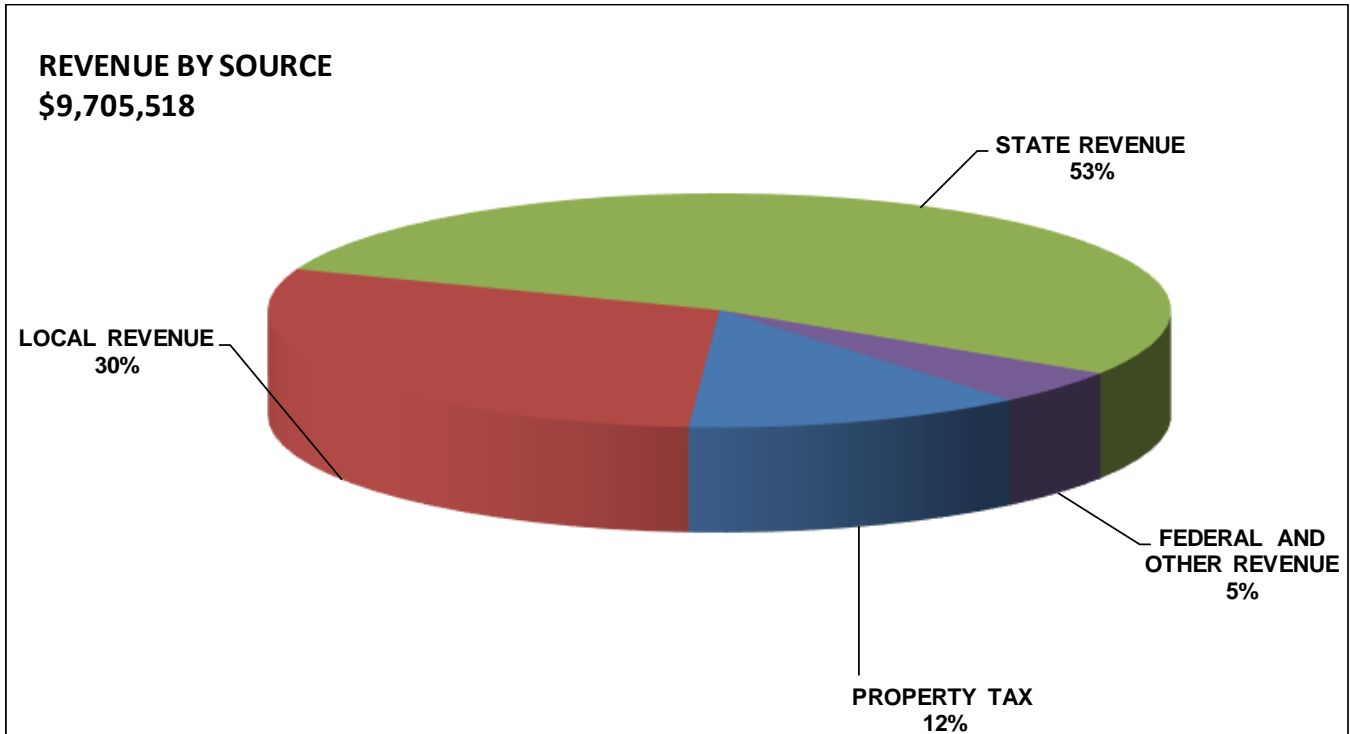
2019-2020 Community Education Fund

Proposed Budget Detail by Program

PROGRAM	REVENUE SOURCE DESCRIPTION	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
	REVENUE BY PROGRAM:				
505	GENERAL COMMUNITY EDUCATION	\$ 665,735	\$ 444,068	\$ 389,732	\$ (54,336)
510	ADULTS WITH DISABILITIES	62,175	71,404	75,631	4,227
520	ADULT BASIC EDUCATION	3,758,737	4,006,981	3,820,348	(186,633)
570	SCHOOL AGE CARE	2,237,331	2,200,000	2,270,000	70,000
580	EARLY CHILDHOOD AND FAMILY EDUCATION	640,883	675,845	682,990	7,145
581	PRE-KINDERGARTEN	248,311	248,311	248,311	0
582	SCHOOL READINESS	847,387	725,449	732,998	7,549
583	PRE-SCHOOL SCREENING	55,333	55,000	55,000	0
585	YOUTH ENRICHMENT	312,600	339,901	345,597	5,696
590	COMMUNITY RESOURCES/VOLUNTEERS	371,270	353,120	366,992	13,872
593	OTHER COMMUNITY PROGRAMS	694,793	717,919	717,919	0
	TOTAL REVENUE	\$ 9,894,555	\$ 9,837,998	\$ 9,705,518	\$ (132,480)
	EXPENDITURES BY PROGRAM:				
505	GENERAL COMMUNITY EDUCATION	\$ 573,764	\$ 638,932	\$ 622,813	\$ (16,119)
510	ADULTS WITH DISABILITIES	62,175	71,404	75,631	4,227
520	ADULT BASIC EDUCATION	3,692,212	4,006,981	3,820,349	(186,632)
570	SCHOOL AGE CARE	2,031,348	2,229,006	2,247,015	18,009
580	EARLY CHILDHOOD AND FAMILY EDUCATION	486,509	778,311	791,824	13,513
581	PRE-KINDERGARTEN	248,311	248,311	248,311	0
582	SCHOOL READINESS	743,063	786,911	796,824	9,913
583	PRE-SCHOOL SCREENING	55,693	55,001	55,000	(1)
585	YOUTH ENRICHMENT	278,623	339,902	345,596	5,694
590	COMMUNITY RESOURCES/VOLUNTEERS	373,906	353,120	366,992	13,872
593	OTHER COMMUNITY PROGRAMS	217,268	216,501	216,501	0
710	COUNSELING/GUIDANCE	318,951	338,539	338,539	0
720	HEALTH SERVICES	155,771	162,880	162,880	0
	TOTAL EXPENDITURES	\$ 9,237,594	\$ 10,225,799	\$ 10,088,275	\$ (137,524)

Independent School District 622

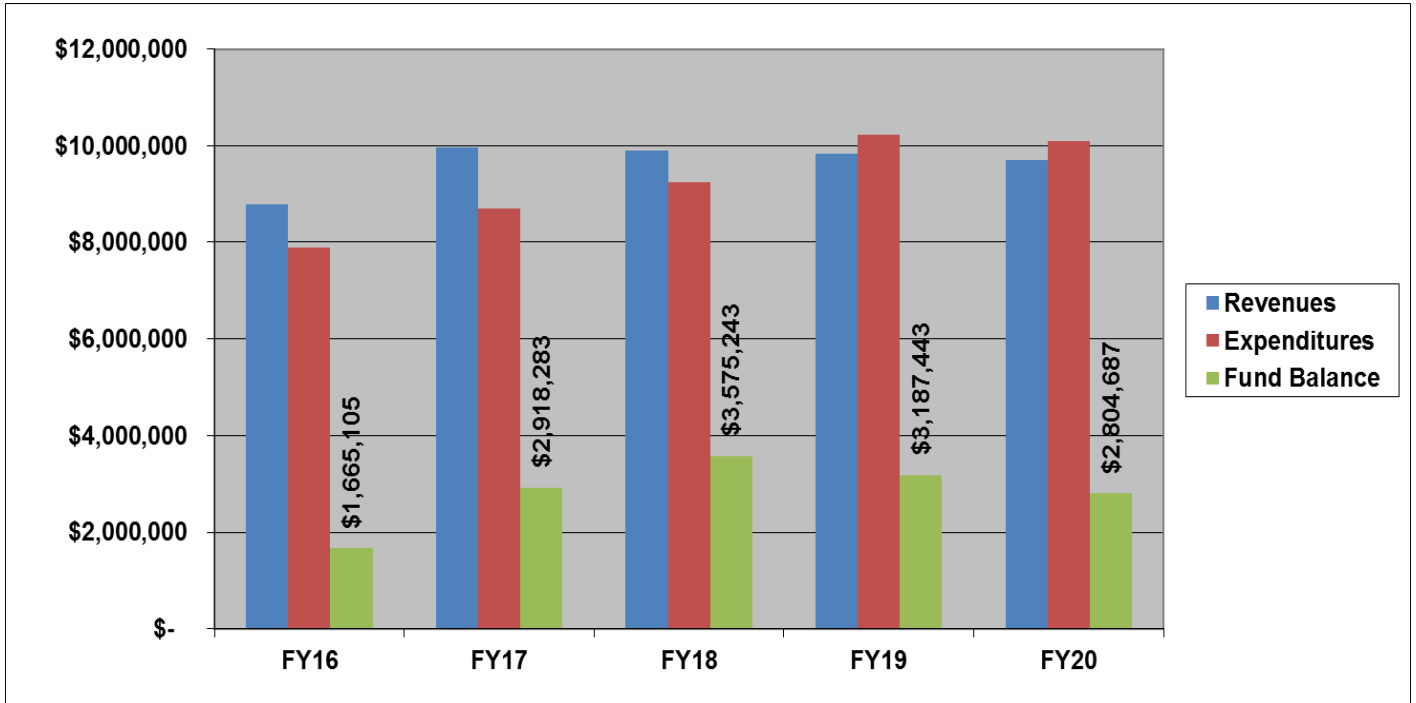
2019-2020 Community Education Proposed Budget Graphs



Independent School District 622

2019-2020 Community Education Proposed Budget Graphs

REVENUES, EXPENDITURES, FUND BALANCE



Independent School District 622

Proposed Budget Health Self-Insurance Fund Fund 20



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

Fiscal Year 2019 - 2020

Covering the period from July 1, 2019 to June 30, 2020

Prepared by

Randy Anderson - Director of Business Services

Janet Doman - Finance Supervisor

Travis Byrne - Accounting Coordinator

Jo McCabe - Executive Assistant

June 2019

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

Independent School District 622

2019-2020 Self-Insurance Fund

Proposed Budget Assumptions

- ✚ Purpose: To pay for claims, stop loss, administrative, and all expenditures related to the District's active employee health insurance plan.
- ✚ Revenues are generated by employer and employee contributions and individuals enrolled in the District's COBRA plan.
- ✚ Expenditures are administrative expenses, claims, on-site clinic costs and other expenses related to the District's Self-Insured Health Plan.
- ✚ Expenditures are reviewed and approved by a third party administrator before final approval from the District.
- ✚ The Self Insured Health Plan must be audited by an independent auditor on an annual basis and must follow governmental accounting standards and GASB 45.
- ✚ Due to District budget adjustments and any new staff additions, the revenue and expenditures for 2019-2020 have been adjusted accordingly.

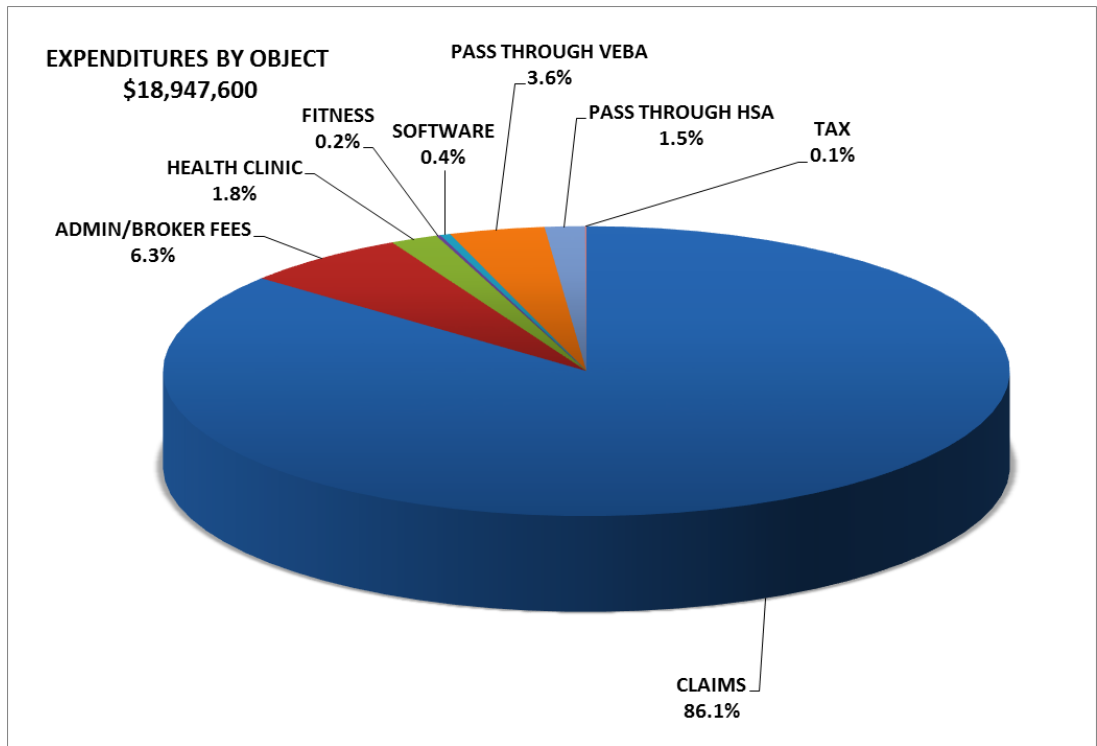
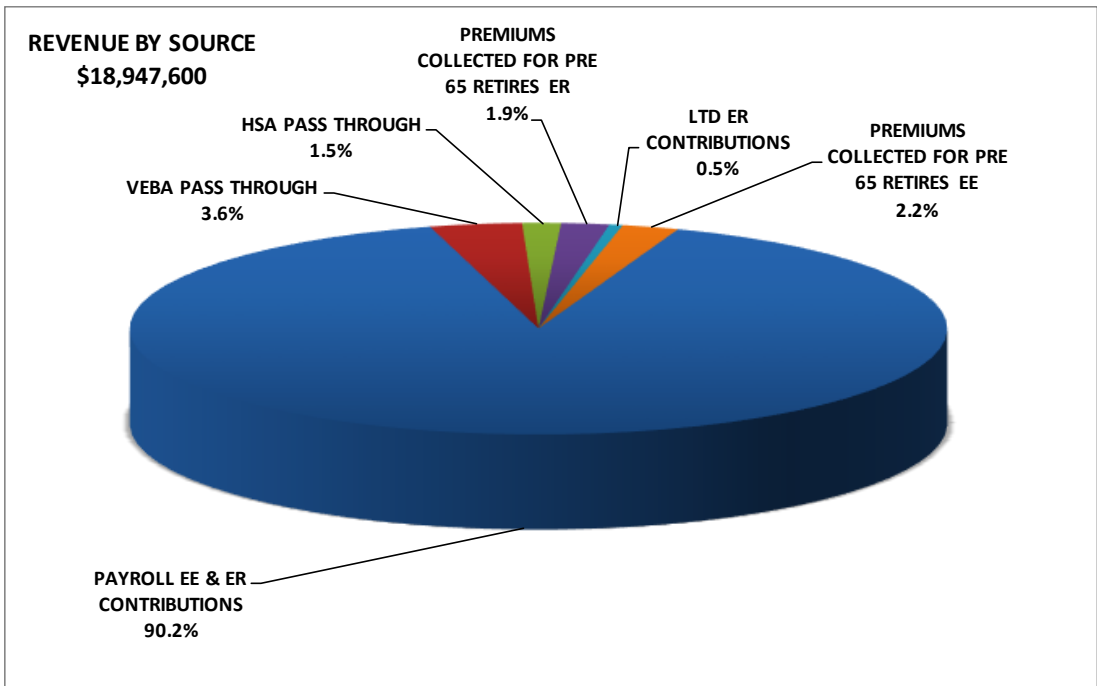
Independent School District 622

2019-2020 Self-Insured Health Fund Proposed Budget Summary

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
INTEREST INCOME	\$ 72,619	\$ -	\$ -	\$ -
PAYROLL EE & ER CONTRIBUTIONS	15,443,140	15,336,000	17,083,000	1,747,000
VEBA PASS THROUGH	666,242	670,000	690,000	20,000
HSA PASS THROUGH	254,613	280,000	290,000	10,000
PREMIUMS COLLECTED FOR PRE 65 RETIRES ER	382,840	375,000	360,000	(15,000)
LTD ER CONTRIBUTIONS	118,767	95,000	100,000	5,000
PREMIUMS COLLECTED FOR PRE 65 RETIRES EE	322,316	355,000	424,600	69,600
TOTAL REVENUE	\$ 17,260,537	\$ 17,111,000	\$ 18,947,600	\$ 1,836,600
EXPENDITURES:				
CLAIMS	\$ 13,985,839	\$ 14,500,000	\$ 16,300,000	\$ 1,800,000
IBNR CHANGE	113,517	0	0	0
ADMIN/BROKER FEES	1,085,587	1,200,000	1,200,000	0
HEALTH CLINIC	314,431	340,000	345,000	5,000
FITNESS	16,798	26,000	30,400	4,400
SOFTWARE	73,154	75,000	75,000	0
PASS THROUGH VEBA	666,242	670,000	690,000	20,000
PASS THROUGH HSA	254,613	280,000	290,000	10,000
TAX	5,020	10,000	10,000	0
OTHER	14,205	10,000	7,200	(2,800)
TOTAL EXPENDITURES	\$ 16,529,406	\$ 17,111,000	\$ 18,947,600	\$ 1,836,600
REVENUES OVER (UNDER) EXPENDITURES	\$ 731,131	\$ -	\$ -	
BEGINNING FUND BALANCE	\$ 4,694,983	\$ 5,426,114	\$ 5,426,114	
ENDING FUND BALANCE	\$ 5,426,114	\$ 5,426,114	\$ 5,426,114	

Independent School District 622

2019-2020 Self-Insurance Health Fund Proposed Budget Graphs

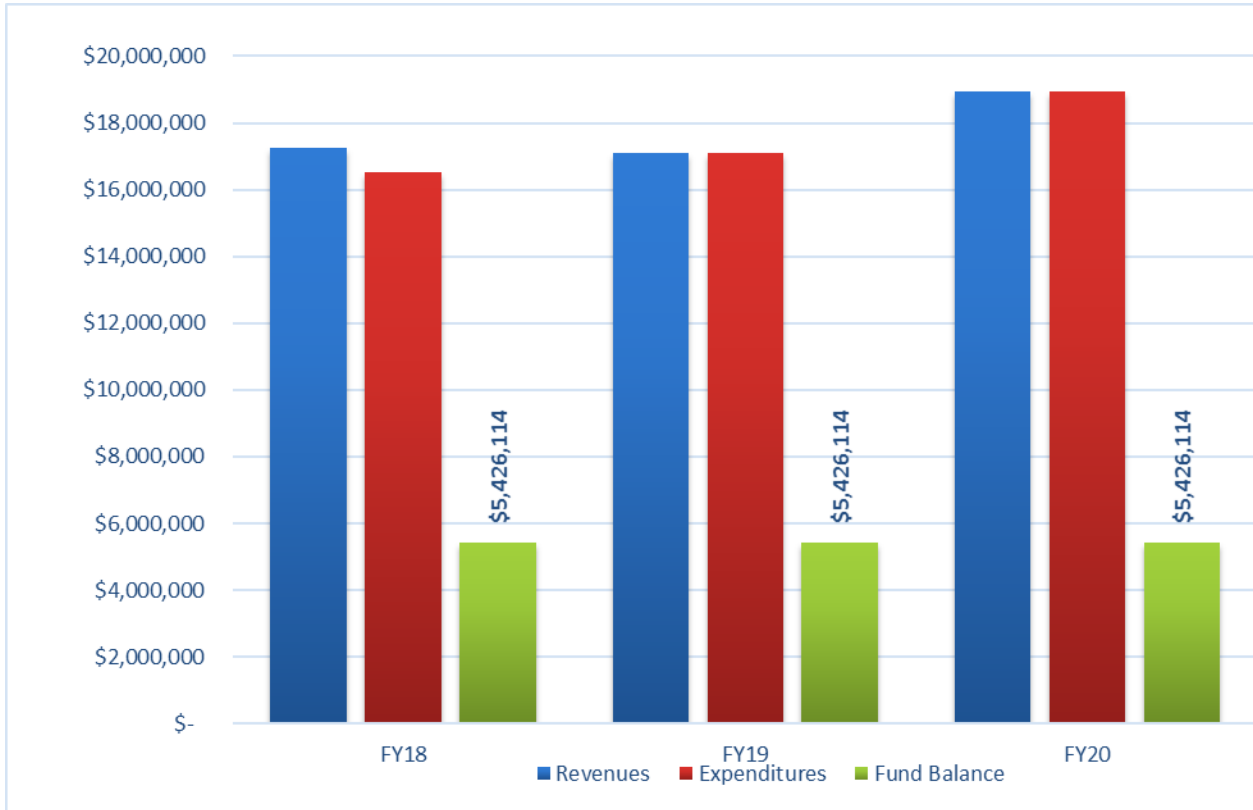


Independent School District 622

2019-2020 Self-Insurance Health Fund

Proposed Budget Graphs

REVENUES, EXPENDITURES, FUND BALANCE



Independent School District 622

Proposed Budgets

Debt Service Fund
Construction Fund
Trust Fund
OPEB Trust Fund
OPEB Debt Service Fund
Funds 06 - 07 - 09 - 45 - 47



School District 622

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June 2019

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Independent School District 622

2019-2020 Building Construction - Fund 06

Proposed Budget Summary

- ✚ This fund is used to account for the various construction and deferred maintenance projects of the District.
- ✚ Revenue comes from the sale of bonds, certificates of participation and interest income.
- ✚ Expenditures change due to the costs associated with the District's Facilities Plan and the cost of construction.

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
SALE OF BONDS	\$ -	\$ 51,329,694	\$ -	\$ (51,329,694)
SALE OF CERTIFICATES OF PARTICIPATION	0	9,583,523	0	(9,583,523)
INTEREST INCOME	10	400,000	500,000	100,000.00
TOTAL REVENUE	\$ 10	\$ 61,313,217	\$ 500,000	\$ (60,813,217)
EXPENDITURES:				
PROFESSIONAL SERVICES	\$ 929,306	\$ 3,030,000	\$ 4,215,000	\$ 1,185,000
BUILDING	950	13,450,000	21,550,000	8,100,000
OTHER	0	781,136	0	(781,136)
TOTAL EXPENDITURES	\$ 930,256	\$ 17,261,136	\$ 25,765,000	\$ 8,503,864
REVENUES OVER (UNDER) EXPENDITURES	\$ (930,246)	\$ 44,052,081	\$ (25,265,000)	
BEGINNING FUND BALANCE	\$ 167,632	\$ (762,614)	\$ 43,289,467	
RESTRICTED FUND BALANCE	(762,614)	43,289,467	18,024,467	
ENDING FUND BALANCE	\$ (762,614)	\$ 43,289,467	\$ 18,024,467	

Independent School District 622

2019-2020 Debt Service - Fund 07

Proposed Budget Summary

- ✚ This fund is used to pay off principal and interest payments incurred by the issuance of bonds or certificates of participation by the District.
- ✚ Revenue for this fund comes from the annual property tax levy certified by the School Board in the fall.
- ✚ Revenues and expenditures increase in 2019-20 due to the costs associated with Phase 1 of the District's Facilities Plan.

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
PROPERTY TAXES	\$ 10,555,075	\$ 10,613,010	\$ 13,650,657	\$ 3,037,647
STATE REVENUE	605,234	813,310	727,088	(86,222)
FEDERAL REVENUE	82,014	83,563	73,876	(9,687)
INVESTMENT INCOME	63,978	15,000	15,000	-
TOTAL REVENUE	\$ 11,306,301	\$ 11,524,883	\$ 14,466,620	\$ 2,941,737
EXPENDITURES:				
PRINCIPAL	\$ 7,915,000	\$ 8,435,000	\$ 9,190,000	\$ 755,000
INTEREST	3,273,481	2,656,935	4,733,319	2,076,384
OTHER	18,820	118,631	20,000	(98,631)
TOTAL EXPENDITURES	\$ 11,207,301	\$ 11,210,566	\$ 13,943,319	\$ 2,732,753
REVENUES OVER (UNDER) EXPENDITURES	\$ 99,000	\$ 314,317	\$ 523,301	
OTHER FINANCING				
DEBT ISSUED	\$ -	\$ 3,530,000	\$ -	
PREMIUM ON DEBT ISSUED	-	372,129	-	
REFUNDED DEBT PAYMENT	-	(3,860,000)	-	
TOTAL OTHER FINANCING SOURCES	\$ -	\$ 42,129	\$ -	
BEGINNING FUND BALANCE	\$ 2,437,461	\$ 2,536,461	\$ 2,892,907	
RESERVE FOR REFUNDING	-	-	-	
RESTRICTED FUND BALANCE	2,536,461	2,850,778	3,416,208	
ENDING FUND BALANCE	\$ 2,536,461	\$ 2,892,907	\$ 3,416,208	

Independent School District 622

2019-2020 Trust and Agency - Fund 09

Proposed Budget and Summary

- ✚ Purpose: To account for building donations and fundraisers that occur during the year.
- ✚ Included in this fund are various private grants received such as 3M grants.
- ✚ Fund is under “Board control” and must follow all District policy and procedure in expending the funds.
- ✚ This fund will be revised in 2019-20 as we add student activity accounts under school board control due to a new GASB.

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
FEES, ADMISSIONS, MISCELLANEOUS	\$ 1,027,769	\$ 825,000	\$ 852,000	\$ 27,000
DONATIONS	275,910	400,000	300,000	(100,000)
FUNDRAISING	145,743	175,000	248,000	73,000
TOTAL REVENUE	\$ 1,449,422	\$ 1,400,000	\$ 1,400,000	\$ -
EXPENDITURES:				
SALARIES & BENEFITS	\$ 259,698	\$ 295,000	\$ 301,000	\$ 6,000
PURCHASED SERVICES	350,340	250,000	331,500	81,500
SUPPLIES AND MATERIALS	665,910	795,000	683,500	(111,500)
CAPITAL EXPENDITURES	33,761	40,000	45,000	5,000
OTHER	32,738	20,000	39,000	19,000
TOTAL EXPENDITURES	\$ 1,342,448	\$ 1,400,000	\$ 1,400,000	\$ -
REVENUES OVER (UNDER) EXPENDITURES	\$ 106,974	\$ -	\$ -	
BEGINNING FUND BALANCE	\$ 1,153,223	\$ 1,260,197	\$ 1,260,197	
ENDING FUND BALANCE	\$ 1,260,197	\$ 1,260,197	\$ 1,260,197	

Independent School District 622

2019-2020 OPEB Trust - Fund 45

OPEB Debt Service - Fund 47

Proposed Budget and Summary

- ✚ Fund created to account for Other Post-Employment Benefits (OPEB) bonds that were issued in 2008-09.
- ✚ Dollars from this fund help to offset the cost of contractual retiree health insurance, dental insurance and life insurance.
- ✚ Accounting practice and withdrawal from this fund must follow GASB 45 and an actuarial study.
- ✚ Fund 47 the Debt Service for OPEB is for the annual payment on the OPEB bonds. This amount is included in the annual levy certified by the School Board. Revenue and expenditures decrease due to the OPEB bond refunding.

2019-2020 OPEB Trust - Fund 45

Proposed Budget

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
EMPLOYEE CONTRIBUTIONS	\$ 886,342	\$ 900,000	\$ 1,000,000	\$ 100,000
INVESTMENT EARNINGS	316,153	150,000	150,000	-
TOTAL REVENUE	\$ 1,202,495	\$ 1,050,000	\$ 1,150,000	\$ 100,000
EXPENDITURES:				
RETIREE BENEFITS PAID	\$ 886,342	\$ 2,261,000	\$ 2,288,000	\$ 27,000
TOTAL EXPENDITURES	\$ 886,342	\$ 2,261,000	\$ 2,288,000	\$ 27,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 316,153	\$ (1,211,000)	\$ (1,138,000)	
BEGINNING FUND BALANCE	\$ 12,318,006	\$ 12,634,159	\$ 11,423,159	
ENDING FUND BALANCE	\$ 12,634,159	\$ 11,423,159	\$ 10,285,159	

Independent School District 622

2019-2020 OPEB Debt Service - Fund 47

Proposed Budget

	2017-18 FY ACTUAL	2018-19 REVISED BUDGET	2019-20 PROPOSED BUDGET	CHANGE
REVENUE:				
PROPERTY TAXES	\$ 2,648,793	\$ 2,695,728	\$ 2,273,928	\$ (421,800)
STATE REVENUE	22	-	-	-
INVESTMENT INCOME	16,802	2,000	2,000	-
TOTAL REVENUE	\$ 2,665,617	\$ 2,697,728	\$ 2,275,928	\$ (421,800)
EXPENDITURES:				
PRINCIPAL	\$ 1,660,000	\$ 1,745,000	\$ 1,685,000	\$ (60,000)
INTEREST	995,703	912,703	558,595	(354,108)
OTHER	495	73,683	20,000	(53,683)
TOTAL EXPENDITURES	\$ 2,656,198	\$ 2,731,386	\$ 2,263,595	\$ (467,791.00)
REVENUES OVER (UNDER) EXPENDITURES	\$ 9,419	\$ (33,658)	\$ 12,333	
OTHER FINANCING				
DEBT ISSUED	\$ -	\$ 13,985,000	\$ -	
REFUNDED DEBT PAYMENT	-	(13,945,000)	-	
TOTAL OTHER FINANCING SOURCES	\$ -	\$ 40,000	\$ -	
BEGINNING FUND BALANCE	\$ 542,732	\$ 552,151	\$ 518,493	
ENDING FUND BALANCE	\$ 552,151	\$ 518,493	\$ 530,826	

VI. A. 4. RESOLUTION FOR NUTRITION SERVICES PRICE INCREASES

One of the objectives for budget planning is that the Operating Funds, including Nutrition Services be self-supporting. A price increase is necessary to support the increasing cost of food, supplies and gas; as well as compliance in the requirements of the Healthy, Hunger-Free Kids Act of 2010 paid lunch equity requirements.

The following is a comparison of current to proposed prices for breakfast and lunch. The last meal price increases for breakfast and lunches were effective September, 2017.

	<u>Present</u>	<u>Proposed</u>	<u>Increase</u>
Elementary Lunch	\$2.75	\$2.80	\$.05
Secondary Lunch	\$2.95	\$3.00	\$.05

BE IT RESOLVED by the School Board of Independent School District No.#622 that the following meal prices become effective September, 2019.

Elementary lunch	\$2.80
Secondary lunch	\$3.00
Adult lunch	\$4.10
Milk	\$.40
Elementary breakfast	\$1.80
Secondary breakfast	\$1.80
Adult breakfast	\$2.00

MOTION:

SECOND:

MEAL PRICE COMPARISON 2019-2020

Proposed Prices												
DISTRICT	ELEMENTARY				SECONDARY				ADULT			
	Brkfst	Increase	Lunch	Increase	Brkfst	Increase	Lunch	Increase	Brkfst	Increase	Lunch	Increase
Centennial	\$2.40	\$0.10	\$3.20	\$0.10	\$2.40	\$0.10	\$3.20	\$0.10	\$2.80	\$0.10	\$4.20	\$0.10
Moundsview	\$1.50	\$0.00	\$2.55	\$0.00	\$1.50	\$0.00	\$2.80	\$0.00	\$2.25	\$0.00	\$4.00	\$0.00
North St. Paul	\$1.80	\$0.10	\$2.75	\$0.05	\$1.80	\$0.10	\$3.00	\$0.05	\$2.00	\$0.00	\$4.10	\$0.10
Roseville	\$1.70	\$0.00	\$2.75	\$0.10	\$1.90	\$0.00	\$3.10	\$0.10	\$2.40	\$0.00	\$4.00	\$0.00
South Washington	\$1.30	\$0.00	\$2.65	\$0.00	\$1.70	\$0.00	\$3.00 HS/\$2.95 MS	\$0.00	\$2.25	\$0.00	\$5.00	\$0.00
Stillwater/Mahtomedi	\$1.40	\$0.10	\$2.75	\$0.15	\$1.50	\$0.00	\$3.00 HS \$2.95 MS	.10 HS .05 MS	\$2.00	\$0.10	\$4.10	\$0.10
White Bear Lake	\$1.70	\$0.00	\$2.70	\$0.00	\$1.70	\$0.00	\$3.00	\$0.00	\$2.00	\$0.00	\$4.00	\$0.00
St. Anthony/New Brighton	\$2.00	\$0.00	\$2.75	\$0.00	\$2.15	\$0.00	\$3.00	\$0.00	\$2.50	\$0.00	\$4.00	\$0.00
Average	\$1.73		\$2.80		\$1.83		\$3.02		\$2.28		\$4.18	

SFA NAME:

North St. Paul - Maplewood - Oakdale ISD 622

SY 2019-20 Price Adjustment Calculator

[Go to Instructions](#)

SY 2019-20 Weighted Average Price Requirement	
Requirement price to the nearest cent	<i>Optional price requirement</i> ROUNDED DOWN to nearest 5 cent
\$ 2.99	\$ 2.95
<i>Note: Above prices are based on adjusting SY 2018-19 price requirement by the 2% rate increase plus the Consumer Price Index (2.68%)</i>	

SY 2018-19 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for **October 2018**.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2018-19 Weighted Average Price
1.	22,250	\$ 2.70	\$ 60,075.00	
2.	30,388	\$ 2.95	\$ 89,644.60	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	52,638		\$ 149,719.60	\$ 2.84

Note: SY 2018-19 Weighted Average Price equal to or above the target price of \$3.00 are compliant for SY 2019-20. \$3.00 is the difference between the Free and Paid reimbursement rates for SY 2018-19.

Total Price Increase for SY 2019-20
\$ 0.11

VI. A. 5. RESOLUTION REGARDING BOARD CONTROL OF EXTRACURRICULAR ACTIVITIES

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

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

MOTION:

SECOND:

VI. A. 6. 2018-2019 CONSTRUCTION FUND 06 BUDGET REVISION

District 622's Construction Budget Fund 06 has been revised to reflect the current revenue and expenditures.

Revenues: With the sale of our non-voter approved bonds that were sold last fall and the interest earned, the revenues for 2018-19 will be approximately \$61,300,000.

Expenditures: Expenditures on the Castle and Richardson projects for 2018-19 will be approximately \$17,300,000 with around 40% of the budget expensed. The rest of the expenditures will occur in the 2019-20 fiscal year.

THEREFORE, the Director of Business Services recommends that the following resolution be approved:

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

MOTION:

SECOND:

Fund	2018-2019 June Construction Budget Revisions	Revenue		Expense
Construction Fund 06	2018-2019 May Budget Revision	\$61,113,217		\$19,381,136
06 R 000 000 000 000 092	Interest Revenue	\$200,000		
06 E XXX XXX XXX XXX XXX	Construction Expenditures			(\$2,120,000)
	2018-2019 June Revised Budget	\$61,313,217		\$17,261,136

VII. C. 2. SET BOARD MEETINGS FOR 2019-2020 SCHOOL YEAR

A proposed calendar of Business Meetings and Study Sessions for the School Board for July 2019 - June 2020 is shown below. In keeping with Board practice, Business meetings are held once a month and Study Sessions are scheduled throughout the school year.

Therefore, the Superintendent of Schools recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District #622 that pursuant to Policy 205, School Board Business meeting dates will be as follows:

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

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

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

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

February 22, 2020

AND THAT THE regular meeting place for School Board Business meetings shall be in the Board Room in the District Education Center at 6:00 p.m., with the exception of the July 23, 2019 meeting which will be held at 4:30 p.m., or unless otherwise specified,

AND THAT THE regular time for the School Board Work Study Sessions will be at 4:30 p.m. and the meeting place will be posted,

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

MOTION:

SECOND: