



Cambridge-Isanti Schools  
Regular School Board Meeting  
Thursday, June 20, 2019 - 6:30 PM  
Education Center - Community Room 121 A and B

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Agenda Item I: Call Meeting to Order

Commentary by: Tim Hitchings

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Background:

The Board Chair will call the meeting to order.

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Administration Recommendation:

Board action is not required



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Agenda Item II: Pledge of Allegiance  
Commentary by: Tim Hitchings

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Background:

The Board Chair will lead the Pledge of Allegiance.

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Administration Recommendation:  
Board action is not required



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Agenda Item III: Roll Call  
Commentary by: Tim Hitchings

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Background:

The Board Chair will take roll call. A quorum must be established in order for the meeting to proceed.

Board Members:

Tim Hitchings, Board Chair  
Gary Hawkins, Vice Chair  
Lynn Wedlund, Clerk  
Heidi Sprandel, Treasurer  
Aaron Berg, Director  
Nikki Johnson, Director  
Carri Levitski, Director

Ex Officio, Dr. Ray Queener, Superintendent  
Gabby Holboy, Student Representative

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Administration Recommendation:  
Board action is not required



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Agenda Item IV: Approve Agenda

Commentary by: Tim Hitchings

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Background:

Once quorum has been established the Board Chair will request approval of the meeting agenda.

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Administration Recommendation:

To approve the meeting agenda

Motion to approve the meeting agenda made by: \_\_\_\_\_ Seconded by:

\_\_\_\_\_ Action: \_\_\_\_\_



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Agenda Item V: Communications/Recognition

Commentary by:

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Background:

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Administration Recommendation:  
Board action is not required



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Agenda Item VI: School Board Showcase – Activities and Athletics

Commentary by: Mark Solberg, Activities Director

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**Background:**

The Cambridge-Isanti Bluejacket Athletics and Activities Department showcase will feature our Bluejacket Boys' and Girls' Basketball Programs with head coaches Jody Ledahl and Mike McDonald. This year our boys' team was section champions and state team participants while our girls' team was section runner ups.

**We are very proud of our Bluejacket students, and their academic success in the classroom.** Multiple studies have shown that those students that participate in activities, the arts, and athletics; have higher GPAs and graduate at a higher rate than non-participants.

**3.50-4.0- Academic Team Gold Standard:** Gymnastics 3.941, Girls' Cross Country 3.89, Softball 3.76, Girls' Golf 3.74, Girls' Basketball 3.71, Mock Trial 3.71, Girls' Track and Field 3.69, Volleyball 3.68, Boys' Golf 3.67, Girls' Soccer 3.66, Speech 3.66, One Act Play 3.64, Girls' Hockey 3.61, Girls' Tennis 3.56, Girls' Swim and Dive 3.55, Boys' Swim and Dive 3.54, Boys' Cross Country 3.53, Boys' Track and Field 3.32 Academic Gold Standard per M8 Policies due to large numbers on the team, Football 3.08 Academic Gold Standard of the Football Coaches' Association

**3.30-3.49- Academic Team Silver Standard:** Visual Arts 3.48, Boys' Swim and Dive 3.44, Boys' Hockey 3.42, Boys' Basketball 3.42, Wrestling- 3.42, Boys' Tennis 3.40

**3.0- 3.29-** Baseball 3.15, Boys' Soccer 3.14

**Bluejacket Championships won this year:**

Adapted Bowling- State Participants 2019

Boys' Basketball- Section Championship 2019, State Participants 2019

Football- Section Championship 2018, State Participants 2018

Gymnastics- Mississippi 8 Conference Champion 2019, Section Championship 2019, State Participants 2019

One Act Play- Mississippi 8 Conference Champion 2019, Section Championship 2019, State Participants 2019

Boys' Track and Field- Mississippi 8 Conference Champion 2019, True Team Wildcard 2019, State Participants True Team 2019

Girls' Track and Field- 7AA Champions

Wrestling- Mississippi 8 Conference East Side Champion

**Bluejacket Coaches named by their peers as Coaches of the Year:**

Shane Weibel- 7AAAAA Football Coach of the Year

Mike McDonald- 7AAAAA Boys' Basketball Coach of the Year

Jody Ledahl- 7AAAAA Girls' Basketball Coach of the Year

Jeff Kurowski- 7AAAAA Assistant Girls' Basketball Coach of the Year

Megan Schultz- 7AA Assistant Girls' Basketball Coach of the Year

Thea Lowman- 7AA Boys' Tennis Coach of the Year

Jen Magnuson- 7AA Assistant Boys' Tennis Coach of the Year

Michael Galligan- 7AA Girls' Track and Field Coach of the Year

Kent Viesselman- 7AA Boys' track and Field Coach of the Year

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Administration Recommendation:

Board action is not required



## 2018-19 Cambridge-Isanti Athletics/Activities Revenue & Expenses

### Revenue

#### Athletic/Activities Fees

Cambridge-Isanti High School	\$28,828.00
Cambridge Middle School	\$9,430.00
Isanti Middle School/Minnesota Center	\$6,391.00
Rschool credit card payments - all schools	\$153,130.00
RevTrack credit card payments - all schools	\$24,585.00
<b>Total</b>	<b>\$222,364.00</b>

#### Gate Receipts

Hockey-Girls	\$7,009.00
Hockey-Boys	\$10,558.00
Football	\$21,552.00
Wrestling	\$5,736.00
Basketball-Boys	\$9,664.00
Basketball-Girls	\$7,854.00
Gymnastics	\$3,095.00
Swim/Dive-Boys	\$1,722.00
Swim/Dive-Girls	\$3,852.00
Volleyball	\$3,184.00
Soccer/Boys & Girls	\$3,367.00
Track & Field/Boys & Girls True Team	\$2,330.00
<b>Total Gate Receipts</b>	<b>\$79,923.00</b>

#### Girls Hockey Coop Agreements

Mora	\$6,734.10
Pine City	\$9,678.80
<b>Total Coop Agreements</b>	<b>\$16,412.90</b>

<b>TOTAL REVENUE COLLECTED</b>	<b>\$395,772.62</b>
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### Expenses

Salaries & Benefits (Coaches and Advisors)	\$ 950,000.00
Middle and High School Supplies	\$ 98,172.00
<b>Total Expenses</b>	<b>\$ 1,048,172.00</b>

#### Invitational Fees

Track & Field-Boys & Girls	\$3,710.00
Cross Country-Boys & Girls	\$1,330.00
Golf-Boys	\$1,820.00
Golf-Girls	\$1,120.00
Speech	\$2,238.00
Swim/Dive-Girls	\$570.00
Swim/Dive-Boys	\$1,080.00
Gymnastics	\$2,300.00
Wrestling	\$2,800.00
<b>Total Invitational Fees</b>	<b>\$16,968.00</b>

#### Outside Revenue

Diamond Club - hire additional coaches	\$6,121.20
ECM - sports poster sales	\$1,000.00
Girls' Swim/Dive Boosters - coach bus to Bemidji	\$1,185.00
Hoops Boosters - Boys BB coach bus to Sioux Falls	\$839.84
Hoops Boosters - Girls BB coach buses to Hermantown & Brainerd	\$898.55
Mike Bell - hockey goalie equipment donation	\$900.00
MSHSL Foundation - purchase 2 AEDs	\$2,974.36
MSHSL Foundation - student participation scholarship	\$8,147.00
One Track Mind Boosters - hire additional coaches	\$1,600.00
Redliners Girls' Hockey Boosters - coach bus to GR & Pequot Lks	\$1,040.25
Robotics - donations to run program	\$19,925.93
Robotics Boosters - hire additional coaches	\$4,564.84
Section 7AA balance share	\$1,499.25
Soccer Boosters - TCF Bank Stadium trip to watch pro soccer	\$376.00
Softball Boosters - coach bus to Duluth East	\$430.50
Wrestling Boosters - hire additional coaches	\$8,000.00
Zimmerman & Princeton - shared state speech tourney bus	\$602.00

<b>Total Outside Revenue</b>	<b>\$60,104.72</b>
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### Net

Total Revenue Collected	\$395,772.62
Total Expenses	\$ (1,048,172.00)
<b>Net Revenue/(Expenses)</b>	<b>\$ (652,399.38)</b>



## 2018-19 Cambridge-Isanti Athletics/Activities Duplicated & Unduplicated Counts

Sport/Activity	CIHS Boys	CIHS Girls	CMS Boys	CMS Girls	IMS/MnCtr Boys	IMS/MnCtr Girls
Adapted Bowling	17	8				
Band	117	170	270	209	101	125
Baseball	44		44		29	
Basketball	37	31	49		34	24
Cheerleading-Fall		22				
Choir	49	171	189	248	114	135
Cross Country	31	18	9	9	1	1
Football	132		95		60	
Golf	16	19	14	11	15	6
Gymnastics		18				3
Hockey	30	28			1	
Mock Trial	3	15				
One Act Play	3	23				
Robotics	32	3	7		4	
Soccer	39	46	13	25	5	19
Softball		25		26		26
Speech	4	24	2	3	1	6
Swimming/Diving	15	40	5	23	5	5
Tennis	21	34	7	8	5	3
Track and Field	89	84	29	54	9	24
Visual Arts	6	11				
Volleyball		50		27		50
Wrestling	43	1	21	1	17	
<b>TOTALS</b>	<b>728</b>	<b>841</b>	<b>754</b>	<b>644</b>	<b>401</b>	<b>427</b>

Cambridge-Isanti High School non-duplicated athletic counts  
(If a student plays three sports, still counts as one)

**Males            360**  
**Females        323**



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Agenda Item VII: Open Forum

Commentary by: Community Members

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Background:

An opportunity for members of the community to address the Board.

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Administration Recommendation:  
Board action is not required



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Agenda Item VIII: Board Committees

Commentary by: Committee Members

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Background:

- A. Board Standing Committee Reports (minutes attached)
- B. Board Representative Committee Reports
- C. Legislative Information
- D. Student Representative Board Report
- E. School Board Member Good News Report

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Administration Recommendation:  
Board action is not required



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Agenda Item IX: Administration Reports

Commentary by: Administrators

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Background:

Administration will provide an update to the School Board.

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Administration Recommendation:  
Board action is not required



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Agenda Item X – Non Action Item A: Positive Behavioral Interventions and Supports (PBIS)  
Update

Commentary by: Dr. Brenda Damiani

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Background:

The PBIS team updates the board twice a year regarding our district PBIS initiatives. In the fall we share our plan for the school year and in the spring we come to you to celebrate the successes of PBIS throughout our district.

We are pleased to share that this year Cambridge-Isanti Schools received the Exemplar PBIS District Award from Minnesota Department of Education and Isanti Intermediate School/School for All Seasons received the Exemplar Sustaining PBIS School Award!

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Administration Recommendation:

Board action is not required at this time



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Agenda Item X – Non Action Item B: Policy 208 – Development, Adoptions, and  
Implementation of Policies

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the changes and modifications in the attached policy for first reading.

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Administration Recommendation:  
Board action is not required

**POLICY 208**

*Adopted:* \_\_\_\_\_ *MSBA/MASA Model Policy 208*

*Orig. 1995*

*Revised:* \_\_\_\_\_ *Rev. 2015*

**208—DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

~~*[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]*~~

**I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy—making role of the school board and provide the means for it to continue to be an ongoing effort.

**II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in ~~the~~ form which is sufficiently explicit to guide administrative action.

**III. DEVELOPMENT OF POLICY**

A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.

B. The school board’s written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration. Administrative regulations shall be consistent with school board policies.

C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

**IV. ADOPTION OF POLICY**

A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

C. In the case of an emergency, a new or modified policy or if a suspension of a policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption or suspension of the policy shall be included in the minutes. The emergency policy or policy suspension shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the ~~modified~~ modified policy may be approved at one meeting at the discretion of the school board.

## V. IMPLEMENTATION OF POLICY

~~It shall be the responsibility of the~~

A. The superintendent ~~to implement~~ shall be responsible for implementing school board policies ~~and to, other than the policies that cover how the school board will operate. The superintendent shall~~ develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. ~~The~~ These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

*[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]*

B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.

~~It shall be the responsibility of the~~

C. The superintendent, employees designated by the superintendent, and individual school board members ~~to keep~~ shall be responsible for keeping the policy manuals current.

D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 —Family and Medical Leave Policy; 413 —Harassment and Violence; 414 —Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 —Mandated Reporting of Maltreatment of Vulnerable Adults; 506 —Student Discipline; 514 —Bullying Prohibition Policy; 522 —Student Sex Nondiscrimination; 524 —Internet Acceptable Use and Safety

Policy; 616—School District System Accountability; and 806—Crisis Management Policy.

E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

**Source:** Cambridge-Isanti Schools

**Legal References:** [Minn. Stat. § 123B.02, Subd. 1 \(School District Powers\)](#)  
[Minn. Stat. § 123B.09, Subd. 1 \(School Board Powers\)](#)

**Cross References:** [MSBA/MASA Model Policy 305](#) —(Policy Implementation)

**Reviewed:** 1-24-02, 8-21-03, 3-16-04, 2-25-05, 2-21-06, 9-24-09, 9-20-12, 9-18-14, 6-20-19

**Approved:** 2-21-02, 9-18-03, 4-22-04, 3-17-05, 3-23-06, 9-24-09, 10-23-14



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Agenda Item X – Non Action Item C: Policy 209 – Code of Ethics

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the changes and modifications in the attached policy for first reading.

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Administration Recommendation:  
Board action is not required

**POLICY 209**

*Adopted:* \_\_\_\_\_ *MSBA/MASA Model Policy 209*

*Orig. 1995*

*Revised:* \_\_\_\_\_ *Rev. 2009*

**209—CODE OF ETHICS**

**I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

**II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

**A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

- 1.** Attend school board meetings.
- 2.** Come to the meetings prepared for discussion of the agenda items.
- 3.** Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
- 4.** Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
- 5.** Support the decision of the school board, even if my position concerning the issue was different.
- 6.** Recognize the integrity of my predecessors and associates and appreciate their work.
- 7.** Be primarily motivated by a desire to provide the best possible education for the students of my school district.
- 8.** Inform myself about the proper duties and functions of a school board member.

**B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

- 1.** Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run; not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

**Source:** Cambridge-Isanti Schools

**Legal References:** [Minn. Stat. § 123B.02, Subd. 1 \(School District Powers\)](#)  
[Minn. Stat. § 123B.09 \(School Board Powers\)](#)  
[Minn. Stat. § 123B.143, Subd. 1 \(Superintendent\)](#)

**Cross References:** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics.

**Reviewed:** 1-24-02, 4-22-04, 7-22-10, 9-18-14, 6-20-19

**Approved:** 2-21-02, 4-22-04, 8-19-10, 10-23-14



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Agenda Item X – Non Action Item D: Policy 210 – Conflict of Interest – School Board  
Members

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the changes and modifications in the attached policy for first reading.

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Administration Recommendation:  
Board action is not required

*Adopted:* \_\_\_\_\_ *MSBA/MASA Model Policy 210*

*Orig. 1995*

*Revised:* \_\_\_\_\_ *Rev. 2008*

**210—CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS**

*[Note: The provisions of this policy substantially reflect legal requirements.]*

**I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

**III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

**A.** A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

**B.** In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:

**1.** In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

**2.** The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only

newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.

c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:

(1) The name of the school board member and the office held;

(2) An itemization of the goods or services furnished;

(3) The contract price;

(4) The reasonable value;

(5) The interest of the school board member in the contract; and

(6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

~~5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.)~~

56. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In the following ~~circumstance~~ circumstances, the school board may as an exception,

by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **CONFLICT**

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of ~~the~~ renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

#### **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

**Source:** Cambridge-Isanti Schools

**Legal References:** [Minn. Stat. § 122A.40, Subd. 3 \(Teacher Hiring, Dismissal\)](#)  
[Minn. Stat. § 123B.195 \(Board Member’s Right to Employment\)](#)  
[Minn. Stat. § 471.87 \(Public Officers; Interest in Contract; Penalty\)](#)  
[Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 \(Exceptions\)](#)  
[Minn. Stat. § 471.89 \(Contract, When Void\)](#)  
[Op. Atty. Gen. 437-A-4, March 15, 1935](#)  
[Op. Atty. Gen. 90-C-5, July 30, 1940](#)  
[Op. Atty. Gen. 90-A, August 14, 1957](#)

**Cross References:** [~~MSBA/MASA Model~~ Policy 101 —\(Legal Status of the School Board\)](#)  
[~~MSBA/MASA Model~~ Policy 209 —\(Code of Ethics\)](#)  
[MSBA Service Manual, Chapter ~~3, The~~1, School ~~Board and Its~~District Governance, Powers and Duties](#)

**Reviewed:** 09-08-14, 6-20-19

**Approved:** 10-23-14



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item X – Non Action Item E: Policy 211 – Criminal or Civil Action Against School  
District, School Board Member, or Employee or Student

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the changes and modifications in the attached policy for first reading.

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Administration Recommendation:  
Board action is not required

**POLICY 211**

*Adopted:* \_\_\_\_\_ *MSBA/MASA Model Policy 211*

*Orig. 1995*

*Revised:* \_\_\_\_\_ *Rev. 2006*

**211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT**

**I. PURPOSE**

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

**II. GENERAL STATEMENT OF POLICY**

**A.** The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.

**B.** In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.

**C.** The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

**III. CIVIL ACTIONS**

**A.** Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

**B.** Pursuant to Minn. Stat. ~~43B~~**§123B**.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will

choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

It is the

The policy of the school district is that its officers and employees will normally not be involved in ~~provided~~ providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to

reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

#### B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

#### C. Criminal Investigations

It is the

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.

2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

#### D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

#### V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

*Source:* Cambridge-Isanti Schools

***Legal References:*** [Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)  
[Minn. Stat. §§ 121A.40-121A.56 \(Pupil Fair Dismissal Act\)](#)  
[Minn. Stat. § 123B.02, Subd. 20 \(Legal Counsel, Reimbursement\)](#)  
[Minn. Stat. § 123B.25\(b\) \(Actions Against Teachers\)](#)  
[Minn. Stat. § 466.07, Subd. 1 \(Indemnification\)](#)  
[20 U.S.C. § 1232g \(Family Educational Rights and Privacy Act\)](#)  
[42 U.S.C. § 1983 \(Civil Action for Depriving Rights\)](#)  
[Minn. Op. Atty. Gen. 169 \(Mar. 7, 1963\)](#)  
[Minn. Op. Atty. Gen. 169 \(Nov. 3, 1943\)](#)  
[\*Dyppress v. School Committee of Boston\*, 446 N.E.2d 1099 \(Mass. App. Ct. 1983\)](#)  
[\*Wood v. Strickland\*, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 \(1975\)](#)

***Cross References:*** ~~[MSBA/MASA Model Policy 403](#)~~ —(Discipline, Suspension, and Dismissal of School District Employees)  
~~[MSBA/MASA Model Policy 406](#)~~ —(Public and Private Personnel Data)  
~~[MSBA/MASA Model Policy 408](#)~~ (Subpoena of a School District Employee)  
~~[MSBA/MASA Model Policy 414](#)~~ —(Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
~~[MSBA/MASA Model Policy 506](#)~~ —(Student Discipline)  
~~[MSBA/MASA Model Policy 515](#)~~ —(Protection and Privacy of Pupil Records)

***Reviewed:*** 1-24-02, 2-24-05, 3-22-07, 9-18-14, 6-20-19

***Approved:*** 2-21-02, 3-17-05, 4-19-07, 10-23-14



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item X – Non Action Item F: Policy 714 – Fund Balances

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the changes and modifications in the attached policy for first reading.

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Administration Recommendation:  
Board action is not required

*Adopted:* \_\_\_\_\_ *MSBA/MASA Model Policy 714*

\_\_\_\_\_ *Orig. 2011*

*Revised:* \_\_\_\_\_

\_\_\_\_\_

**714—FUND BALANCES**

*[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]*

**I. PURPOSE**

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

**III. DEFINITIONS**

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers

and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

#### IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

#### V. MINIMUM FUND BALANCE

The school district will ~~strive to~~ maintain a minimum ~~unrestricted~~~~unassigned~~ general fund balance of ~~{12.5 — 10-15~~ percent of the annual expenditure budget, a food service fund balance of 10-25\* percent\* of the annual expenditure budget and community service fund balance of 10-15 percent of the annual expenditure budget. ~~{ — months of operating expenses.}~~

\*Note: Reason for the The larger percentage range for the food service fund balance is due to planning of accommodate the allowable shifting of some general fund costs to the food service fund every three years, as is outlined in Minn. Stat. § 124D.111, subd. 3.

~~[Note: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]~~

## **VI. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

~~[Note: The school board determines this order.]~~

## **VII. COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

## **VIII. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: ~~Director of Finance and Operations~~ Superintendent or Designee. ~~[Specify individual(s), such as the superintendent, business manager, etc., or an entity, such as the finance committee, authorized to make these assignments.]~~ Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

## **STABILIZATION ARRANGEMENTS**

~~[Note: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]~~

## IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum ~~unrestricted~~unassigned general fund balance level.

**Source:** Cambridge-Isanti Schools

~~*[Note: The school board should determine the review period adequate for their school district and change “an annual” to “a quarterly” or “a monthly” or some other time frame if appropriate.]*~~

**Legal References:** Statement No. 54 of the Governmental Accounting  
Standards Board ~~(GASB)~~

**Cross References:** MSBA Service Manual, Chapter 7, Education Funding

**Reviewed:** 4-21-11, 03-19-15, 6-20-19

**Approved:** 5-19-11, 04-23-15



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item X – Non Action Item G: Policy 207 – Public Hearings

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the changes and modifications in the attached policy for first reading.

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Administration Recommendation:  
Board action is not required

Adopted: \_\_\_\_\_ MSBA/MASA Model Policy 207

Orig. 1995

Revised: \_\_\_\_\_ Rev. 2009

## **PUBLIC HEARINGS**

### **I. PURPOSE**

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish ~~the~~ procedures to efficiently receive public input.

### **II. GENERAL STATEMENT OF POLICY**

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

### **III. PROCEDURES**

#### **A. Public Hearings**

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings; (Minn. Stat. § 123B.51), education district establishment; (Minn. Stat. § 123A.15), and agreements for secondary education; (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

#### **B. Notice of Public Hearings**

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

#### **C. Public Participation**

\_\_\_\_\_ The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. ~~IN~~ In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board. The school board may, however, utilize a less formal approach to public participation. The Chair of the school board will announce the participation process at the beginning of the public hearing.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

**Source:** Cambridge-Isanti Schools

**Legal References:** [Minn. Stat. § 123A.15 \(Education District Establishment\)](#)  
[Minn. Stat. § 123A.30 \(Agreements for Secondary Education\)](#)  
[Minn. Stat. § 123B.51 \(School Closings\)](#)

**Cross References:** [MSBA/MASA Model Policy 206](#) —(Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings)

**Reviewed:** 2-21-02, 7-22-10, 09-18-14, 6-20-19

**Approved:** 3-21-02, 7-22-10, 10-23-14



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XI: Consent Agenda  
Commentary by: Tim Hitchings

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Background:

- A. May 23, 2019 Regular School Board Minutes
- B. Bills & Wire Transfers  
A copy of the Bills & Wire Transfers is available for your review
- C. Personnel Action - *REVISED*  
A summary of personnel actions for this month is attached, including hires, retirements, leaves of absence, and change in assignments, additional assignments, resignations and terminations.

Any items board members wish to have considered as a separate action?

Board approval of consent agenda is needed.

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Administration Recommendation:  
To approve the consent agenda

Motion to approve Consent Agenda made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Action: \_\_\_\_\_



## MINUTES

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The Regular School Board Meeting of Cambridge-Isanti Schools was held on Thursday, May 23, 2019 - 6:30 PM at the Education Center - Community Room 121 A and B.

With Chair Tim Hitchings, Vice Chair Gary Hawkins, Treasurer Heidi Sprandel, Clerk Lynn Wedlund and Directors Nikki Johnson, Carri Levitski; and Ex Officio, Superintendent Dr. Ray Queener, Student Representative Gabrielle Holboy

Absent: Director Aaron Berg

- I. Call Meeting to Order – Tim Hitchings called the meeting to order at 6:30 p.m.
- II. Pledge of Allegiance - Tim Hitchings led the Pledge of Allegiance
- III. Roll Call – Aaron Berg absent
- IV. Approve Agenda – Motion to approve the agenda made by Gary Hawkins, seconded by Carri Levitski. Motion carried unanimously
- V. Communications/Recognition
  - A. Early Childhood May Day Basket presented by Kim Goodmanson early childhood coordinator
  - B. The Blue League presented by Tim Zemke
- VI. School Board Showcase – presented by Nate Huff director of Food Services. Director Huff shared a recap of 2018-19 school year in food services and updates on legislation.
- VII. Open Forum - none
- VIII. Board Committees – no additional information
- IX. Administration Reports – no additional information
- X. Non Action Items
  - A. Volunteer Program Update – presented by Dave Maurer director of Community Education and Christina Buckingham volunteer services specialist.
  - B. Facility Use Study – presented by Dave Maurer
  - C. Updated Fiscal Year 2019-20 Budget Information – presented by Kris Crocker.
  - D. Policy 203 - Operation of the School Board - Governing Rules – presented by Julia Lines. This is a first review, no board action is required.
  - E. Policy 203.1 - School Board Procedures; Rules of Order – presented by Julia Lines. This is a first review, no board action is required.
  - F. Policy 203.2 - Order of the Regular School Board Meeting – presented by Julia Lines. This is a first review, no board action is required.
  - G. Policy 203.5 - School Board Meeting Agenda – presented by Julia Lines. This is a first review, no board action is required.
  - H. Policy 203.6 - Consent Agendas – presented by Julia Lines. This is a first review, no board action is required.
  - I. 2019-20 Student Handbook Updates – presented by Brenda Damiani. This is a first reading, no board action is required.
- XI. Consent Agenda – Motion made to approve the consent agenda with the personnel action list as a separate item made by Carri Levitski, seconded by Lynn Wedlund. Motion carried unanimously. Motion to approve personnel action list made by Tim Hitchings, seconded by Carri Levitski. Motion carried with Nikki Johnson abstaining.
- XII. Treasurer's Report – Motion to approve the treasurer's report, subject to audit, made by Nikki Johnson, seconded by Carri Levitski. Motion carried unanimously.
- XIII. Action Items

- A. Gifts and Donations - presented by Kris Crocker. C-I Schools gratefully accepts donations from Comprehensive Health Clinics, Bluejacket Robotics, Pat Bourke, Cambridge Family Dental, Education MN, Vanpro, Inc, Bronco Trucking, LLC, Michelle Anderson, John J. Marshall, Sr., Schlagel, Inc., Allina Health Systems, Mary Kay Thomas, Scottie and Son Auto Center, LTD, First Bank & Trust, and MN Safe Ride. Motion to adopt the resolution made by Heidi Sprandel, seconded by Gary Hawkins. Roll call vote: Nikki Johnson – yes; Carri Levitski – yes; Heidi Sprandel – yes; Tim Hitchings – yes; Lynn Wedlund – yes; Gary Hawkins – yes; Aaron Berg – absent. Whereupon said resolution was declared duly passed and adopted.
- B. 2019-20 Meal Price Changes – presented by Nate Huff. Motion made by Lynn Wedlund, seconded by Nikki Johnson to approve 2019-20 Meal Price Changes. Motion carried unanimously.
- C. 2019 Pavement Bid – presented by Kris Crocker. Motion made by Carri Levitski, seconded by Nikki Johnson. Motion carried unanimously.
- D. Award Sale of 2019 Certificates of Participation – presented by Kris Crocker. Motion made by Heidi Sprandel, seconded by Gary Hawkins. Motion carried unanimously.
- E. FY 2018-19 Building Construction Fund Budget – presented by Kris Crocker. Motion made by Carri Levitski, seconded by Lynn Wedlund. Motion carried unanimously.
- F. FY 2019-20 Operating Capital and Long Term Facilities Maintenance Projects and Budget – presented by Kris Crocker. Motion made by Tim Hitchings, seconded by Carri Levitski. Motion carried unanimously.
- G. Policy 408 - Subpoena of a School District Employee – presented by Julia Lines. Motion made by Lynn Wedlund, seconded by Gary Hawkins. Motion carried unanimously.
- H. Policy 701 - Establishment and Adoption of School District Budget – presented by Julia Lines. Motion made by Nikki Johnson, seconded by Carri Levitski. Motion carried unanimously.
- I. Policy 712 - Video Surveillance Other Than on Buses – presented by Julia Lines. Motion made by Gary Hawkins, seconded by Heidi Sprandel. Motion carried unanimously.
- J. Policy 720 - Sales of Food and Beverages – presented by Julia Lines. Motion made by Carri Levitski, seconded by Heidi Sprandel. Motion carried unanimously.
- K. Policy 806 - Crisis Management Policy – presented by Julia Lines. Motion made by Lynn Wedlund, seconded by Heidi Sprandel. Motion carried unanimously.
- L. Non-Renewal of Probationary Teachers – presented by Julia Lines. Motion made by Gary Hawkins, seconded by Tim Hitchings. Motion carried unanimously.
- M. Memorandum of Understanding between C-I Schools and Education Minnesota Cambridge-Isanti – presented by Julia Lines. Motion made by Heidi Sprandel, seconded by Carri Levitski. Motion carried unanimously.
- N. ECMECC Joint Powers of Agreement – presented by Ray Queener. Motion made by Lynn Wedlund, seconded by Heidi Sprandel. Motion carried unanimously.
- O. Memorandum of Understanding between C-I Schools and Education MN Cambridge-Isanti – presented by Ray Queener. Motion made by Heidi Sprandel, seconded by Gary Hawkins. Motion carried unanimously.
- P. Resignation Notice – presented by Ray Queener. Motion to accept the resignation of Superintendent Queener made by Nikki Johnson, seconded by Gary Hawkins. Motion carried unanimously.
- XIV. Adjournment – Motion to adjourn made by Carri Levitski, seconded by Lynn Wedlund. Motion carried unanimously at 8:25 p.m.

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School Board Clerk

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Date



NEW HIRES				
NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Kayla Ellingson	Special Education IA Long-term Sub	IPS	Full-time Temporary	5/13/2019
Cheryl Attwood	Special Education Teacher	CIHS	Full-time	8/26/2019
Alexander Anderson	Special Education IA Long-term Sub	IMS/MNC	Full-time Temporary	5/6/2019
Alana Cooper	Food Service Assistant	IPS	Part-time	5/20/2019
Jennifer Klingensmith	Special Education Teacher	CPS	Full-time	8/26/2019
Ciarah Thoreson	Early Childhood Special Education Teacher	IPS	Full-time	8/19/2019
Jana Swanson	Youth Program Instructor	CommEd	Part-time	6/4/2019
Katarzyna Niles	Special Education Teacher	CIHS	Full-time	8/26/2019
Sarag Oberg	Special Education Teacher	CIHS	Full-time	8/26/2019
Stephen Larson	Math Teacher	CIHS	Full-time	8/26/2019
Bobbie Tews	Special Education Teacher	CIHS	Full-time	8/26/2019
Amy Reisdorf	English Language Teacher	District Wide	Full-time	8/20/2019
Amanda Hawn	Early Childhood Special Education Evaluation Teacher	IPS & CPS	Full-time	8/26/2019
Julie Sook	ADSIS Behavior Interventionist	CMS	Full-time	8/26/2019
Travis Evenson	Buildings and Grounds Director	ESC	Full-time	7/1/2019
RESIGNATION/TERMINATION/RETIREMENT				
NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Andrea (Annie) Birkholz	8th Grade Softball Coach	CMS	Resignation	5/9/2019
Michael Thom	August Year Round School Bus Driver	Transportation	Resignation	8/1/2019
Jackie Alderman	FCCLA Advisor	CIHS	Resignation	6/7/2019
Desiree Petrich	Special Education IA	IIS	Resignation	6/7/2019
Jim (James) Kelly	School Bus Driver Substitute	Transportation	Retirement	6/7/2019
Courtney Strelow	Special Education Teacher and Student Council Advisor	CIHS	Resignation	6/7/2019
Tim Kosel	8th Grade Advisor	CMS	Resignation	6/30/2019
Sarah Fletcher	Special Education IA	CPS	Resignation	5/21/2019
Robert Miller	Head Robotics Coach	CIHS	Resignation	5/21/2019
Elizabeth Bruder	Middle School Girls' Soccer Coach	IMS/MNC	Resignation	7/1/2019
Todd Smrekar	NHS Advisor	CIHS	Resignation	6/7/2019
Tara Gann	Student Council Advisor and BILT Representative	CIHS	Resignation	6/7/2019
Darla Peterson	0.5 10th Grade Advisor	CIHS	Resignation	6/7/2019
Kristen Leight	Food Service Assistant	CIHS	Resignation	6/6/2019
Patrick Brekke	Food Service Assistant	CPS/CIS	Resignation	6/7/2019
Gina Thul	Instructional Assistant	CIHS	Retirement	6/7/2019
Simone Cole	Crossing Guard & Breakfast Supervision	IPS	Resignation	6/7/2019
David Mills	Adventure Center Program Assistant One-on-One	CommEd	Resignation	6/4/2019
Jean Larkin	Administrative Assistant, Class 3 Long-term Sub	CIHS	End of Assignment	6/7/2019
Dayna Jerome	Spanish Teacher Long-term Sub	CIHS	End of Assignment	6/7/2019
Kayla Ellingson	Special Education IA Long-term Sub	IPS	End of Assignment	6/7/2019
Kristin Hall	Academic Coach	CMS	Resignation	6/30/2019
Kristianna Lockwood	Math Teacher	IMS/MNC	Resignation	7/1/2019

Lindsee Dall	Special Education IA Long-term Sub	IPS	End of Assignment	6/7/2019
Kelsi Pierce	Special Education IA long-term Sub	IPS	End of Assignment	6/7/2019
Faith Supan Schaal	Kindergarten IA long-term Sub	IPS	End of Assignment	6/7/2019

**CHANGE OF ASSIGNMENT**

NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Lindsey Fedder	From CPS Teacher to CMS Health Teacher	CMS	Full-time	7/1/2019
Cody Kielsa	Freshman Baseball Coach adding Asssistant Boys' Hockey Coach	CIHS	Part-time	5/22/2019
Bailey Hastings	Teacher and Assistant Track and Field Coach adding JV II Girls' Soccer Coach	CIHS	Full-time	5/10/2019
Joseph Lakeberg	From 0.6 FTE Riverside PE/Health Teacher and 0.4 FTE Work Experience Teacher to 0.6 FTE Riverside PE/Health Teacher and 0.2 FTE IIS/SFAS Physical Education Teacher	Riverside Academy	Full-time	7/1/2019
Raina Brockman	From Non-Renewal Teacher to Early Childhood Special Education Teacher	IPS	Full-time	7/1/2019
Robert Miller	Teacher adding Assistant Girls' Tennis Coach	CIHS	Full-time	5/28/2019
Jeannette Danielson	From CPS Kindergarten IA to IPS Kindergarten IA	IPS	Part-time	6/8/2019
Michelle Vogel	From 1.0 FTE CMS English Teacher to 0.5 FTE CIHS English Teacher	CIHS	Part-time	7/1/2019
Tynaia Otier	Building Monitor adding Birthday Parties	CommEd	Part-time	3/4/2019
Jason Goetz	Building Monitor adding Birthday Parties	CommEd	Part-time	3/4/2019
Layne Hunter	Building Monitor adding Birthday Parties	CommEd	Part-time	3/4/2019
Tawnay Fletcher	Building Monitor adding Birthday Parties and Youth Program Instructor	CommEd	Part-time	3/4/2019
Grace Zierden	CMS Long-term Sub Teacher adding CIHS Freshman Volleyball Coach	CIHS	Full-time	5/28/2019
Gary Steffenson	From Moving Forward Special Education Teacher to CIHS Work Experience Special Education Teacher	CIHS	Full-time	7/1/2019
Jessica Petrik	From IIS Grade 4 Teacher to SFAS Primary Grades Teacher	SFAS	Full-time	7/1/2019
Rebecca Dey	From Media Center IA Long-term Sub to Media Center IA	IIS/SFAS	Part-time	7/1/2019
David Stebbins	Middle School Boys' Soccer Coach adding JV Boys' Soccer Coach	CIHS	Part-time	6/4/2019
Mitchell Gracik	Art Teacher adding 7th Grade Football Coach	IMS/MNC	Full-time	7/1/2019
Curtis Gustafson	From Non-renewal Teacher to IMS/MNC Math Teacher	IMS/MNC	Full-time	7/1/2019

**Leave Requests**

NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Stacy Storm	Instructional Assistant, return from leave effective approximately 05/06/2019	CIHS	Full-time	5/6/2019
Joan Sauter	School Bus Driver, leave effective approximately 05/20/2019-07/07/2019	Transportation	Part-time	5/20/2019
Amber Vandervegt	Adventure Center Program Assistant, leave effective approximately 06/12/2019-08/23/2019	CommEd	Part-time	6/12/2019
Julie Wells	Teacher, leave effective approximately 3/18/19-4/25/19	CIS	Full-time	3/18/2019
Cassandra Ott	Teacher, leave effective approximately 08/26/19-10/16/2019	IIS	Full-time	8/26/2019

**Position Authorizations**

TITLE	BUILDING	STATUS



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XII: Treasurer's Report

Commentary by: Heidi Sprandel

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Background:

Heidi Sprandel, Board Treasurer, will give recommendation for treasurer's report subject to audit. The Board Treasurer and Director of Finance and Operations meet once a month to review the previous month's financial activity. Reports that are reviewed are the treasurer's report, payment registers, and employee reimbursement report.

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Administration Recommendation:

To approve the treasurer's report subject to audit

Motion to approve treasurer's report subject to audit

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

## TREASURER'S REPORT MAY 2019

SMART-FINANCE Reconciliation	<i>General Fund*</i> <i>Fund 1,3,5,21</i>	<i>Food Service</i> <i>Fund 2</i>	<i>Community</i> <i>Education</i> <i>Fund 4</i>	<i>Building</i> <i>Construction</i> <i>Fund 6</i>	<i>Debt</i> <i>Redemption</i> <i>Fund 7</i>	<i>Internal</i> <i>Service</i> <i>Fund 20</i>	<i>Trust &amp;</i> <i>Agency*</i> <i>Fund 8,30,31,32</i>	<i>Total</i>
<b>Beginning Balance from (4-30-19)</b>	5,670,802.03	552,087.46	90,824.15	(514,342.49)	2,692,148.86	4,615,387.97	544,250.40	\$ 13,651,158.38
<i>Receipts</i>	5,724,313.23	244,610.27	238,348.89	-	1,951,163.44	772,737.50	334,599.40	\$ 9,265,772.73
<i>Payroll</i>	(4,091,859.26)	(108,352.03)	(182,957.65)	-	-	-	(37,540.10)	\$ (4,420,709.04)
<i>Bills &amp; Journal Entries</i>	(682,711.76)	(120,800.42)	(26,424.46)	(30,103.67)	-	(496,734.97)	(357,120.04)	\$ (1,713,895.32)
<b>End Balance (5-31-19)</b>	6,620,544.24	567,545.28	119,790.93	(544,446.16)	4,643,312.30	4,891,390.50	484,189.66	16,782,326.75
 <b>Treasurer's Balance</b>	 6,620,544.24	 567,545.28	 119,790.93	 (544,446.16)	 4,643,312.30	 4,891,390.50	 484,189.66	 16,782,326.75
 <b>Total</b>								 <b>\$ 16,782,326.75</b>

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**\*Fund Descriptions:**

Fund 1 - General Fund  
 Fund 3 - Transportation  
 Fund 5 - Operating Capital & Long-Term Facilities Maint.  
 Fund 21 - Student Activities  
*These four funds are separated for internal tracking. When data is submitted to MDE these four funds are reported as a total General Fund.*  
 Fund 20 - Self Funded Health & Dental Plans  
 Fund 8 - Trust Fund (not currently in use)  
 Agency Fund 30 - ECMECC  
 Agency Fund 31 - Rum River Special Education Cooperative  
 Agency Fund 32 - Oak Land Cooperative

**BANK Reconciliation**

<i>Payroll Checking - 1.0%</i>	\$ 439,719.05
<i>Outstanding Checks - PR</i>	(13,330.30)
<i>A/P Checking - 1.0%</i>	830,502.45
<i>Outstanding Checks - AP</i>	(284,504.19)
<i>MSDMAX - 2.36%</i>	3,771,493.87
<i>MSDLAF - 2.26%</i>	12,038,365.87
<i>Petty Cash</i>	80.00
<b>Total</b>	<b>\$ 16,782,326.75</b>

The purpose of the Treasurer's Report is to show a summary of all receipts received, accounts payable paid, and payroll paid within the previous month; as well as a cash reconciliation.



Cambridge-Isanti Schools  
 Regular School Board Meeting Date:  
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Agenda Item XIII – Action Item A: Gifts and Donations

Commentary by: Dr. Ray Queener

Background: Therefore the Director of Finance and Operations recommends the following resolution:

Minnesota Statutes 12B.02, Subd. 6 provides: “The board may 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, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

School Board Policy 706 establishes guidelines for the acceptance of gifts/donations to the District; and

Minnesota Statute 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED that the School Board of Cambridge-Isanti Schools, ISD 911 accept with appreciation the following gifts/donations and permit their use as designated by the donor(s).

<b>Date</b>	<b>Donor</b>	<b>Site</b>	<b>Item/Nature of Gift/Donation</b>	<b>Value/Amount</b>
5/31	MSHSL Foundation	Athletics & Activities	Grant	\$2,974.36
5/30	Shannon Shogren	CIHS Music	Donation	\$300.00
5/31	Bluejacket Robotics	German Club	Donation	\$200.00
5/30	C-I Grand Slammers	Coach Stipend	Donation	\$1,167.65
5/20	Allina Health Dollars for Doers	IPS	Donation	\$100

5/13	C-I Diamond Club	Coach Stipend	Donation	\$6,121.20
5/21	ML Corporate Ventures	Safety Camp	Donation	\$500.00
5/21	Anonymous	IPS Lunch	Donation	\$40.00
5/22	Neil and Lindsay Lee Johnson	Grad Band	Donation	\$50.00
5/30	City Center Market	Hardy Center Performances	Donation	\$325.00
5/30	Midco	Hardy Center Performances	Donation	\$250.00

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Administration Recommendation: To adopt resolution

Motion to adopt resolution to accept gifts, grants or devise of real or personal property made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_

Carri Levitski: \_\_\_\_\_

Heidi Sprandel: \_\_\_\_\_

Tim Hitchings: \_\_\_\_\_

Lynn Wedlund: \_\_\_\_\_

Gary Hawkins: \_\_\_\_\_

Aaron Berg: \_\_\_\_\_

Whereupon said resolution is declared duly passed and adopted.



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII: Action Item B: New Facility 7 Critical Contracts

Commentary by: Mark Eisenbacher

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Background:

When our strategic plan was created in 2014, strategy IV – action plan 5 stated, “District facilities are updated to increase and enhance community use and accessibility.” From this plan we embarked into a comprehensive facility study. Over the past three school years we have been discussing the facility study, the facility study advisory committee met and created many projects that now, along with a comprehensive maintenance plan, make up what is our facility study. While this summarizes much work, our facility study is just the beginning of our future planning for our facilities and grounds utilization for our community, students and staff.

Two urgent needs that arose from the facility study were Riverside Academy and Moving Forward programs being over capacity and having inequitable space compared to all our other programming. We also knew that the building where the Riverside Academy middle school program and Moving Forward program were located was being listed for sale. At this time, we had started exploring options for these programs. These options included purchasing land to build on, purchasing a building needing renovations, purchasing a building needing renovations and additions, portable classrooms, and adding on to existing facilities. Along this journey, came the idea of building on land already owned by the school district. Riverside Academy and Moving Forward have made temporary location changes for the FY 2018-19 while we continue to explore building location options for these programs.

Since the decision to remove our membership from the Rum River Special Education Cooperative in the spring of 2018, we added the need for a special education setting IV program. We have been working with Wold Architects and Kraus Anderson throughout the facility study and to explore building location options for the programs I have mentioned above. Over the past year and a half updates have been provided to the Long Range Facility Planning committee as well as Special Board Meeting Sessions on options for a new building to meet the needs of Riverside Academy, Moving Forward, and a special education setting IV program. Following a informational overview of this potential project was presented to the Board in September, 2018, we gathered further feedback from staff user groups of these programs, and embarked upon a staff and community communication and engagement process where we have informed and compiled feedback from staff and community members. The feedback from these groups was discussed at the Board Study Session in December, 2018. A meeting for families impacted by these programs was held on December 13, 2018. Up until that point, the project had been exploratory in planning and design work. Upon approval of the new facility at the December 20, 2018, board meeting we proceeded to plan for issuing certificates of participation to fund the project (a parameters resolution was approved at the January 24, 2019, board meeting) as well as soliciting bids for the construction of

the project. Per Minn. State Statute 471.345, contracts that exceed \$175,000 must be solicited by process of sealed bids.

Since receiving a favorable review and comment report from the MN Department of Education on our proposed new facility we have finalized the certificates of participation issuance and bid solicitation. The certificates of participation were awarded and approved by the board on May 23, 2019.

The bid opening meeting was held on June 13, 2019 with excellent bid coverage with 122 bids on 24 bid categories.

The long range facilities planning committee also discussed the bids at the committee meeting on June 18, 2019.

We are recommending the 7 critical contracts totaling \$5,445,241.00 be awarded to the following:

Kelleher Construction, Inc.	\$455,625.00
Rice Lake Construction Group	\$608,250.00
Thurnbeck Steel Fabrication, Inc.	\$263,616.00
Kendell Door & Hardware, Inc.	\$296,750.00
El-Jay Plumbing & Heating, Inc.	\$2,239,000.00
Erickson Electric Company, Inc.	\$705,000.00
Dirtworks, Inc.	\$875,000.00

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Administration Recommendation: to approve New Facility 7 Critical Contracts to Kelleher Construction, Inc.; Rice Lake Construction Group; Thurnbeck Steel Fabrication, Inc; Kendell Door & Hardware, Inc.; El-Jay Plumbing & Heating, Inc.; Erickson Electric Company, Inc.; and Dirtworks, Inc.

Motion to approve New Facility 7 Critical Contracts to Kelleher Construction, Inc.; Rice Lake Construction Group; Thurnbeck Steel Fabrication, Inc; Kendell Door & Hardware, Inc.; El-Jay Plumbing & Heating, Inc.; Erickson Electric Company, Inc.; and Dirtworks, Inc.

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_



June 17, 2019

Mr. Mark Eisenbacher  
Cambridge-Isanti Schools  
Education Services Center  
625A Main St. North  
Cambridge, MN 550008

**RE: Cambridge-Isanti Education Learning Center**

Dear Mr. Mark Eisenbacher:

This letter is concerning the contract awards for the above referenced project that was bid on June 13, 2019.

Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their total bid amount:

<b><i>Work Scope</i></b>		<b><i>Contractor, City, State</i></b>		<b><i>Bid Amount</i></b>	
WS 03-A	Concrete	Kelleher Construction, Inc. Burnsville, MN	Base Bid:	\$455,625.00	
WS 04-A	Masonry	Rice Lake Construction Group Deerwood, MN	Base Bid:	\$608,250.00	
WS 05-A	Steel Supply	Thurnbeck Steel Fabrication, Inc. Forest Lake, MN	Base Bid:	\$263,616.00	
WS 08-A	Doors, Frames, & Hardware – Material Only	Kendell Door & Hardware, Inc. Mendota Heights, MN	Base Bid:	\$296,750.00	
WS 23-B	Combined Mechanical	El-Jay Plumbing & Heating, Inc. St. Cloud, MN	Base Bid:	\$2,239,000.00	
WS 26-A	Electrical	Erickson Electric Company, Inc. St. Cloud, MN	Base Bid:	\$705,000.00	
WS 31-A	Earthwork & Utilities	Dirtworks, Inc. Cedar, MN	Base Bid:	\$875,000.00	
			<b>Contract Total:</b>	<b>\$5,443,241.00</b>	

We have enclosed the Bid Tabulation sheets that reflect the bids received. Please note that this is a partial recommendation as these scopes listed above are critical for the project to start on time.

If you have any questions regarding this information, please do not hesitate to contact me at (612) 336-6429.

Very truly yours,  
KRAUS-ANDERSON® CONSTRUCTION COMPANY

Shane Butler,  
Senior Project Manager





Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
June 20, 2019

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Agenda Item XIII: Action Item C: FY 2019-20 Budgets

Commentary by: Dr. Ray Queener

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Background:

School districts are required to have a budget approved by the School Board by July 1 of each year per Minn. State Statute 123B.77. Projections and planning for the FY 2019-20 budget started in January and since then have included school board meetings, finance committee meetings, administration team meetings, staff meetings, communication through newsletters and the budget website, and a public forum. Upon approval of the budget assumptions and final recommendations on April 4<sup>th</sup> we have worked diligently to build the preliminary budget. Completing the preliminary budget will complete the second part of our fiscal year financial process (Property Tax Levy – Preliminary Budget – Revised Budget – Annual Financial Audit).

Public school districts are required to maintain financials in different funds, which each serve specific and restricted purposes. The main funds are the General, Food Service, Community Service, and Debt Service funds. We will also now have the Building Construction fund for the accounting of the new facility.

There have been no changes to the budgets as presented to the finance committee on May 21<sup>st</sup> and to the board on May 23<sup>rd</sup>.

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Administration Recommendation: to approve the FY 2019-20 Budgets

Motion to approve the Fiscal Year 2019-20 Budgets  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

# FY 2019-20 Preliminary Budgets





# FY 2019-20 Preliminary Budget

- Projection and planning
- Administrative Team meetings
- District-wide staff meetings
- Finance Committee meetings
- Board study sessions
- Final assumptions and recommendations approval - April 4, 2019
- Budget building
- Final preliminary budget approval - June 20, 2019



# FY 2019-20 Budget Assumptions

## Assumptions

- Enrollment: 4,881
- Employee contracts: 14 open
- General education per pupil funding: 2% increase
- Salaries and benefits (excluding health & dental insurance): 3% increase
- Health and dental insurance: 0% increase
- Supply budgets: 0% increase
- Increase in federal funding
- Shift of lunchroom monitor costs from general fund to food service fund
- Retirement staffing credit



# Timeline

2/14 & 2/21 - Admin Team Budget Meetings

2/25 - School Board Study Session & Staff Communication

2/26 & 2/28 - Admin Team Budget Meetings

8 3 /4 - Staff Communication with Preliminary Recommendations

3/ 4 - 3/7 - Staff Engagement - Building Meetings

3 /8 - Staff Communication & Public Message on District Finances

3/19 - Admin Team Budget Meeting

3/19 - Public Forum



## Timeline - continued

3/21 - Admin Team Review of Preliminary Recommendations & Staff Communication on Final Recommendations

3/21 - 4/11 - Staffing Process

3/27 - School Board Study Session

4/4 - Special School Board Action on Budget Assumptions

4/12 - Staffing Notification - AM Announcement

4/18 - School Board Action on Staffing

April-May - Build budgets based on approved assumptions and recommendations

June 20, 2019 - School Board approval of final budget



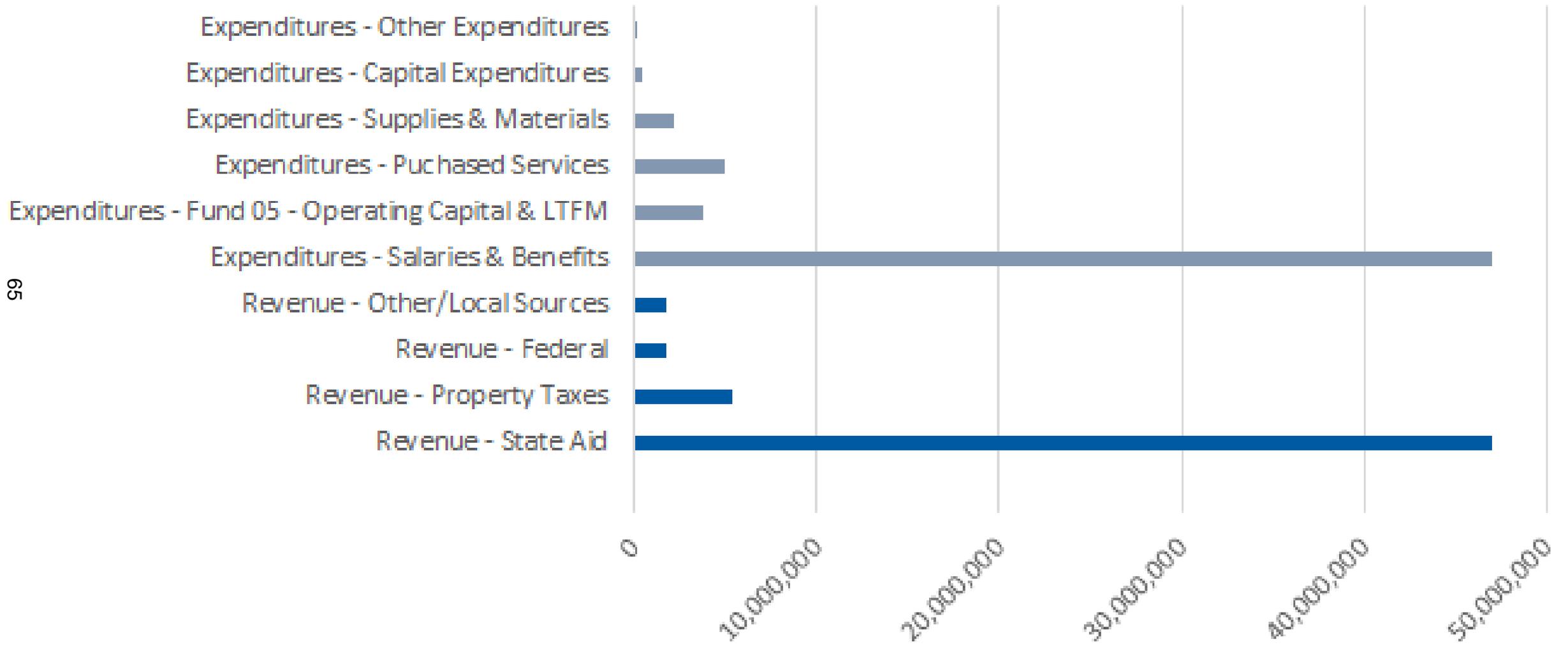
## FY 2019-20 General Fund Revenue

	<b>FY 2018-19 Revised Budget</b>	<b>FY 2019-20 Preliminary Budget</b>	<b>Difference</b>	<b>% Difference</b>
State Aid	47,152,612	48,045,738	893,126	1.9%
Property Taxes	5,407,001	5,806,075	399,074	7.4%
Federal	905,060	1,590,532	685,472	75.7%
Other/Local	1,731,096	2,076,495	345,399	20.0%
<b>Total Revenue</b>	<b>55,195,769</b>	<b>57,518,840</b>	<b>2,323,071</b>	<b>4.2%</b>

## FY 2019-20 General Fund Expenditures

Expenditures	FY 2018-19 Revised Budget	FY 2019-20 Preliminary Budget	Difference	% Difference
Salaries & Benefits	47,637,614	46,138,618	(1,498,996)	-3.1%
Purchased Services	4,992,123	4,097,010	(895,113)	-17.9%
Supplies & Materials	2,172,225	1,868,443	(303,782)	-14.0%
Capital Expenditures	434,778	104,498	(330,280)	-76.0%
Other Expenditures	225,440	216,346	(9,094)	-4.0%
Fund 5 - Operating Capital & LTFM	3,768,586	4,248,896	480,310	12.7%
<b>Total Expenditures</b>	<b>59,230,766</b>	<b>56,673,811</b>	<b>(2,556,955)</b>	<b>-4.3%</b>

# General Fund Revenue & Expenditures



# FY 2019-20 Food Service Budget



	FY 2018-19 Revised Budget	FY 2019-20 Preliminary Budget	Difference	% Difference
<b>Revenue</b>				
State Aid	144,486	147,376	2,890	2.0%
Federal	1,120,750	1,104,865	(15,885)	-1.4%
Other/Local	958,033	976,993	18,960	2.0%
<b>Total Revenue</b>	<b>2,223,269</b>	<b>2,229,234</b>	<b>5,965</b>	<b>0.3%</b>
<b>Expenditures</b>				
Salaries & Benefits	1,132,884	1,273,328	140,444	12.4%
Purchased Services	170,600	196,400	25,800	15.1%
Supplies & Materials	986,775	964,890	(21,885)	-2.2%
Capital Expenditures	12,000	20,500	8,500	70.8%
Other Expenditures	3,800	3,876	76	2.0%
<b>Total Expenditures</b>	<b>2,306,059</b>	<b>2,458,994</b>	<b>152,935</b>	<b>6.6%</b>

# FY 2019-20 Community Service Budget



	FY 2018-19 Revised Budget	FY 2019-20 Preliminary Budget	Difference	% Difference
<b>Revenue</b>				
State Aid	552,816	533,050	(19,766)	-3.6%
Property Taxes	375,703	400,877	25,174	6.7%
Other/Local	1,474,903	1,554,185	79,282	5.4%
<b>Total Revenue</b>	<b>2,403,422</b>	<b>2,488,112</b>	<b>84,690</b>	<b>3.5%</b>
<b>Expenditures</b>				
Salaries & Benefits	1,994,835	1,953,684	(41,151)	-2.1%
Purchased Services	230,070	272,818	42,748	18.6%
Supplies & Materials	108,428	103,379	(5,049)	-4.7%
Capital Expenditures	15,800	16,791	991	6.3%
Other Expenditures	1,525	1,770	245	16.1%
<b>Total Expenditures</b>	<b>2,350,658</b>	<b>2,348,442</b>	<b>(2,216)</b>	<b>-0.1%</b>

# FY 2019-20 Building Construction Budget



	FY 2018-19 Revised Budget	FY 2019-20 Preliminary Budget	Difference	% Difference
<b>Revenue</b>				
Other/Local	12,300,000	0	(12,300,000)	-100.0%
<b>Total Revenue</b>	<b>12,300,000</b>	<b>0</b>	<b>(12,300,000)</b>	<b>-100.0%</b>
<b>Expenditures</b>				
Purchased Services	600,000	1,431,300	831,300	138.6%
Capital Expenditures	0	10,268,700	10,268,700	
<b>Total Expenditures</b>	<b>600,000</b>	<b>11,700,000</b>	<b>11,100,000</b>	<b>1850.0%</b>

# FY 2019-20 Debt Service Budget



	FY 2018-19 Revised Budget	FY 2019-20 Preliminary Budget	Difference	% Difference
<b>Revenue</b>				
State Aid	722,867	649,690	(73,177)	-10.1%
Property Taxes	5,074,326	4,573,506	(500,820)	-9.9%
Other/Local	10,000	10,000	0	0.00%
<b>Total Revenue</b>	<b>5,807,193</b>	<b>5,233,196</b>	<b>(573,997)</b>	<b>-9.9%</b>
<b>Expenditures</b>				
Principal Payments	3,930,000	4,055,000	125,000	3.2%
Interest Payments	1,646,220	1,532,045	(114,175)	-6.9%
Other/Misc Fees	5,000	5,000	0	0.00%
<b>Total Expenditures</b>	<b>5,581,220</b>	<b>5,592,045</b>	<b>10,825</b>	<b>0.2%</b>

# FY 2019-20 Fund Balance Projections



General Fund	Projected Beginning Balance	Preliminary Revenue Projections	Preliminary Expenditure Projections	Projected Ending Balance 6/30/20	% of Exp
Unassigned	1,636,979	47,453,011	46,311,904	2,778,086	6.0%
Assigned	303,523	516,800	515,700	304,623	59.1%
Restricted-Basic Skills	193,296	1,324,600	1,517,896	0	0.0%
Restricted-Basic Skills Ext.	6,036	48,042	54,078	0	0.0%
Restricted-Learning & Development	139,339	1,105,391	1,244,730	0	0.0%
Restricted-Gifted & Talented	15,295	70,148	75,574	9,869	13.1%
Restricted-Staff Develop.	0	694,789	694,789	0	0.0%
Restricted-Safe Schools	136,830	238,143	254,615	120,358	47.3%
Restricted-Medical Asst. (MA)	0	400,000	400,000	0	0.0%
Restricted-ALC	0	1,355,629	1,355,629	0	0.0%
Restricted-Old Health & Safety	9,213	(9,213)	0	0	
Restricted-Operating Capital	312,000	2,271,500	2,018,486	565,014	28.0%
Restricted-Long Term Facilities Maint.	403,935	2,050,000	2,230,410	223,525	10.0%
<b>Totals</b>	<b>3,156,446</b>	<b>57,518,840</b>	<b>56,673,811</b>	<b>4,001,475</b>	<b>7.1%</b>

# FY 2019-20 Fund Balance Projections



Fund Balance	Projected Beginning Balance	Preliminary Revenue Projections	Preliminary Expenditure Projections	Projected Ending Balance 6/30/20	% of Exp
<b>Food Service</b>	<b>475,228</b>	<b>2,229,234</b>	<b>2,458,994</b>	<b>245,468</b>	<b>10.0%</b>
<b>Community Service</b>					
General Community Ed.	(70,725)	1,731,143	1,601,098	59,320	3.7%
Early Childhood Family Ed.	32,080	303,618	298,556	37,142	12.4%
Learning Readiness	13,490	263,685	255,579	21,596	8.4%
Adult Basic Ed.	24,600	158,156	158,158	24,598	15.6%
Non-Public Ed. & Early Childhood Screening	29,294	31,510	35,051	25,753	73.5%
<b>Community Service Totals</b>	<b>28,739</b>	<b>2,488,112</b>	<b>2,348,442</b>	<b>168,409</b>	<b>7.2%</b>
<b>Building Construction</b>					
<b>Building Construction</b>	<b>11,700,000</b>	<b>0</b>	<b>11,700,000</b>	<b>0</b>	<b>0.0%</b>
<b>Debt Service</b>					
<b>Debt Service</b>	<b>1,869,794</b>	<b>5,233,196</b>	<b>5,592,045</b>	<b>1,510,945</b>	<b>27.0%</b>
<b>Total - All Funds</b>					
<b>Total - All Funds</b>	<b>17,230,207</b>	<b>67,469,382</b>	<b>78,773,292</b>	<b>5,926,297</b>	<b>7.5%</b>

# What's next

- School Board approval on June 20, 2019
- FY 2019-20 budget revisions in the fall



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII: Action Item D: 2019-20 Minnesota Rural Educators Association (MREA)  
Membership

Commentary by: Dr. Ray Queener

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Background:

MREA (Minnesota Rural, Education Association) represents a significant number of rural MN districts, advocating for equal funding for rural communities. Cambridge-Isanti Schools has been a member of MREA for the past three years and have found it to be a great asset to our school district. MREA gives C-I an expanded opportunity by joining forces with a team who advocates for K-12 funding increases, reducing inequities in long-term maintenance funding, and meets with legislative leaders to drive educational change.

**2018-19 Renewal Cost: \$2,500.00**

**2019-20 Renewal Cost: \$2,500.00**

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Administration Recommendation: to approve 2019-20 MREA Membership Renewal

Motion to approve 2019-20 MREA Membership Renewal  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**MEMBERSHIP RENEWAL  
INVOICE**

**2019-20 MEMBERSHIP YEAR**

**BILL TO:**

Ray Queener, Superintendent  
Cambridge-Isanti Public Schools  
625A Main St N  
Cambridge MN 55008-1171

**Date:** June 3, 2019  
**Invoice #:** 2020-1449  
**Due:** **June 30, 2019**

**Membership expiration:** June 30, 2019  
**New membership year:** July 1, 2019-June 30, 2020  
**2019-20 Membership type:** Full ISD Membership  
**\*APU =** 5400  
**\*\*Shared Districts:** NA

<b>Base Fee:</b> .....	\$1100.00
<b>*Legislative Fee:</b> .....	+\$1400.00
<b>Shared Discount:</b> .....	-\$NA
<b>2019-20 Dues:</b> .....	<b>\$2500.00</b>

*\*\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2019-20.  
\*\*Districts with Shared Superintendents must EACH join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

**Verify the information below and correct as needed:**

<b>Organization:</b> Cambridge-Isanti Public Schools	<b>County:</b> <u>Isanti</u>
<b>Primary Contact:</b> 1449	<b>Service Coop:</b> <u>RTS</u>
<b>Position Title:</b> Superintendent	<b>MASA Region:</b> <u>6</u>
<b>Email Address:</b> rqueener@c-ischools.org	<b>State House District:</b> <u>31A,32A</u>
<b>Address:</b> 625A Main St N	<b>State Senate District:</b> <u>031,032</u>
<b>City, State, Zip:</b> Cambridge, MN 55008-1171	<b>Federal District:</b> <u>08</u>
<b>Phone:</b> 763 - 689-6188	
<b>Website:</b> <u>www.c-ischools.org</u>	

**Update and return this form with membership dues payment.**  
*MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 46% of FY20 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.*

**Questions?** Contact Diane Vosen, Administrative Coordinator







Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII: Action Item E: Student Handbook Updates

Commentary by: Dr. Brenda Damiani

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Background:

In 2018, in an effort to streamline information for families and students as well as create efficiency for policy updates each spring, a common student handbook template was developed for Early Childhood through fifth grade and grades 6-12. The attached document outlines the student handbook changes for 2019-20.

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Administration Recommendation: to approve Student Handbook Updates

Motion to approve Student Handbook Updates  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

# Student Handbook Updates for 2019-2020

All calendars, directories, policies, and forms have been updated for each building.

<p><b>Adventure Center</b></p>	<p><b>Due to the Certification process, the following areas are updates to the Adventure Center Handbook:</b>  <b>Page 3:</b> Added Certification Information  <b>Page 17:</b> Added Transporting Children statement  <b>Page 18:</b> Updated Exclusion of Sick Children information  <b>Page 18:</b> Added Notification of Contagious Diseases  <b>Page 18:</b> Added Preventing and Responding to Allergies  <b>Page 19-21:</b> Added Mandatory Reporting Policy  <b>Page 22:</b> Added Building and Physical Premises; Free of Hazard  <b>Page 22:</b> Added bullet points under Emergencies</p>
	<p><b>Page 23: Updated Two Hour Delay information and Adventure Center Hours</b>  <b>School Age:</b> If school start is delayed two hours, before school care will be available at <b>8:00 a.m.</b> and children will be released to school at 10:00 a.m., unless school is then closed for the day. If school is closed for the day, parents will be called to pick up their children.  <b>Preschool:</b> If school start is delayed two hours, the preschool program will open for care at <b>8:00 a.m.</b>, unless school is then closed for the day. If school is closed for the day, parents will be called to pick up their children.</p>
	<p><b>Page 26: Added smartwatches to Toys section</b></p>
<p><b>Preschool</b></p>	<p><b>Page 5: Added program procedure under Tuition</b>            Per program procedures, accounts that are significantly overdue are turned over to Advantage Collections. Any account turned over to collections will require approval for any future registrations and will need to enroll in autopay.</p>
	<p><b>Page 6: Reorganized Early Learning Scholarships</b>            Early Learning Scholarships are state-funded programs that enable children to attend preschool who otherwise might not be able to afford it.  <b>School Readiness &amp; Pathway II Scholarships</b> are awarded through Cambridge-Isanti Preschool. Parents can apply to the program to see if they qualify. An application is available online at <a href="http://www.c-ischools.org/school/early-childhood">www.c-ischools.org/school/early-childhood</a>, Resources or by calling 763-691-6691.  <b>Pathway I Scholarship</b> is a state-funded program to assist in the cost of tuition. Families may apply for Pathway I scholarships by visiting <a href="http://www.familiesfirstmn.org">www.familiesfirstmn.org</a>.</p>
<p><b>Cambridge Primary School</b>  <b>Isanti Primary School</b></p>	<p><b>Page 8: Updated PBIS Foundations to Behavior Expectations section</b></p>
	<p><b>Page 11/13: Added wearable technology devices to Electronic Devices/Use of Technology</b>            Students are not to use any <u>cell phones</u> or <u>wearable technology devices</u> during the school day unless granted permission by a staff member.</p>
	<p><b>Page 12/14: Added designated guest table under Food Service Section</b>            The cafeteria has a table designated for guests. Please enjoy lunch with your child at the guest table.</p>
	<p><b>Page 20: Added smartwatches to Toys section</b></p>
	<p><b>Page 21/22: Added Lunch Visitors under Visitor section</b>            Lunch visitors are limited to the parent(s) and/or immediate family member(s) of the student. Lunch visitors will be seated at a designated location, for example, a specific table in the cafeteria. Visitors are limited to visiting, eating with, and providing food items to just their student.</p>

<b>Cambridge Intermediate School</b>  <b>Isanti Intermediate/School for All Seasons</b>	<b>Page 8: Added PBIS Matrix to Behavior Expectations section (CIS)</b>
	<b>Page 12/13: Added wearable technology devices to Electronic Devices/Use of Technology</b> Students are not to use any <u>cell phones</u> or <u>wearable technology devices</u> during the school day unless granted permission by a staff member.
	<b>Page 12/13: Added cell phone use under Field Trips</b> Cell phones are not to be used unless granted permission by a staff member.
	<b>Page 13/14: Added designated guest table under Food Service Section</b> The cafeteria has a table designated for guests. Please enjoy lunch with your child at the guest table.
	<b>Page 20/21: Added smartwatches to Toys section</b>
<b>Page 21: Added Lunch Visitors under Visitor section</b> Lunch visitors are limited to the parent(s) and/or immediate family member(s) of the student. Lunch visitors will be seated at a designated location, for example, a specific table in the cafeteria. Visitors are limited to visiting, eating with, and providing food items to just their student.	
<b>Cambridge Middle School</b>  <b>Isanti Middle Schools/Minnesota Center</b>	<b>Page 9: Lunch Visitors</b> Lunch visitors are limited to the parent(s) and/or immediate family member(s) of the student. Lunch visitors will be seated at a designated location, for example, a specific table in the cafeteria, or a school conference room. Visitors are limited to visiting, eating with, and providing food items to just their student.
	<b>Page 11/12: Added Minnesota High School League Student Code of Responsibilities</b> Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities: I will respect the rights and beliefs of others and will treat others with courtesy and consideration. I will be fully responsible for my own actions and the consequences of my actions. I will respect the rights and property of others. I will respect and obey the rules of my school and the laws of my community, state and country. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
	<b>Page 29: Added under Lunch Detention</b> Students will not be able to access Ala Carte during lunch detention.
<b>Page 35/36: Changes to Dress Code</b> No sunglasses, <i>unless outside</i> . No spaghetti straps on tops or dresses; In general, straps should be at least <i>1-inch</i> width or more. Shorts and skirts need to be at a respectable length. <i>If items are deemed too short by the administration, students will be asked to change into alternative clothing.</i> Coats/jackets or blankets are not allowed in the classroom <i>or hallways</i> .	
<b>Cambridge-Isanti High School</b>	<b>Pages 1, 11, 12, 37: Expected Behaviors</b> Changed expectations to positive language by adding desired behaviors and the district character traits.
	<b>Page 8: Added to Visitors section</b> Appointments are encouraged to ensure availability of staff.
	<b>Page 13: Revised CIHS AP Scholar Qualifications</b> Graduating seniors (Class of 2020) who have taken 4 AP courses (earning 8 credits from four different courses) are designated CIHS AP Scholars. They receive gold honor cords to be worn at graduation. Graduating seniors (Class of 2020) who have taken 4 AP courses and at least one college course from the list below (earning a minimum of 10 credits from five different courses) are designated CIHS AP Scholars of

<b>Cambridge-Isanti High School (cont'd)</b>	High Distinction. They receive gold stoles to be worn at graduation. (removed AP test requirements for 5th course) College Chemistry, College Calculus, College Biology, College German IV, College Geography, College Psychology/Sociology, College Stats and Probability, College Economics
	<b>Page 17: Fees</b> Combined family cap for activities and athletics at \$575, reduced price family cap at \$287.50, and free lunch family cap at 143.75.
	<b>Page 18: Added to Attendance section</b> Upon arriving in class it is the student's responsibility to log their attendance electronically.
	<b>Page 26: Added Flex Time</b> Flex Time is offered to students during the directed study periods on Tuesdays, Wednesdays, and Thursdays. On these days students will be provided an opportunity to determine how they will use their time. A wide variety of options will be emailed to students on Flex Time mornings. The options will include academic support, relaxed and quiet study, gym time, activity meetings, and many other choices. Students should consider their needs when choosing Flex Time options. Students will be responsible for logging their attendance on Flex Time days and must remain in their selected location throughout the period.
	<b>Page 40: Added to Backpacks section</b> Students requiring a bag due to medical needs should see their counselor or school nurse to discuss an exemption.
	<b>Page 43: Added Identity Falsification</b> Students may not falsify their identity nor pose as another student. The use of another student's lunch code, attendance code, passwords, or other credential is prohibited. Consequences: Restitution of funds Teacher/parent contact Planning room Tuesday detention Restricted Lunch Behavior contract Suspension
	<b>Page 44: Added Obstructing supervision or access (Disruption or Defiance)</b> Students may not assemble in areas that prevent supervision or restrict the access of others. This includes doorways, locker bays, and other confined spaces. Bathroom stalls are limited to a single occupant. Consequences: First offense – Restricted lunch Second and subsequent offenses- Two-hour detention
<b>Riverside Academy</b>	<b>Page 10: Added grades 9-12 to reflect no open lunch for middle school age students.</b> All students in grades 9-12 acquiring at least 5 "P+"s in full-time classes and no "CIP"s at the completion of a term will earn a PDO. PDO forms will be given by the advisor and must be completed 24 hours prior to the requested day off.
	<b>Page 18: Added Internet Acceptable Use and Safety section</b> Videotaping and or distributing are subject to the same consequences as students involved in the incident.
	<b>Page 24: Added definition of Inappropriate Signs of Affection</b> Students are asked to refrain from kissing, embracing, and other intimate behavior in school.



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII: Action Item F: 2020 Middle School Spring Student Trip to Washington D.C.

Commentary by: Dr. Brenda Damiani

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Background:

Every spring students are given the opportunity of turning their American History class into an experience they can actually see and touch. Curriculum and textbooks come to life as students take a guided tour of our nation's capital. The 2019-20 school year trip is planned for April 2 – April 4, 2020.

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Administration Recommendation: to approve the 2020 Middle School Spring Student Trip to Washington D.C. April 2 – 4, 2020

Motion to approve the 2020 Middle School Spring Student Trip to Washington D.C. April 2 – 4, 2020

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_



# Cambridge-Isanti Schools Out of State Student Travel Approval

The following information is required for all out of state student travel. Out of state travel must be board approved at least three months in advance of the proposed travel date and before any formal meetings or fundraising take place. This form is due to the Teaching & Learning Department two weeks prior to the school board meeting.

## Middle School Educational Field Trip to Washington D.C.

Topics	Overview and Timeline
<b>Student Interest</b>	The Washington D.C. educational field trip opportunity is briefly presented in the 7th and 8th grade American History and Global Studies classrooms. A parent-student interest meeting is held in the fall of each school year.
<b>Travel Dates</b>	The dates of travel are April 2-4, 2020.
<b>Trip Details</b>	Students and parents receive a letter outlining the travel opportunity. More detailed information will be shared through frequent parent communication and at the pre-trip meeting (see below). Appendix B
<b>Cost to the Students (including trip and insurance)</b>	The cost of this trip is \$1,601 and is all-inclusive (hotel, flight, tour guide, coach bus/driver, all meals, hotel floor security, tickets for all exhibits, etc).
<b>Fundraising</b>	Students are not required to participate in fundraising. Students have the option of participating in fundraising to support this trip. Fundraising opportunities include: United We Stand Dollar Bars Heggies Pizza Butterbraids Wreath sales Poinsettia sales Spring plant sales
<b>Plan for Supervision</b>	Hotel supervision is provided by teachers and overnight WorldStrides night security. Students are grouped and assigned to an adult for checks throughout the facilities that are attended. There is an approximate student-adult ratio of 12-1. Cambridge-Isanti Schools adults include Mr. Braaten, Mr. Glaser, Mr. Rothbauer,

	and Mr. Swanson.
<b>Plan for Academic Follow-Up</b>	Students bring an optional academic journal provided by WorldStrides. Students are asked to share what they have learned as topics come up in class.
<b>Provisions for the Trip Prior to Departure</b>	<p>The permission slip has been updated and will be reviewed prior to departure to ensure that it meets current board policy and insurance requirements. The permission slip includes a notice that students are required to adhere to all student discipline guidelines while on the trip.</p> <p>Appendix C</p> <p>Parents receive frequent communication prior to the trip. There will be a pre-trip meeting approximately two weeks prior to departure. Final trip information is shared with participants and families.</p> <ul style="list-style-type: none"> <li>○ Flight Information <ul style="list-style-type: none"> <li>■ Packing, TSA expectations etc...</li> </ul> </li> <li>○ Lodging Information</li> <li>○ Chaperone and WorldStrides Contact Information</li> <li>○ Medical Forms Verification <ul style="list-style-type: none"> <li>■ Explain process outlined for medical emergencies set in place by WorldStrides</li> </ul> </li> <li>○ Student Code of Conduct and trip expectations explained and signed.</li> </ul>
<b>Strategic Plan Alignment</b>	<p>The Middle School Washington D.C. trip coincides with the Cambridge-Isanti Schools Strategic Plan in the following areas:</p> <ul style="list-style-type: none"> <li>● <u>Strategy VIII</u> - We will implement a process to ensure an array of innovative learning environments and experiences.</li> <li>● <u>Strategy IX</u> - We will ensure our students have the skills and the knowledge to contribute to our global society.</li> </ul>
<b>Board Policy</b>	<p>Policy 610</p> <p>Appendix D</p>



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII – Action Item G: Policy 203 – Operation of the School Board – Governing Rules

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the Board approve Policy 203 with modifications made in the attached policy.

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Administration Recommendation:

To approve Policy 203 – Operation of the School Board – Governing Rules

Motion to approve Policy 203 – Operation of the School Board – Governing Rules  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

**OPERATION OF THE SCHOOL BOARD – GOVERNING RULES**

**I. PURPOSE**

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

**II. GENERAL STATEMENT OF POLICY**

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

**III. RULES OF ORDER**

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

**Source:** Cambridge-Isanti Schools

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)  
Minn. Stat. § 123B.14 (Officers)

**Cross Reference:** Minn. Stat. § 471.705 (Open Meeting Law)

**Reviewed:** 12-20-01, 09-18-14, 5-23-19

**Approved:** 1-24-02, 10-23-14, 6-20-19



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII – Action Item H: Policy 203.1 – School Board Procedures; Rules of Order

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the Board approve Policy 203.1 with modifications made in the attached policy.

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Administration Recommendation:

To approve Policy 203.1 – School Board Procedures; Rules of Order

Motion to approve Policy 203.1 – School Board Procedures; Rules of Order

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

**SCHOOL BOARD PROCEDURES; RULES OF ORDER**

**I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

**II. GENERAL STATEMENT OF POLICY**

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To ensure that members of the school board have the necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and
- D. To ensure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

**III. RULES OF ORDER**

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between

pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

**Source:** Cambridge-Isanti Schools

**Legal References:** Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)  
Minn. Stat. § 122A.40 (Employment Contracts, Termination)  
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)  
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)

Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation  
Priority)  
Minn. Stat. § 471.88 (Exceptions)

***Cross References:*** Policy 203 (Operation of the School Board – Governing Rules)  
Policy 204 (School Board Meeting Minutes)  
Policy 206 (Public Participation in School Board Meetings/Complaints  
about Persons at School Board Meetings and Data Privacy Considerations)  
Policy 207 (Public Hearings)

***Reviewed:*** 12-20-01, 2-19-04, 09-18-14, 5-23-19

***Approved:*** 1-24-02, 2-19-04, 10-23-14, 6-20-19



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII – Action Item I: Policy 203.2 – Order of the Regular School Board Meeting

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the Board approve Policy 203.2 with modifications made in the attached policy.

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Administration Recommendation:

To approve Policy 203.2 – Order of the Regular School Board Meeting

Motion to approve Policy 203.2 – Order of the Regular School Board Meeting

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

**ORDER OF THE REGULAR SCHOOL BOARD MEETING**

**I. PURPOSE**

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

**III. ORDER**

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Agenda
5. Communications / Recognition
6. School Board Showcase
7. Open Forum
8. Board Committees
9. Administration Reports
10. Non-Action Items
11. Consent Agenda
12. Treasurer's Report
13. Action Items
14. Adjournment

B. Some action items may be included as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

**Source:** Cambridge-Isanti Schools

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

**Cross References:** Operation of the School Board – Governing Rules

Policy 203.5 (School Board Meeting Agenda)  
Policy 203.6 (Consent Agendas)

***Reviewed:*** 12-20-01, 12-18-08, 9-18-14, 5-23-19

***Approved:*** 1-24-02, 1-22-09, 10-23-14, 6-20-19



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII – Action Item J: Policy 203.5 – School Board Meeting Agenda

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the Board approve Policy 203.5 with modifications made in the attached policy.

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Administration Recommendation:

To approve Policy 203.5 – School Board Meeting Agenda

Motion to approve Policy 203.5 – School Board Meeting Agenda

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

**SCHOOL BOARD MEETING AGENDA**

**I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

**III. PROCEDURES**

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request shall state his/her name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

**Source:** Cambridge-Isanti Schools

**Legal References:** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

**Cross References:** Policy 203 (Operation of the School Board – Governing Rules)  
Policy 203.2 (Order of the Regular School Board Meeting)  
Policy 203.6 (Consent Agendas)  
Policy 204 (School Board Meeting Minutes)  
Policy 207 (Public Hearings)

**Reviewed:** 12-20-01, 11-20-08, 7-22-10, 9-18-14, 5-23-19

**Approved:** 1-24-02, 12-18-08, 8-19-10, 10-23-14, 6-20-19



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII – Action Item K: Policy 203.6 – Consent Agendas

Commentary by: Julia Lines

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Background:

Superintendent Dr. Queener and Cambridge-Isanti Schools Policy Review Committee met and discussed a comparison between our current policy and MSBA's model policy for reference. Cabinet and the Administrative Team also had the opportunity to review the proposed policy changes and provide comments. Upon consideration, the Policy Review Committee is recommending the Board approve Policy 203.6 with modifications made in the attached policy.

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Administration Recommendation:

To approve Policy 203.6 – Consent Agendas

Motion to approve Policy 203.6 – Consent Agendas

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

**CONSENT AGENDAS**

**I. PURPOSE**

The purpose of this policy is to allow the use of a consent agenda.

**II. GENERAL STATEMENT OF POLICY**

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

**III. CONSENT AGENDAS**

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

**Source:** Cambridge-Isanti Schools

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

***Cross References:*** Order of the Regular School Board Meeting)  
Policy 203.5 (School Board Meeting Agenda)  
Policy 204 (School Board Meeting Minutes)

***Reviewed:*** 12-20-01, 9-18-14, 5-23-19

***Approved:*** 1-24-02, 10-23-14, 6-20-19



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII: Action Item L: 2019-2020 Local Education Agency (LEA) Representative

Commentary by: Dr. Ray Queener

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Background:

The LEA Representative will ensure that the school district LEA will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of this improvement plan. The local Board of Education ensures that its designee(s) will periodically update the Board regarding goals, strategies/practices, participate as a member of the school leadership implementation team, and work in collaboration with the Regional Centers of Excellence and/or MDE in support of technical assistance through the Minnesota Statewide System of Support (SSOS) or the Department.

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Administration Recommendation: to approve Dr. Brenda Damiani as the 2019-2020 Local Education Agency (LEA) Representative for Cambridge-Isanti Schools.

Motion to approve Dr. Brenda Damiani as the 2019-2020 Local Education Agency (LEA) Representative for Cambridge-Isanti Schools.

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XII: Action Item M: Schools for Equity in Education Membership for 2019-2020  
School Year

Commentary by: Dr. Ray Queener

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Background:

Schools for Equity in Education (SEE) is a vibrant organization with a mission that all public school children must have equal access to a high quality education regardless of where they live in Minnesota. The success of this mission does not depend on geography, but relies on school districts with similar characteristics coming together to form a political mass that can and will impact Minnesota education finance and policy.

Two common characteristics bring SEE districts together.

1. SEE districts' student demographics do not generate significant categorical aid or other funding from the state. Thus, SEE districts tend to receive the minimum in state funding.
2. SEE districts are lower property wealth districts where the taxpayer cost for a school levy dollar is high. This makes it more expensive and difficult to pass voter-approved levies to make up for inadequate state funding.

2018-19 Membership Rate: \$6,312.98

2019-20 Membership Rate: \$6,510.62

*(rates based on previous year's fall student enrollment)*

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Administration Recommendation: to approve Schools for Equity in Education Membership for 2019-2020 School Year

Motion to approve Schools for Equity in Education Membership for 2019-2020 School Year  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

May 24, 2019

Cambridge-Isanti School District  
Superintendent Ray Queener  
625A Main Street N  
Cambridge, MN 55008

**Invoice**  
**Membership Fee for 2019-20**  
**Schools for Equity in Education**

Following is the membership fee for the Cambridge-Isanti School District commencing July 1, 2019 through June 30, 2020.

<b>Fall 2018 Enrollment</b>	<b>Base Fee</b>	<b>Per Pupil Fee</b>	<b>Total Amount Due</b>
4,906	\$2,397.87	\$4,112.75	\$6,510.62

Please make check payable to *Schools for Equity in Education* and mail to:

Schools for Equity in Education  
Attn: Membership  
1884 Como Avenue  
St. Paul, MN 55108

If you have any questions, please contact Brad Lundell at 612/220-7459 or Deb Griffiths at 612/309-0089.

Thank you for your interest and support. We look forward to serving you and your district during the coming year.



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XII: Action Item N: 2019-20 Minnesota State High School League (MSHSL)  
Membership

Commentary by: Mark Solberg, Activities Director

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Background:

Cambridge-Isanti Schools has been a long-time member of the Minnesota State High School League (MSHSL). The MSHSL provides opportunities for our students to develop character, strength and perseverance that allows them to flourish in school and beyond.

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Administration Recommendation: To approve 2019-20 Minnesota State High School League  
Membership

Motion to adopt resolution 2019-20 Resolution for Membership in the Minnesota State High  
School League

made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson	_____
Carri Levitski	_____
Heidi Sprandel	_____
Tim Hitchings	_____
Lynn Wedlund	_____
Gary Hawkins	_____
Aaron Berg	_____



## Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | [www.mshsl.org](http://www.mshsl.org)

May 2019

Dear Superintendent:

Minnesota Statutes, Section 128C.01, requires individual school boards to authorize membership in the Minnesota State High School League. The Resolution for Membership (Resolution) affirms (1) that your school board delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the MSHSL Constitution, Bylaws and Rules and Regulations; and, (3) that the administration and responsibility for supervising your registered activities is assigned to your official school representative(s).

Section 208.00 of the MSHSL Constitution found in the Official Handbook and online at [mshsl.org](http://mshsl.org) provides that each member school shall identify a **Designated School Representative** and **Designated School Board Member**. In addition, each school must identify individuals to represent boys' sports, girls' sports, speech and music; schools are also urged to form a **Local Advisory Committee** to address MSHSL matters. Page 2 of the Resolution provides language from the Constitution and space for your school to identify those persons who will represent your school.

**Please return one copy of pages 1 and 2 of the 2019-2020 Resolution for Membership, for each high school, to the Minnesota State High School League and retain one copy of each for your school files. The deadline for returning the Resolution Form(s) is as soon as possible but not later than August 31, 2019. If your Designated School Board Member, Designated School Representative, Activity Representatives or Mailing Representative has changed from the previous year, please have your school's activity director make the change on your school's page on the MSHSL website database. If the Resolution is not received by the above date, a \$250 late fee will be assessed. No school is eligible to compete in regular or post-season tournaments unless the completed Resolution is on file in the League office.**

A billing for services, rule books, and other supplies ordered for your school will be mailed in mid-August.

Please be reminded of the following:

1. August 1 begins the MSHSL fiscal year and the Resolution for Membership for the 2019-2020 school year must be approved by your local school board.
2. **Augusts 31, 2019 is the due date for return of the Resolution Form.** A late fee will be assessed if the Resolution is not returned by that date; **your students WILL NOT BE COVERED** by the catastrophic insurance plan; your school district must assume that responsibility; and your students will not be allowed to participate in League-sponsored events.
3. **The Resolution must be completed in full**, including viewing of the *WHY WE PLAY* training video and a review of the Code of Conduct Statement. Signatures of the superintendent and clerk/secretary of the school board affirm such compliance. Please contact your school's Activities Director to provide you access to the video.

(over)

4. At their April 4, 2019 Meeting, the Board of Directors approved the following membership and activity fees:

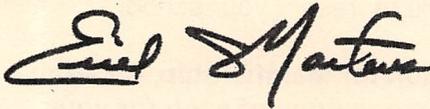
Year	Membership Fee	Activity Fee (per activity)	Late Fee (after May 15)
2019-2020	\$110.00	\$110.00	\$10.00
2020-2021	\$120.00	\$120.00	\$10.00
2021-2022	\$130.00	\$130.00	\$10.00
2022-2023	\$140.00	\$140.00	\$10.00
2023-2024	\$150.00	\$150.00	\$10.00

This mailing has been sent to all current member schools. If your school chooses *not* to become a member for the 2019-2020 school year, please email Lynne Johnson at [ljohnson@mshsl.org](mailto:ljohnson@mshsl.org). This does not prevent you from re-establishing your membership with the League in the future.

The focus of the Minnesota State High School League is "Education and Leadership for a Lifetime" and membership in the MSHSL will provide your students with rewarding benefits as they participate in the education-based athletics and fine arts activities sponsored by your school.

The League staff looks forward to an on-going partnership with your school, your school personnel, and the students in your school community.

Sincerely,



Erich Martens  
Executive Director

Enclosure: 2019-2020 Resolution for Membership



**2019-2020 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 911, County of Isanti, State of Minnesota 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.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

Cambridge-Isanti High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1.  Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_  
**OR;**  
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board 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 representatives identified by this Governing Board.

***Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed: \_\_\_\_\_  
(Superintendent or Head of School)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

District Office Address, City, Zip: 625A Main Street North, Cambridge, MN 55008

School Superintendent's Phone: 763-689-6201

School Superintendent's Email: rqueener@c-ischools.org

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2019  
Retain one copy for the school files.**

(over)

## 2019-2020 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

### 208.00 LOCAL CONTROL

#### 208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

#### 208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

#### 208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

**Please complete and return this form with your school's 2019-2020 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.**

Cambridge-Isanti High School

\_\_\_\_\_  
Name of School (Please Print)

### 208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Heidi Sprandel

\_\_\_\_\_  
(Designated School Board Member – please print)

hsprandel@c-ischools.org

\_\_\_\_\_  
Email Address

Mark Solberg

\_\_\_\_\_  
(Designated School Representative – please print)

msolberg@c-ischools.org

\_\_\_\_\_  
Email Address

### 208.02 ACTIVITY REPRESENTATIVES

Mark Solberg

\_\_\_\_\_  
(Boys' Sports – please print)

TBD

\_\_\_\_\_  
(Speech – please print)

Mark Solberg

\_\_\_\_\_  
\*(Mailing Representative - Please Print)

Mark Solberg

\_\_\_\_\_  
(Girls' Sports – please print)

Justin Kennedy

\_\_\_\_\_  
(Music – please print)

\* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

### 208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Heidi Sprandel

\_\_\_\_\_  
(Board Member – please print)

Kelly Nelson

\_\_\_\_\_  
(Parent – please print)

Connor Braaten

\_\_\_\_\_  
(Student - please print)

Todd Smrekar

\_\_\_\_\_  
(Faculty Member – please print)



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XII: Action Item O: 2019-20 Fall and Winter Overnight Athletic and Activities  
Field Trips

Commentary by: Mark Solberg

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**Background:**

Our Cambridge-Isanti Bluejacket Boys' Basketball, Gymnastics, Boys' Hockey, Girls' Swimming and Diving, and Wrestling Teams and Coaches; are seeking permission to stay overnight and play in competitions in 2019-2020. Travel expenses will be paid by our booster clubs and students. Our students if they miss any school, will make arrangements with their teachers prior to the trips and will be responsible for all class assignments. Our head coaches will arrange for parents/guardians permission slips for their child or children to attend these competitions.

**Boys' Basketball-** depart on December 26 and (also stay December 27) for the Hibbing Tourney, working on overnight hotel arrangements, and return on December 28.

**Gymnastics-** depart on December 6 for the Perham Invite, stay at the Super 8 in Perham and return on December 7.

**Gymnastics-** depart on January 10 for the Lakeville Invite, stay at the Baymont Inn and Suites in Lakeville, and return on January 11.

**Boys' Hockey-** depart on November 8 for Duluth and Virginia, working on overnight arrangements, and return on November 9.

**Girls' Swim and Dive-** depart on September 27 for the Bemidji Invite, stay at the Hampton Inn and Suites, and return on September 28.

**Wrestling-** depart on December 20 for the Minnesota Christmas Invite in Rochester, working on overnight arrangements, and return on December 21.

**Wrestling-** depart on January 10 for the Rick Lee Duals in Bemidji, working on overnight arrangements, and return on January 11.

**Wrestling-** depart on February 27 and (also stay February 28) for the State Wrestling Tourney, working on overnight arrangements, and returning on February 29.

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Administration Recommendation: To approve 2019-20 Fall and Winter Overnight Athletic and Activities Field Trips

Motion to approve 2019-20 Fall and Winter Overnight Athletic and Activities Field Trips  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_



Cambridge-Isanti Schools  
 Regular School Board Meeting Date:  
 Thursday, June 20, 2019

Agenda Item XIII: Action Item P: Print Services Contract

Commentary by: Ray Sperl

Background:

During the 2018-19 school year, a district print audit was conducted to identify printing practices, areas for improved efficiency and functionality, specifically in regards to print job submissions, secure printing, scanning to Google Drive, and flexible fax solutions. The current print contracts were up for renewal from cmERDC, Xerox toner replacement, and the Metro Sales district offset contracts. The current year costs for print services, excluding paper supplies is estimated at \$205,795 per year.

During this process a team of technology staff and principals reviewed initial proposals from 5 vendors. From the initial five vendors, two were selected as finalists; Loffler Companies and Marco. Each vendor provided their final proposals which were reviewed by principals and technicians at each building location throughout the district. After review of the proposals, each site provided a recommendation based on the partnership processes experienced during the process, services being provided, and costs associated with each contract. Below is a summary table of the individual proposals:

	<b>Marco</b>	<b>Loffler Companies</b>
<b>Services</b>	Konica Minolta Solution Maintenance Papercut Print Management eGoldFax Solution Xerox Buyout Assistance	Canon and Xerox Solution Maintenance Uniflow Print Management Biscom Fax Solution Xerox Buyout Assistance
<b>Contract Structure</b>	Sourcewell  Formerly NJPA (National Joint Powers Alliance)	State of MN Contract
<b>Yearly Cost Estimate</b>	\$148,828  Print costs based on print volume and 20% reduction due to less waste and increased accountability.	\$165,710.64  Print costs based on print volume and 20% reduction due to less waste and increased accountability.
<b>Yearly Estimated Savings</b>	\$56,967	\$40,084.36
<b>5 Year Estimated Savings</b>	\$284,835	\$200,421.80

By adopting a new print vendor solution district wide C-I Schools will save an estimated \$284,835 over the 5 years of the contract with Marco. The following benefits will result from the adoption of this newly designed print environment:

- PaperCut Print Management Solution – This software solution will be used for all print submissions. Staff will be able to make fiscally responsible decisions related to their printing by either sending documents to the district offset print center or locally to the building print queue.
- Secure Print Design – All printers will require staff to release their print job by either utilizing their RFID badge or via their Active Directory/Computer Login username and password. This requirement will keep all document data secure and will also reduce waste related to print jobs not needed or claimed at a printer. Students will be able to release their print jobs by logging into the printers with their Active Directory/Computer Login username and password.
- eGoldFax – This fax solution will provide the ability to send and receive fax documents via email in a secure manner. Faxes can be sent from the printing devices or via a staff member’s computer work station.

Overall, the adoption of the Marco printing services contract will add accountability through increased print data documentation, increased document security, and flexibility in regards to both fax and print job options and availability.

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Administration Recommendation: To award the print services contract for the next 60 months to Marco based on the overall outcomes and cost savings associated with the adoption of this contract.

Motion to approve awarding of the 5 year print services contract to Marco  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

# C-I Schools Print Services

Recommendation for Contract Approval

## How did we get here?

### Current Print Situation:

- Building Managed Print Contracts  
- Xerox and cmERDC
- District Managed Offset Print  
Contract - Metro Sales
- District Managed Toner  
Replacement Contract - Xerox



# Why consolidate to a single print services vendor?

- Increase efficiency and functionality
- Reduce waste and reduce cost
- Improve document security - both physical and virtual/digital
- Current estimated cost of printing is \$205,795 annually



# Who was considered as a partner?



# LOFFLER

# METRO SALES INC.

## Finalists



## Details of Final Proposals - Services

<b>Marco</b>	<b>Loffler</b>
Konica Minolta Solution Maintenance Papercut Print Management eGoldFax Solution Xerox Buyout Assistance	Canon and Xerox Solution Maintenance Uniflow Print Management Biscom Fax Solution Xerox Buyout Assistance

## Details of Final Proposals - Contract Structures

<b>Marco</b>	<b>Loffler</b>
Sourcewell  Formerly National Joint Powers Alliance (NJPA)	MN State Contract

## Details of Final Proposals - Cost and Saving Estimates

<b>Marco</b>	<b>Loffler</b>
Yearly Cost - \$148,828	Yearly Cost - \$165,710.64
Yearly Savings - \$56,967	Yearly Savings - \$40,084.36
5 Year Total Savings - \$284,835	5 Year Total Savings- \$200,421.80

# Benefits of Newly Designed Print Environment

<b>Marco</b>	<b>Loffler</b>	<b>Overall Outcome</b>
<b><i>PaperCut</i></b>	<b><i>Uniflow</i></b>	Electronic submission and monitoring
<b><i>Secure Print</i></b>	<b><i>Secure Print</i></b>	Increased document security and reduced waste. Consistent experience at all printers/copiers
<b><i>eGoldFax</i></b>	<b><i>Biscom</i></b>	Increased flexibility and security in fax processes

## Recommendation

Administration Recommendation:

To award the print services contract for the next 60 months to Marco based on the overall outcomes and cost savings associated with the adoption of this contract.





Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIII: Action Item Q: Move to Closed Session

Commentary by: Dr. Ray Queener

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Background:

Adjourn to Closed Session for Negotiations per § Minnesota Statute 13D.03(b). The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiations proposals, conducted pursuant to sections 179A.01 to 179A.25.

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Administration Recommendation: to approve the move to closed session

Motion to approve the move to closed session  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion to approve the move to open session  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 20, 2019

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Agenda Item XIV: Adjournment

Commentary by: Tim Hitchings

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Background: Adjourn meeting

Time: \_\_\_\_\_

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Administration Recommendation:  
To adjourn meeting

Motion to adjourn meeting made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action:  
\_\_\_\_\_