



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

**SCHOOL BOARD AGENDA
REGULAR MEETING
Monday, April 1, 2019
6:30 PM
MEDIA CENTER**

Agenda

- I. Call to Order
- II. Recite Pledge of Allegiance
- III. Determine a Quorum (Roll Call)
- IV. Approve or Amend Agenda
- V. Recognize Visitors/Public Forum
- VI. Consent Agenda
 - a. Approve Minutes from the March 4, 2019 Regular Board Meeting
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims - Check #45610 - #45699 & Check #45753 - #45754
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignation(s)/Retirement(s)
 1. Title I Teacher/Technology Integrationist
 2. Regular Route Bus Driver
 - ii. Leave Request(s)
 1. Childcare Leave - Teacher
 2. Leave of Absence - Bus Driver
 - iii. Employee Contracts/Notices of Assignment
 1. Elementary Teacher
 2. Assistant Track Coach
 3. Substitute/Extracurricular Bus Driver

4. Substitute/Extracurricular Bus Driver
5. Summer Recreation Director
6. Summer Pirate Fun Lead Teacher
7. Summer Pirate Fun Assistant

VII. Report Items

- a. Financial Report
- b. Freshwater Education Report
- c. Legislative Report

VIII. New Business

- a. Approve Revised FY 2019 Budget
- b. Authorize Business Manager and Superintendent Access to School District Accounts at Star Bank
- c. Approve Resolution Authorizing Entry into Joint Powers Agreement in the Form of a Declaration of Trust Establishing the "MN Trust" and Authorizing Participation Therein
- d. Approve Resolution Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds
- e. Approve Summer 2019 Program Fees
- f. Approve the Following Personnel Items:
 - i. Special Education Teacher
 - ii. Title I Teacher
 - iii. Summer Recreation Assistants
- g. Approve First Reading of the Following Policies:
 - i. Policy 101 - Legal Status of the School District
 - ii. Policy 101.1 - Name of the School District
 - iii. Policy 102 - Equal Educational Opportunity
 - iv. Policy 103 - Complaints - Students, Employees, Parents, Other Persons
 - v. Policy 104 - School District Mission Statement
 - vi. Policy 714 - Fund Balances
- h. Approve Memorandum of Understanding - Resolution of Grievance Filed November 28, 2018
- i. Approve Bus Purchase for FY 2020
- j. Approve Summer 2019 Projects
- k. Receive Verndale Education Associate Notice of Desire to Negotiate
- l. Approve the Following Program(s)/Contracts(s)/Agreement(s)
 - i. Cooperative Agreement with Bertha-Hewitt for Agriculture for the 2019-2020 School Year
 - ii. Cooperative Agreement with Bertha-Hewitt for Spanish for the 2019-2020 School Year

- IX. Administrative Reports
 - a. Dean of Students
 - b. K-12 Principal/District Assessment Coordinator
 - c. Superintendent



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Notes to Agenda

- I. Call to Order
- II. Recite Pledge of Allegiance
- III. Determine a Quorum (Roll Call)
- IV. Approve or Amend Agenda
- V. Recognize Visitors/Public Forum
- VI. Consent Agenda - The supporting documents are enclosed for review. A board member is welcome to pull an item from the consent agenda and place it on the new business portion of the agenda. **Recommend Approval**
 - a. Approve Minutes from the March 4, 2019 Regular Board Meeting
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims - Check #45610 - #45699 & Check #45753 - #45754
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignation(s)/Retirement(s)
 1. Title I Teacher/Technology Integrationist
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 1. Elementary Teacher

2. Assistant Track Coach
3. Substitute/Extracurricular Bus Driver
4. Substitute/Extracurricular Bus Driver
5. Summer Recreation Director
6. Summer Pirate Fun Lead Teacher
7. Summer Pirate Fun Assistant

VII. Report Items

- a. Financial Report - Paul
- b. Freshwater Education Report - None
- c. Legislative Report - Paul

VIII. New Business

- a. Approve Revised FY 2019 Budget - Enclosed. **Recommend Approval**
- b. Authorize Business Manager and Superintendent Access to School District Accounts at Star Bank - The bank is requiring the board to grant access to the superintendent and business manager to access the school district accounts. This was brought to our attention when Jordan was working to clean up some old checks that had not been cashed. The letter of approval is included for review. **Recommend Approval**
- c. Approve Resolution Authorizing Entry into Joint Powers Agreement in the Form of a Declaration of Trust Establishing the "MN Trust" and Authorizing Participation Therein - The school district currently works with the MN School District Liquid Asset Fund (MSLAF). After some research, it has been discovered that we can get cash flow analysis from their group and be more aggressive with our investments. **Recommend Approval**
- d. Approve Resolution Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds - Ehlers tracks the compliance of the debt on our building bonds. With recent changes to compliance and law, they recommend an update of our debt compliance policy and procedures. We need to review the policy at two meetings prior to full adoption. The recommendation is to approve the first reading of the policy. **Recommend Approval**
- e. Approve Summer 2019 Program Fees - Enclosed. **Recommend Approval**
- f. Approve the Following Personnel Items:
 - i. Special Education Teacher - Recommendation enclosed. **Recommend Approval**
 - ii. Title I Teacher - A recommendation will be available at the meeting.
 - iii. Summer Recreation Assistants - Interviews will be conducted on Monday and the recommendation will be available at the meeting.
- g. Approve First Reading of the Following Policies: - The 100 series of the policies are for review purposes only. There are not suggested changes are updates to the policy. Policy 714 - Fund Balance does have a change recommended by the school board finance committee. The recommendation is to move the recommended minimum from 3 months to six months. Additional documentation from the Office of the State Auditor is enclosed that recommends a fund balance of a minimum of five months. **Recommend Approval**

- i. Policy 101 - Legal Status of the School District
 - ii. Policy 101.1 - Name of the School District
 - iii. Policy 102 - Equal Educational Opportunity
 - iv. Policy 103 - Complaints - Students, Employees, Parents, Other Persons
 - v. Policy 104 - School District Mission Statement
 - vi. Policy 714 - Fund Balances
- h. Approve Memorandum of Understanding - Resolution of Grievance Filed November 28, 2018 - Scott Veronen, district legal counsel, Kim Moske, and I met with Barb Brown, Dave Eiyneck, and the state mediator to develop the memorandum that is enclosed.
Recommend Approval
- i. Approve Bus Purchase for FY 2020 - The bus purchase is already calculated under the bus purchase cycle and will be included in the FY 2020 budget. We need to order the bus now, so it is available next fall. Wade's recommendation is enclosed. You will note that one invoice includes an allowance for a trade-in on one of our used buses. Wade is still working to see if he can get more value for the trade from another organization.
Recommend Approval
- j. Approve Summer 2019 Projects - The project list has been reviewed by Wade, Jordan, Dawn, and myself. These projects will be budgeted between the FY 19 and FY 20 budgets. **Recommend Approval**
- k. Receive Verndale Education Associate Notice of Desire to Negotiate - The notice is enclosed. The recommendation is to document receipt of the VEA's Notice of Desire to Negotiate. **Recommend Approval**
- l. Approve the Following Program(s)/Contracts(s)/Agreement(s) - The contracts require an annual review and approval. **Recommend Approval**
 - i. Cooperative Agreement with Bertha-Hewitt for Agriculture for the 2019-2020 School Year
 - ii. Cooperative Agreement with Bertha-Hewitt for Spanish for the 2019-2020 School Year

IX. Administrative Reports

- a. Dean of Students
- b. K-12 Principal/District Assessment Coordinator
- c. Superintendent

March 4, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a regular meeting on Monday, 4, 2019 at 6:30pm in the Verndale Media Center. The meeting was called to order by Chairman of the Board, Marcus Edin. The meeting started with the Pledge of Allegiance.

Members present: Bill Blaha, Shyla Hess, Marcus Edin, Chris Youngbauer, Tony Stanley, and Scott Veronen.

Members Absent: None

Others present: Supt. Mr. Brownlow, Principal Mr. Follingstad, Dean of Students Mr. Johnson, Trinity Gruenberg-Verndale Sun, Jen Veronen, Kelly Youngbauer, and Mary Gronlund.

Roll call was taken. A quorum was determined.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the amended agenda as presented by Mr. Brownlow, adding Region Five School Board Representative – Final Ballot. M/C

Recognition of the public.

Motion by Scott Veronen, seconded by Shyla Hess to approve the following Consent Agenda items:

- Minutes from the February 4, 2019 Regular School Board Meeting
- Payment of Monthly Claims: Checks 45537-45656 and wire voucher 49412
- Resolution to accept donations: None
- Approve the Following Personnel Items:
 - Resignations:
 - High School Special Education Teacher: Dawn Snook
 - Assistant Track Coach: Heather Ellis
 - Part-Time Custodian: Nancy Olson
 - Junior High Softball Coach: Alicia Strayer
 - Leave Request:
 - Childcare Leave: Nick Bunio
 - Employee Contracts/Notices of Assignment:
 - Long-Term Substitute Education Assistant: Karen Moyer

Roll call. MCU

- Report Items:
 - Monthly Financial Report: Mr. Brownlow
 - Freshwater Education Report: None
 - Legislative Report: Mr. Brownlow

New Business:

Motion by Tony Stanley, seconded by Chris Youngbauer to approve hiring Maria Ervasti as K-12 Art Teacher. Roll call. MCU

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the 2019-2020 School Calendar. M/C

Discussion was had regarding who will serve on the Sourcewell Representative Assembly for 2019-2020.

Vote was cast for the Region Five School Board Representative.

Administrative reports were given by Mr. Johnson, Mr. Follingstad and Mr. Brownlow.

Meeting adjourned at 7:15pm by Chairman of the Board, Marcus Edin.

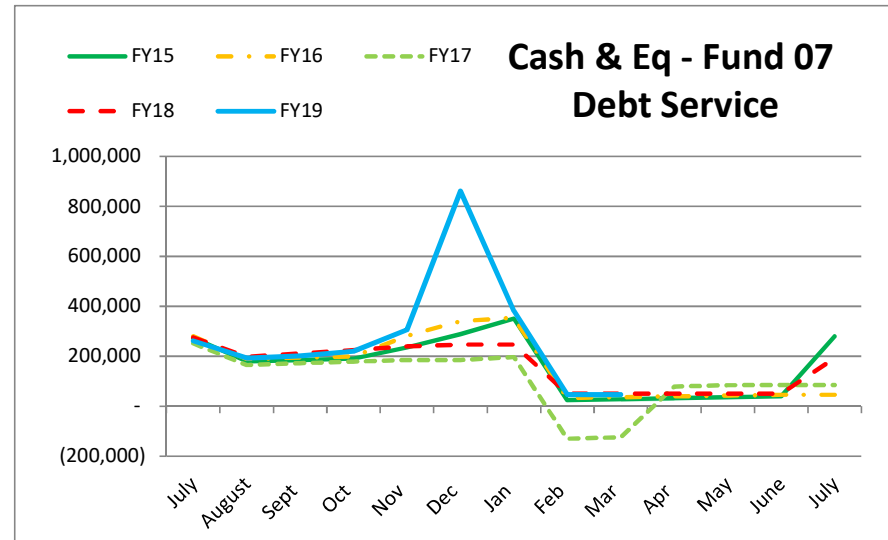
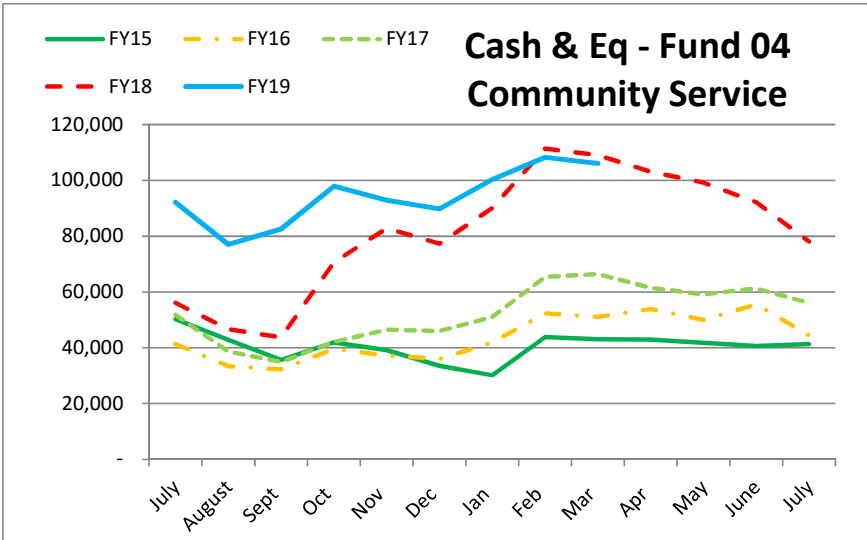
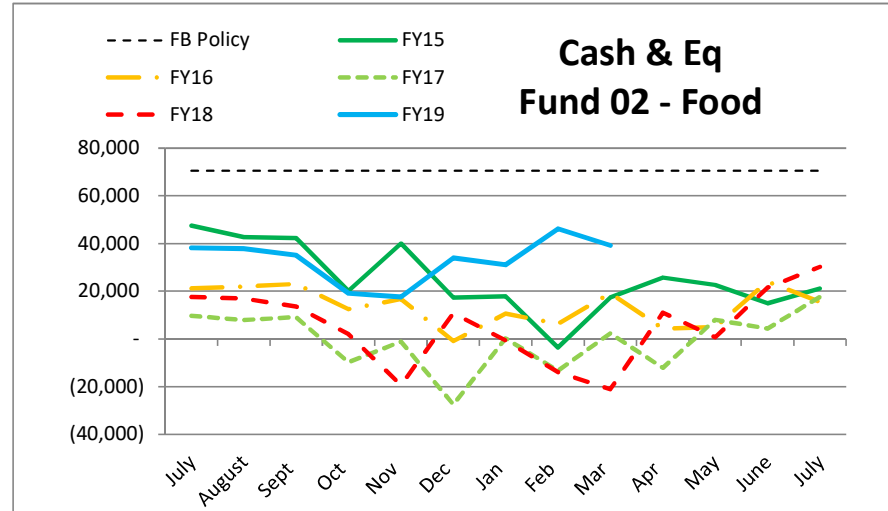
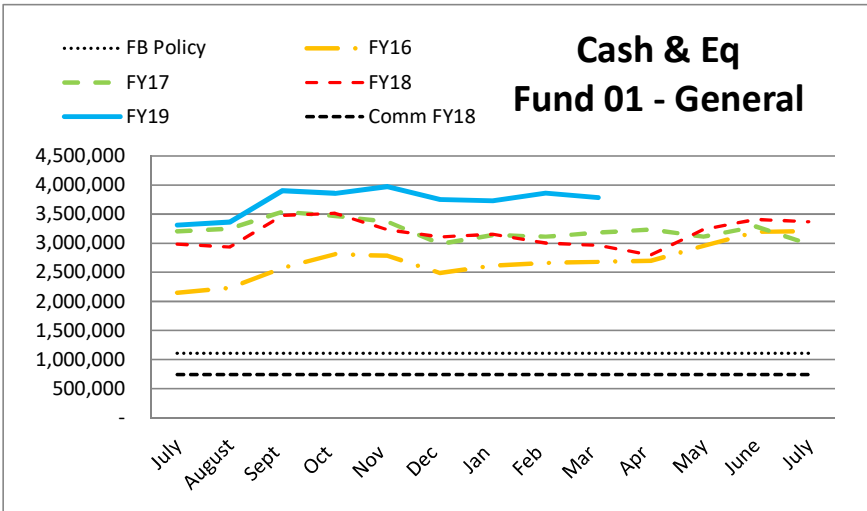
Respectfully submitted by the Board,

Tony Stanley, Clerk

Mary Gronlund, Secretary

VERNDALE PUBLIC SCHOOL

DASHBOARD - FEBRUARY 2019



Bond Payment made during January



CASH BALANCES & ACTIVITY SHEET

VERNDALE PUBLIC SCHOOL ISD NO. 818

February 28, 2019

FUND	02/01/2019 BALANCE	RECEIPTS	DISBURSEMENTS	PAYROLL	MSDLAF TRANSFER	2/28/2019 BALANCE
01-Bank	\$ 255,414.48	\$ 19,805.57	\$ (357,693.85)	\$ (235,212.01)	\$ 500,000.00	\$ 182,314.19
01 - Ameritrade	\$ 811,200.22	\$ -	\$ -	\$ -	\$ -	\$ 811,200.22
01-MSDLAF - CD's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-MSDLAF	\$ 3,538,026.99	\$ 495,660.42	\$ -	\$ -	\$ (500,000.00)	\$ 3,533,687.41
01-Total	\$ 4,604,641.69	\$ 515,465.99	\$ (357,693.85)	\$ (235,212.01)	\$ -	\$ 4,527,201.82
02 - Bank	\$ (25,182.90)	\$ 8,719.84	\$ (29,071.81)	\$ (8,393.08)		\$ (53,927.95)
02-MSDLAF	\$ 71,301.52	\$ 21,890.67	\$ -	\$ -	\$ -	\$ 93,192.19
02-Total	\$ 46,118.62	\$ 30,610.51	\$ (29,071.81)	\$ (8,393.08)	\$ -	\$ 39,264.24
04 - Bank	\$ 20,847.18	\$ 2,889.45	\$ (2,716.16)	\$ (5,185.89)	\$ -	\$ 15,834.58
04-MSDLAF	\$ 87,482.94	\$ 2,770.17	\$ -	\$ -	\$ -	\$ 90,253.11
04 - Total	\$ 108,330.12	\$ 5,659.62	\$ (2,716.16)	\$ (5,185.89)	\$ -	\$ 106,087.69
07 - Bank	\$ 295,793.38	\$ -	\$ -	\$ -	\$ -	\$ 295,793.38
07 -MSDLAF	\$ (249,098.77)	\$ -	\$ -	\$ -	\$ -	\$ (249,098.77)
07- Total	\$ 46,694.61	\$ -	\$ -	\$ -	\$ -	\$ 46,694.61
TOTAL	\$ 4,805,785.04	\$ 551,736.12	\$ (389,481.82)	\$ (248,790.98)	\$ -	\$ 4,719,248.36

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
April 1, 2019

Check No.	Date	Vendor Name	Amount
<i>Checks 45610-45699, 45753-45754 listed below have been issued and need approval in accordance with</i>			
45610	2/28/2019	BRETH-ZENZEN FIRE PROTECTION	\$ 615.00
45611	2/28/2019	BUILDING MAINTENANCE SYSTEMS	\$ 4,316.65
45612	2/28/2019	CENTRAL MINNESOTA ERDC	\$ 220.00
45613	2/28/2019	CLIMATE MAKERS INC	\$ 217.00
45614	2/28/2019	DAILEY ELECTRIC, LLC	\$ 95.02
45615	2/28/2019	DEAN FOODS INC	\$ 1,242.06
45616	2/28/2019	EHLERS	\$ 750.00
45617	2/28/2019	EXPLORICA, INC.	\$ 1,027.05
45618	2/28/2019	FLINN SCIENTIFIC, INC.	\$ 366.13
45619	2/28/2019	FRESHWATER EDUCATION DISTRICT	\$ 49,670.31
45620	2/28/2019	GARY'S DIESEL REPAIR INC	\$ 1,632.74
45621	2/28/2019	HEARTLAND TIRE, INC.	\$ 89.55
45622	2/28/2019	HILLYARD/HUTCHINSON	\$ 527.55
45623	2/28/2019	J & K TROPHY HOUSE	\$ 16.09
45624	2/28/2019	JOHN DEERE FINANCIAL	\$ 558.20
45625	2/28/2019	KIDCARPET.COM	\$ 559.98
45626	2/28/2019	LAKES COUNTRY SERVICE COOP.	\$ 2,383.33
45627	2/28/2019	LEAF RIVER AG SERVICE	\$ 2,725.54
45628	2/28/2019	MEDTOX LABORATORIES, INC	\$ 78.17
45629	2/28/2019	MFC CLINIC	\$ 380.00
45630	2/28/2019	MINNESOTA ENERGY RESOURCES	\$ 611.85
45631	2/28/2019	MINNNESOTA TRUE TEAM TRACK	\$ 130.00
45632	2/28/2019	MOBYMAX, LLC	\$ 104.00
45633	2/28/2019	MOE, ALEXANDER N	\$ 150.00
45634	2/28/2019	NORTHERN BUSINESS PRODUCTS, IN	\$ 111.59
45635	2/28/2019	NORTHERN PINES MENTAL HEALTH CENTER	\$ 1,111.11
45636	2/28/2019	PAN-O-GOLD BAKING COMPANY	\$ 228.40
45637	2/28/2019	PARK RAPIDS PUBLIC SCHOOLS - ISD #309	\$ 200.00
45638	2/28/2019	PC PARTS PLUS	\$ 419.89
45639	2/28/2019	PEMBERTON, SORLIE, RUFER	\$ 1,184.44
45640	2/28/2019	PILLAGER PUBLIC SCHOOL - ISD #116	\$ 350.00
45641	2/28/2019	POPPLERS MUSIC STORE	\$ 50.64
45642	2/28/2019	PRO-ED, INC.	\$ 129.00
45643	2/28/2019	RACH, REGGIE	\$ 60.00
45644	2/28/2019	SCHOOL NURSE SUPPLY, INC.	\$ 195.16
45645	2/28/2019	SEBEKA PUBLIC SCHOOLS - ISD #820	\$ 200.00
45646	2/28/2019	STAPLES-MOTLEY PUBLIC SCHOOLS - ISD #2170	\$ 12,007.20
45647	2/28/2019	SUPER ONE	\$ 109.55
45648	2/28/2019	SYNCB/AMAZON	\$ 342.18
45649	2/28/2019	THE BBQ SMOKEHOUSE	\$ 104.22
45650	2/28/2019	THE JUICE PLUS COMPANY, LLC	\$ 933.95

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
April 1, 2019

Check No.	Date	Vendor Name	Amount
45651	2/28/2019	TUINSTR, MIKE OR SHANNA	\$ 100.00
45652	2/28/2019	UPPER LAKES FOODS	\$ 9,090.73
45653	2/28/2019	VERNDALE AUTO SALES AND SERVICE, LLC	\$ 182.16
45654	2/28/2019	VERNDALE GROCERY & TREASURES TOO	\$ 22.94
45655	2/28/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	\$ 1,262.94
45656	2/28/2019	WADENA PUBLIC SCHOOLS - ISD #2155	\$ 300.00
45657	2/28/2019	RIEWER, STEVE	\$ 40.00
45658	2/28/2019	RUNYAN, NATHAN	\$ 40.00
45659	3/6/2019	Annandale Paintball	\$ 800.00
45660	3/6/2019	MASLOWSKI WELLNESS & RESEARCH CENTER	\$ 165.00
45661	3/12/2019	BEMIDJI STATE UNIVERSITY	\$ 300.00
45662	3/12/2019	BENNING PRINTING AND PUBLISHING	\$ 852.50
45663	3/12/2019	CARDMEMBER SERVICE	\$ 1,574.27
45664	3/12/2019	CITY OF VERNDALE	\$ 4,359.80
45665	3/12/2019	DEAN FOODS INC	\$ 1,192.62
45666	3/12/2019	HBI RADIO WADENA	\$ 104.00
45667	3/12/2019	LEAF RIVER AG SERVICE	\$ 4,135.25
45668	3/12/2019	MINNESOTA ENERGY RESOURCES	\$ 4,362.23
45669	3/12/2019	PAN-O-GOLD BAKING COMPANY	\$ 52.00
45670	3/12/2019	PARK SUPPLY OF AMERICA, INC.	\$ 112.45
45671	3/12/2019	PERHAM SCHOOLS - ISD #549	\$ 30.00
45672	3/12/2019	POPPLERS MUSIC STORE	\$ 35.94
45673	3/12/2019	PRO-ED, INC.	\$ 38.50
45674	3/12/2019	REGION 6A MSHSL	\$ 739.00
45675	3/12/2019	ROCHESTER TELECOM SYSTEMS INC	\$ 44.40
45676	3/12/2019	SECTION 6A	\$ 80.00
45677	3/12/2019	SELL HARDWARE INC	\$ 92.40
45678	3/12/2019	SUPER ONE	\$ 236.49
45679	3/12/2019	UPPER LAKES FOODS	\$ 48.11
45680	3/12/2019	VERIZON WIRELESS	\$ 866.22
45681	3/12/2019	VISUALEDGE, INC.	\$ 880.63
45682	3/12/2019	WADENA COUNTY AUDITOR/	\$ 448.00
45683	3/12/2019	WASTE MANAGEMENT	\$ 954.51
45684	3/12/2019	WEST CENTRAL TELEPHONE ASSN	\$ 14,758.36
45686	3/14/2019	PERHAM SCHOOLS - ISD #549	\$ 24.00
45687	2/28/2019	230201 - NCPERS MINNESOTA	\$ 32.00
45688	2/28/2019	AVESIS Third Party Admin., Inc	\$ 101.08
45689	2/28/2019	LEGALSHIELD	\$ 95.42
45690	2/28/2019	OPERATING ENGINEERS	\$ 773.86
45691	2/28/2019	VERNDALE EDUCATION ASSN	\$ 3,777.60
45692	3/19/2019	BISON FB COACHES CLINIC	\$ 100.00
45693	3/19/2019	MADSEN'S PRECISION COLLISION	\$ 819.00

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
April 1, 2019

Check No.	Date	Vendor Name	Amount
45694	3/19/2019	MINNESOTA POWER & LIGHT CO	\$ 493.45
45695	3/19/2019	MN DEPARTMENT OF LABOR & INDUSTRY	\$ 40.00
45696	3/19/2019	SCHOLASTIC BOOK FAIRS - 15	\$ 2,665.03
45697	3/25/2019	EVERYTHING TRACK AND FIELD	\$ 503.50
45698	3/25/2019	MINNESOTA ENERGY RESOURCES	\$ 520.22
45699	3/25/2019	MINNESOTA POWER & LIGHT CO	\$ 6,079.56
45753	3/28/2019	MINNNESOTA TRUE TEAM TRACK	\$ 130.00
45754	3/28/2019	SECTION 6A	\$ 25.00
<i>Checks 45700-45751 have not been issued and are presented for payment authorization.</i>			
45700	3/26/2019	ALUMINUM ATHLETIC EQUIPMENT CO.	\$ 5,995.00
45701	3/26/2019	ASHMAN, KEVIN AND JENNA	\$ 50.00
45702	3/26/2019	BOUNDS, RACHEL	\$ 39.06
45703	3/26/2019	BRAINERD DAILY DISPATCH	\$ 117.00
45704	3/26/2019	CENTRAL LAKES COLLEGE	\$ 2,200.00
45705	3/26/2019	CENTRAL LAKES RESTAURANT SUPPLY OF ALEXANDRIA INC.	\$ 1,328.19
45706	3/26/2019	DAILEY ELECTRIC, LLC	\$ 483.25
45707	3/26/2019	ECKROTH MUSIC COMPANY	\$ 3,891.30
45708	3/26/2019	EDIN, JUSTIN	\$ 40.84
45709	3/26/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	\$ 363.48
45710	3/26/2019	EHLERS	\$ 200.00
45711	3/26/2019	ELECTRIC MOTOR SERVICE	\$ 313.80
45712	3/26/2019	E-RATE AND EDUCATIONAL SERVICES, LLC	\$ 903.25
45713	3/26/2019	FRESHWATER EDUCATION DISTRICT	\$ 25,284.21
45714	3/26/2019	GARY'S DIESEL REPAIR INC	\$ 6,061.23
45715	3/26/2019	GUARDIAN PEST CONTROL INC	\$ 67.04
45716	3/26/2019	HILLYARD/HUTCHINSON	\$ 185.60
45717	3/26/2019	IEA, INC	\$ 603.00
45718	3/26/2019	J & K TROPHY HOUSE	\$ 65.75
45719	3/26/2019	JONES, MATTHEW	\$ 890.00
45720	3/26/2019	LAKES COUNTRY SERVICE COOP.	\$ 2,383.33
45721	3/26/2019	LEAF RIVER AG SERVICE	\$ 1,577.25
45722	3/26/2019	LYLE'S SHOE STORE	\$ 64.95
45723	3/26/2019	MARCO TECHNOLOGIES LLC	\$ 2,745.77
45724	3/26/2019	MEI TOTAL ELEVATOR SOLUTIONS	\$ 147.36
45725	3/26/2019	MIDWEST BUS PARTS INC	\$ 139.48
45726	3/26/2019	MN STATE COMMUNITY & TECHNICAL	\$ 6,600.00
45727	3/26/2019	MniAAA	\$ 350.00
45728	3/26/2019	NORTHERN BUSINESS PRODUCTS, IN	\$ 41.94
45729	3/26/2019	NORTHERN PINES MENTAL HEALTH CENTER	\$ 1,111.11
45730	3/26/2019	PAN-O-GOLD BAKING COMPANY	\$ 224.90
45731	3/26/2019	PC PARTS PLUS	\$ 64.99
45732	3/26/2019	PEMBERTON, SORLIE, RUFER	\$ 77.00

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
April 1, 2019

Check No.	Date	Vendor Name	Amount
45733	3/26/2019	POPPLERS MUSIC STORE	\$ 162.75
45734	3/26/2019	RICHTER, SHARON	\$ 9.03
45735	3/26/2019	RIDDELL/ALL AMERICAN SPORTS CORP	\$ 679.25
45736	3/26/2019	SCHMITZ, SAMANTHA	\$ 119.96
45737	3/26/2019	STAPLES-MOTLEY PUBLIC SCHOOLS - ISD #2170	\$ 94.12
45738	3/26/2019	STEPHEN KRUEGER'S PIANO SERVICE	\$ 80.00
45739	3/26/2019	STEVE'S AUTO REPAIR, LLC	\$ 290.19
45740	3/26/2019	SUPER ONE	\$ 46.89
45741	3/26/2019	SUPREME SCHOOL SUPPLY COMPANY	\$ 84.33
45742	3/26/2019	SYNCB/AMAZON	\$ 1,241.79
45743	3/26/2019	TEACHER SYNERGY, LLC	\$ 104.46
45744	3/26/2019	TODAY'S CLASSROOM	\$ 3,893.00
45745	3/26/2019	UPPER LAKES FOODS	\$ 7,196.97
45746	3/26/2019	VERNDALE POST OFFICE	\$ 235.00
45747	3/26/2019	VIKING COCA-COLA BOTTLING CO	\$ 50.00
45748	3/26/2019	WADENA COUNTY AUDITOR/	\$ 1,015.50
45749	3/26/2019	WADENA COUNTY FAMILY SERVICES COLLABORATIVE	\$ 200.00
45750	3/26/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	\$ 702.64
45751	3/26/2019	WEBER'S WADENA HARDWARE	\$ 25.98
		<i>Checks 45685 and 45752 - Board Party Check presented for approval.</i>	
45685	3/12/2019	YOUNGBAUERS INC	\$ 2,531.25
45752	3/26/2019	YOUNGBAUERS INC	\$ 595.35
		GRAND TOTAL	\$ 234,653.26

**VERNDALE PUBLIC SCHOOL
 ISD #0818
 ELECTRONIC PAYROLL TRANSFERS**

Description	Payroll 2/15/2019	Payroll 2/28/2019	Payroll 3/15/2019
Payroll ACH Debit	\$ 122,918.81	\$ 124,653.05	\$ 125,502.35
Fed/OASDI/Med	\$ 37,343.24	\$ 38,055.61	\$ 38,879.87
State Taxes	\$ 6,015.08	\$ 6,115.02	\$ 6,297.15
TRA	\$ 15,975.87	\$ 16,382.63	\$ 17,425.99
PERA	\$ 6,415.35	\$ 6,617.39	\$ 5,868.75
EBC Section 125 cafeteria plan	\$ 2,671.65	\$ 2,671.65	\$ 2,671.65
EBC 403b/457 annuities	\$ 4,438.43	\$ 4,438.43	\$ 4,438.43
Other	\$ 884.36	\$ 4,779.96	\$ -
AFLAC - employee elections	\$ -	\$ 322.26	\$ -
Colonial - employee elections	\$ -	\$ 327.12	\$ -
Delta Dental - employee elections	\$ -	\$ 738.05	\$ -
Madison National - employee elections	\$ -	\$ 1,069.17	\$ -
Payroll Checks	\$ 363.04	\$ 856.08	\$ 1,024.58
Total Disbursements plus checks	\$ 197,025.83	\$ 207,026.42	\$ 202,108.77
Net payroll	\$ 123,281.85	\$ 125,509.13	\$ 126,526.93

VERNDALE PUBLIC SCHOOLS RESOLUTION

A RESOLUTION ACCEPTING DONATIONS TO THE DISTRICT

WHEREAS, State Statute 465.03, Gifts to Municipalities, states, in part, that “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.”; and;

WHEREAS, 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;

WHEREAS, The Verndale Public School has received and accepted donations below:

THEREFORE, LET IT BE RESOLVED that the Verndale Public School gratefully accepts these donations.

Student Activity		
Central Lakes Orthodontics, PA	Post Prom	\$50.00
Central Minnesota Credit Union	Post Prom	\$50.00
Chris O'Kane DDS, Inc.	Post Prom	\$25.00
Dailey Electric, LLC	Post Prom	\$50.00
Dale Schmith	Post Prom	\$50.00
Hockert's Inc.	Post Prom	\$20.00
James Madsen	Post Prom	\$50.00
Jordan Hinkle	Post Prom	\$25.00
Lake Country Insurance, Inc.	Post Prom	\$50.00
Lakewood Health System	Post Prom	\$50.00
Lamb-Weston/RDO Frozen	Post Prom	\$100.00
Leaf River Ag Service	Post Prom	\$25.00
Michael and Marian Criag	Post Prom	\$25.00
Pemberton Law	Post Prom	\$25.00
Solenk LLC DBA James Soule Auto Sales	Post Prom	\$15.00
Staples Auto License Bureau, Inc.	Post Prom	\$25.00
Todd Wadena Electric Cooperative	Post Prom	\$50.00
Trident Seafoods (Curt McIlravy)	Post Prom	\$100.00
Unity Bank	Post Prom	\$50.00
Verndale Lions	Post Prom	\$250.00
VFW Post 3922 (Wadena)	Post Prom	\$50.00
Wadena Family Dental	Post Prom	\$25.00
Wadena Hide & Fur Co., Inc.	Post Prom	\$25.00
Wadena State Bank	Post Prom	\$25.00
Weiher Enterprises, Inc.	Post Prom	\$50.00
Woodland Dental, Inc.	Post Prom	\$50.00
	Total Student Activity donations	\$1,310.00

Donator	Purpose	Donation			
Army National Guard	Post Prom	Contigo Water bottle (6)			
Army National Guard	Post Prom	phone card holder (32)			
Army National Guard	Post Prom	Sunglasses (5)			
Army National Guard	Post Prom	hot/cold cups with lids (5)			
Caseys	Post Prom	Free Large single topping pizza gift card (10)			
Central Minnesota Credit Union	Post Prom	napkins			
Ernies	Post Prom	\$10.00 gift card (5)			
kwad/knsp/kkws	Post Prom	twins ticket (2)			
Lund Boats	Post Prom	Hooded sweatshirt (L) and baseball cap			
Super One	Post Prom	\$25.00 gift card			
Whitetail Run Golf Course	Post Prom	2 - 9 hole green fee gift certificate (1 gift card)			

Where upon the Resolution was declared duly passed and adopted by the Verndale Public School Board this 1st day of April 2019.

Signed:

Attest:

 Signature
 Marcus Edin
 Chairperson

 Signature
 Scott Veronen
 Treasurer

March 7, 2019

Dear Mr. Brownlow, Mr. Follingstad, and The Verndale School Board,

It is with a heavy heart that I tender my resignation. I have been honored to be a part of this organization. Under some amazing leadership and guidance, we have made strides that make me proud to say I work here. I have learned so much and grown in so many ways, that this will forever be a place I call home.

I am taking this step to gain new experiences, face new challenges, and grow in new ways. I want to take this opportunity to thank you for believing in me, giving me the start to this career and giving me the opportunities I've had to become the educator I am today.

If my journey ever brings me back to the classroom, I would hope that it might be back here. There is something special about this school, it's people, and the community. It was not an easy decision because there are so many great things that I am leaving behind. Thank you for investing in me! It will not be easy to say goodbye.

Sincerely,

A handwritten signature in blue ink that reads "Rachel Johnson". The signature is written in a cursive style with a large, looping initial "R".

Rachel Johnson



VERNDALE PUBLIC SCHOOLS


Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-9701

To the Verndale school board, I Riley Anderson
Hereby resign my position as a school bus driver, effective
12 April 2019. I have enjoyed my time as a bus driver,
but I have decided to pursue a full time career in the
Minnesota Army National Guard. I thank the school and
Administration for this opportunity and wish you all the best.

Sincerely

Riley T. Anderson

 01 April 2019

April 1, 2019

Dear Wade and Verndale School Board,

This letter is to inform you that I, Melissa Current, will be resigning as a full-time regular bus route driver effective May 24, 2019. I would still like to drive as a sub or for extra-curricular activities. Thank you for allowing me to have the opportunity to drive bus for the Verndale School District. I have enjoyed getting to know all the students on my route.

Sincerely,

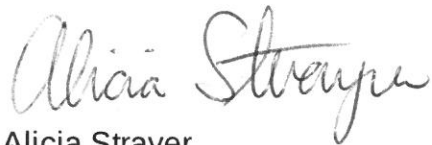
A handwritten signature in blue ink, appearing to read "Melissa Current", with a stylized flourish at the end.

Melissa Current

To whom it may concern:

This letter is to notify you that I am pregnant, and wish to take maternity leave during the 2019-2020 school year. It is my request to start maternity leave on August 26, 2019 and anticipate my return date to be October 21, 2019. Once a substitute is found, I will be willing to meet with them to ensure they are best prepared for their role as my substitute. Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Alicia Strayer". The signature is written in black ink and is positioned above the printed name.

Alicia Strayer
Verndale Public School
Kindergarten Teacher

I Brad Cottrell request a medical leave
of Absents beginning April 15, 2019 - MAY 2019

Thank you

Brad
Cottrell



To: Verndale School Board
From: Arick Follingstad, Principal
Date: April 1, 2019
Re: Elementary Teacher

I recommend the Verndale School District hire Angie Erickson to fill a 1.0 FTE elementary teaching position for the 2019-2020 school year. She will be placed at BS, Step 2 on the teacher master agreement payment schedule.

Angie is currently working as a long-term substitute in our building. During her time in the building, she has built strong relationships with students and staff and has proven herself to be committed to making a positive difference for our students. She will continue to be a valuable member of our teaching staff moving forward.

Sincerely,

Arick Follingstad
K-12 Principal



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

To: Mr. Paul Brownlow and the Verndale School Board
From: Greg Johnson, Dean of Students/Activities Director
Date: March 8, 2019
Re: Assistant Track Coach

I recommend the Verndale School District hire Kasey Kimber for the assistant track coaching position for the BHV track team.

Kasey has served as a paid and as a volunteer assistant track coach in previous years. Her knowledge of the sport of track and her experience will serve the program well.

Sincerely,

Greg Johnson
Dean of Students/Activities Director



Verndale School Board / Mr. Brownlow,

I recommend hiring Michael Maroney for a Sub Extra-Curricular driving position, contingent upon meeting a satisfactory background check and providing the proper Minnesota Bus Driving credentials.

Thank-you, Wade Kern

Transportation / Building & Grounds



Verndale School Board / Mr. Brownlow,

I recommend hiring Tanner Anderson for a Sub Extra-Curricular driving position, contingent upon meeting a satisfactory background check and providing the proper Minnesota Bus Driving credentials.

Thank-you, Wade Kern

Transportation / Building & Grounds



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

To: Verndale School Board
From: Paul Brownlow, Superintendent
Date: March 28, 2019
Re: Summer Recreation Director Salary for Summer 2019

I recommend the Verndale School District increase the salary for the summer recreation director to \$2,320.00. This is a \$70 increase from the previous salary. This increase is similar to the increases granted to the other employee groups this year. It also ensures that the salary for this position is competitive with the surrounding school districts.

Sincerely,

Paul Brownlow
Superintendent



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

To: Verndale School Board
From: Paul Brownlow, Superintendent
Date: March 28, 2019
Re: Summer Pirate Fun Lead Teacher Position

I recommend the Verndale School District hire Amanda Richter to fill the Summer Pirate Fun Lead Teacher position. Amanda has prior experience in the school district and program. She will be paid \$13.40 per hour for her work in this program.

Sincerely,

Paul Brownlow
Superintendent



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

To: Verndale School Board
From: Paul Brownlow, Superintendent
Date: March 28, 2019
Re: Summer Pirate Fun Assistant Position

I recommend the Verndale School District hire Tamara Merk to fill the Summer Pirate Fun assistant position. She will be paid \$11.35 per hour for this position. This position will be seasonal during the months of June and July.

Tamara has prior experience working with our students as an education assistant and in this program. Her experience, training, and positive attitude make her a great candidate for the Summer Pirate Fun assistant position.

Sincerely,

Paul Brownlow
Superintendent

VERNDALE PUBLIC SCHOOLS
BUDGET REVISION
APRIL 1, 2019

	NOVEMBER	APRIL	YEAR TO	
	BUDGET	BUDGET	DATE	%YTD
	562 Students	556 Students	2/28/2019	
GENERAL FUND 1				
REVENUES	\$ 6,401,260	\$ 6,369,135	\$ 3,584,551	56%
EXPENSES				
Salaries & Wages	\$ 3,693,546	\$ 3,742,551	\$ 2,107,227	56%
Employee Benefits	\$ 586,607	\$ 577,976	\$ 319,325	55%
Purchased Services	\$ 981,494	\$ 986,069	\$ 535,974	54%
Supplies & Materials	\$ 274,790	\$ 278,790	\$ 169,229	61%
Other Expenditures	\$ 106,885	\$ 106,885	\$ 26,398	25%
Capital Expenditures	\$ 402,232	\$ 427,236	\$ 108,942	25%
TOTAL EXPENSES	\$ 6,045,555	\$ 6,119,507	\$ 3,267,095	
TOTAL GENERAL FUND	\$ 355,706	\$ 249,628	\$ 317,456	
FOOD SERVICE FUND 2				
REVENUES	\$ 319,175	\$ 335,675	\$ 171,746	51%
EXPENSES	\$ 333,712	\$ 334,464	\$ 167,318	50%
TOTAL FOOD SERVICE	\$ (14,537)	\$ 1,211	\$ 4,427	
COMMUNITY ED FUND 4				
REVENUES	\$ 100,058	\$ 121,896	\$ 78,917	65%
EXPENSES	\$ 132,208	\$ 117,751	\$ 57,034	48%
TOTAL COMMUNITY ED	\$ (32,150)	\$ 4,145	\$ 21,883	
DEBT SERVICE FUND 7				
REVENUES	\$ 440,790	\$ 432,516	\$ 92,026	21%
EXPENSES	\$ 427,773	\$ 427,773	\$ 427,923	21%
TOTAL DEBT SERVICE	\$ 13,018	\$ 4,744	\$ (335,896)	
ALL FUND REVENUES	\$ 7,261,283	\$ 7,259,222	\$ 3,927,240	
ALL FUND EXPENSES	\$ 6,939,247	\$ 6,999,494	\$ 3,919,370	
GRAND TOTAL	\$ 322,036	\$ 259,728	\$ 7,870	



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

March 29, 2019

Dear Mr. Steve Pickar,

The Verndale School Board authorizes the Superintendent and Business Manager to conduct business with Star Bank on behalf of the Verndale School District. Please grant them access to the following accounts:

- 501 General Account
- 502 Petty Cash Account
- 503 Student Activity Account

The minutes from the April 1, 2019 school board meeting are attached authorizing this action. This authorization will take place annually at the Verndale School Board Organizational Meeting held each January.

Sincerely,

Marcus Edin
School Board Chair

MODEL RESOLUTION

CERTIFICATION OF MINUTES RELATING TO "MN TRUST"

Issuer: Independent School District No. 818 (Verndale), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on _____, 201_, at _____ o'clock __.m., at the District offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

**RESOLUTION AUTHORIZING ENTRY INTO JOINT
POWERS AGREEMENT IN THE FORM OF A DECLARATION OF TRUST
ESTABLISHING THE "MN TRUST" AND AUTHORIZING PARTICIPATION
THEREIN**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this __ day of _____, 201_.

Clerk of the Board

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

**RESOLUTION AUTHORIZING ENTRY INTO JOINT POWERS AGREEMENT IN THE
FORM OF A DECLARATION OF TRUST ESTABLISHING THE "MN TRUST" AND
AUTHORIZING PARTICIPATION THEREIN**

WHEREAS, Minnesota governmental units may invest their monies and enter into contracts and agreements as authorized by Minnesota Statutes, Section 118A.04 and Section 118A.05; and

WHEREAS, Minnesota Statutes, Section 471.59 (the Joint Powers Act) provides among other things that governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties; and

WHEREAS, MN Trust (the Fund) was established for the purpose of joint investment of governmental units' moneys so as to enhance the investment earnings accruing to each of the governmental units pursuant to the Joint Powers Act by adoption of a joint powers agreement in the form of a Declaration of Trust by Independent School District No. 192 (Farmington) and Independent School District No. 241 (Albert Lea) acting as the initial participants thereof, and further, by filing the executed Declaration of Trust with the Minnesota Secretary of State pursuant to Minnesota Statutes, Chapter 318; and

WHEREAS, the Declaration of Trust authorizes governmental units of the State of Minnesota, including, and without limitation, any city, county, town, school district, and any other political subdivision or agency of the State of Minnesota, and including any instrumentality of a governmental unit, all as defined in the Joint Powers Act, to adopt and enter into the Declaration of Trust and become Fund participants (the Participants); and

WHEREAS, the Declaration of Trust and Information Statement, describing and summarizing certain details with respect to the Fund, have been presented to this School Board (the Board); and

WHEREAS, the Fund is governed by a Board of Trustees (the Trustees) in accordance with the terms of the Declaration of Trust; and

WHEREAS, the Board deems it advisable for Independent School District No. 818 (Verndale), Minnesota (the District) to adopt and enter into that certain Declaration of Trust, as amended, dated April 11, 2007, (the Declaration of Trust) in order to become Participants; and

WHEREAS, the Board deems it advisable for the District to make use from time to time, in the discretion of its officials, of the Fund's fixed income investment program and other Fund programs available to Participants; and

WHEREAS, the Board deems it advisable for the District to make use from time to time the services provided by PMA Financial Network, Inc., PMA Securities, Inc., Prudent

Man Advisors, Inc., and Associated Bank, National Association and Associated Trust Company, National Association, and/or their affiliates and successors, in connection with the District's utilization of the Fund.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The District shall adopt and enter into the Declaration of Trust, which is adopted by reference herein with the same effect as if it had been set out verbatim in this Resolution, and thereby become a Participant in the Fund. A copy of the Declaration of Trust shall be filed in the minutes of the meeting at which this Resolution was adopted. The Chair and the Clerk of the Board, being the officers charged with the responsibility for executing documents, are authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry of the District into the Declaration of Trust and to utilize Fund programs and services through PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors Inc., and Associated Bank.

Section 2. The District and those acting on its behalf are hereby authorized to invest its available moneys, not presently needed for other purposes or restricted for other purposes, from time to time and to withdraw such moneys from time to time in accordance with the provisions of the Declaration of Trust including investment through the Fund programs and other Fund services offered through PMA Financial Network, Inc. PMA Securities, Inc., Prudent Man Advisors, Inc, and Associated Bank. The following officers and officials of the District, and their respective successors in each office, are hereby designated as Authorized Officials (the Authorized Officials) with full power and authority to effectuate the investment and withdrawal of moneys of District from time to time in accordance with the Declaration of Trust, pursuant to the Fund's fixed income investment program and other Fund services available to Participants:

Paul Brownlow, Superintendent

Print Name/Title

Signature

Jordan Anderson, Business Manager

Print Name/Title

Signature

Print Name/Title

Signature

Print Name/Title

Signature

The District's Superintendent shall advise the Fund of any changes in Authorized Officials in accordance with the procedures established by the Trustees.

Section 3. The Trustees are hereby designated as having official custody of the District's moneys that are directed to be invested in accordance with the Declaration of Trust.

Section 4. Authorization is hereby given for members of the Board and officials of this District to serve as Trustees from time to time if selected as such pursuant to the provisions of the Declaration of Trust.

Section 5. Authorization is hereby given, until further notice, for the Superintendent to act as a representative and take action on behalf of the District as a Participant in the Fund.

Section 6. The District may open depository accounts, enter into wire transfer agreements, safekeeping agreements, collateral agreements, third party surety agreements securing deposits, and lockbox agreements with institutions participating in Fund programs including Associated Bank, its successor, or Fund programs of PMA Financial Network, Inc., PMA Securities, Inc., and Prudent Man Advisors, Inc. and that these institutions shall be deemed eligible depositories pursuant to Minnesota Statutes, Section 118A.02. PMA Financial Network, Inc. and/or PMA Securities, Inc. are authorized to act on behalf of the District as agent with respect to such Fund accounts and agreements.

Section 7. Financial institutions which qualify as depositories under Minnesota law and are included on a list approved and maintained for such purpose by the Fund's Administrator are hereby designated as depositories of the District pursuant to Minnesota Statutes, Section 118A.02 and moneys of the District may be deposited therein, from time to time in the discretion of the Authorized Officials, pursuant to the fixed income investment program available to Participants.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**Independent School District No. 818
(Verndale Public Schools), Minnesota**

Resolution 01A

**Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-
advantaged Governmental Bonds**

WHEREAS, the Independent School District No. 818 (Verndale Public Schools), Minnesota (the "District") from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

WHEREAS, under the Internal Revenue Code of 1986, as amended and related regulations (the "Code"), and Securities and Exchange Commission (the "SEC") the District is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC; and

WHEREAS, the District has determined to adopt a policy regarding how the District will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

WHEREAS, The School Board (the "Board") of the District has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the District to adopt the Policy.

NOW THEREFORE, BE IT RESOLVED BY THE INDEPENDENT SCHOOL DISTRICT NO. 818 (VERNDALE PUBLIC SCHOOLS), MINNESOTA; the Board approves the Policy as shown in the form attached; and

BE IT FURTHER RESOLVED; the District staff is authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

Adopted by the Independent School District No. 818 (Verndale Public Schools), Minnesota this ____ day of ____.

ATTEST:

**Independent School District No. 818
(Verndale Public Schools), Minnesota
Post-Issuance Debt Compliance Policy**

The School Board (the "Board") of Independent School District No. 818 (Verndale Public Schools), Minnesota (the "District") has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

IRS Background

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

SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the "Rule"). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements ("CDA"). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be "communicating to the market" can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has

developed the following policy (the "Post-Issuance Debt Compliance Policy"). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Business Manager of the District is designated as the District's agent who is responsible for post-issuance compliance of these obligations.

The Business Manager shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the "Post-Issuance Debt Compliance Procedures"). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Business Manager shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Business Manager will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Business Manager or any other individuals responsible for assisting the Business Manager in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Business Manager shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds

The District may issue tax-exempt obligations that are "private activity" bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called "conduit bonds", where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain

manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Business Manager shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

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

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

Adopted this date by the Independent School District No. 818 (Verndale Public Schools), Minnesota

**Independent School District No. 818
(Verndale Public Schools), Minnesota
Post-Issuance Debt Compliance Procedures**

The School Board (the "Board") of Independent School District No. 818 (Verndale Public Schools), Minnesota (the "District") has adopted the attached Post-Issuance Debt Compliance Policy dated [REDACTED]. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the District. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Business Manager of the District will perform the following Post-Issuance Debt Compliance Procedures for all of the District's outstanding debt.

1) General Post-Issuance Compliance

- a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c) The Business Manager understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (e.g. as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 (the "VCAP Program")).

2) General Recordkeeping

- a) Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the District's bond counsel.
- b) Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
- c) General records and documentation to be assembled and retained:
 - i) Description of the purpose of the obligation (i.e. the project or projects) and the state statute authorizing the project.
 - ii) Record of tax-exempt status or revocation of tax-exempt status, if applicable.
 - iii) Any correspondence between the District and the IRS.
 - iv) Audited financial statements.
 - v) All accounting audits of property financed by the obligation.
 - vi) Obligation transcripts, official statements, and other offering documents of the obligation.
 - vii) Minutes and resolutions authorizing the issuance of the obligation.

- viii) Certifications of the issue price of the obligation.
- ix) Any formal elections for the obligation (i.e. an election to employ an accounting methodology other than the specific tracing method).
- x) Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- xi) All information reports filed for the obligations.
- xii) All management contracts and other service agreements, research contracts, and naming rights contracts.
- xiii) Documents related to governmental grants associated with construction, renovation or purchase of property financed by the obligation.
- xiv) Reports of any prior IRS examinations of the District or the District's obligation.
- xv) All correspondence related to the above (faxes, emails, or letters).

3) Arbitrage Yield Restriction and Rebate Recordkeeping

- a) Investment and arbitrage documentation to be assembled and retained:
 - i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
 - ii) Statements prepared by Trustee and/or Investment Provider.
 - iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation.
 - iv) Documentation for investments made with obligation proceeds such as:
 - (1) investment contracts (i.e. guaranteed investment contracts),
 - (2) credit enhancement transactions (i.e. obligation insurance contracts),
 - (3) financial derivatives (e.g. swaps, caps, and collars), and
 - (4) bidding of financial products:
 - (a) Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
- b) Computations of the arbitrage yield.
- c) Computations of yield restriction and rebate amounts including but not limited to:
 - i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
 - ii) Compliance in meeting the "Rebate Exception."
 - (1) qualifying for the "Small Issuer Exception,"
 - (2) qualifying for a "Spending Exception,"
 - (a) 6-Month Spending Exception
 - (b) 18-Month Spending Exception

- (c) 24-Month Spending Exception
 - (3) qualifying for the "Bona Fide Debt Service Fund Exception," and
 - (4) quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.
 - d) Computations of yield restriction and rebate payments.
 - e) Timely Tax Form 8038-T filing, if applicable.
 - i) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
 - f) Timely Tax Form 8038-R filing, if applicable.
 - i) Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.
 - g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).
- 4) Expenditure and Asset Documentation to be Assembled and Retained
- a) Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
 - i) Such allocation will be done not later than the earlier of:
 - (1) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or
 - (2) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.
 - b) Documentation of allocations of obligation proceeds to issuance costs.
 - c) Copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to obligation proceed expenditures during the construction period.
 - d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
 - e) Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).
 - f) List of all facilities and equipment financed with obligation proceeds.

- g) Depreciation schedules for depreciable property financed with obligation proceeds.
- h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
- i) Documentation of timely payment of principal and interest payments on the obligation.
- j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
- k) Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

5) Miscellaneous Documentation to be Assembled and Retained

- a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
- b) The Business Manager shall monitor the use of all obligation-financed facilities in order to:
 - i) Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
 - (1) sale of the facilities;
 - (2) sale of District capacity rights;
 - (3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting of cell phone towers);
 - (4) leasehold improvement contracts, licenses, management contracts in which the District authorizes a third party to operate a facility (e.g. cafeteria);
 - (5) research contracts;
 - (6) preference arrangements in which the District permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
 - (7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
 - (8) development agreements which provide for guaranteed payments or property values from a developer;
 - (9) grants or loans made to private entities including special assessment agreements;
 - (10) naming rights agreements; and
 - (11) any other arrangements that provide special legal entitlements to nongovernmental persons.
 - ii) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided

by nongovernmental persons with respect to such obligation-financed facilities.

- c) The Business Manager shall provide training and educational resources to any District staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.
 - d) The District shall undertake the following with respect to the obligations:
 - i) An annual review of the books and records maintained by the District with respect to such obligations.
 - ii) An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Business Manager with the assistance of any District staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
 - e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.
- 6) Additional Undertakings and Activities that Support Sections 1 through 5 above:
- a) The Business Manager will notify the District's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.
 - b) The Business Manager will consult with the District's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transaction).
 - c) The Business Manager will monitor all "qualified tax-exempt debt obligations" (often referred to as "bank qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010 the limit was \$30,000,000. During this period, the limit also applied to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is \$10,000,000 unless changed by Congress.
 - d) Identify any post-issuance change to terms of obligations which could be treated as a current refunding of "old" obligations by "new" obligations, often referred to as a "reissuance."
 - e) The Business Manager will consult with the District's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed

property which may require "remedial action" under applicable Treasury Regulations or resolution pursuant to the VCAP Program.

- i) A remedial action has the effect of curing a deliberate action taken by the District which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).
- f) The Business Manager will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).

7) Continuing Disclosure Obligations

- a) Identify a position at the District to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the District.
- b) The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The District cannot delegate its compliance responsibilities.
- c) The District should specify how providers or delegated authorities will be monitored and supervised.
- d) The District should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- e) The District should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- f) The District should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- g) The Business Manager for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- h) The District should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- i) The District should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
 - i) Principal and interest payment delinquencies.
 - ii) Non-payment related defaults, if material.
 - iii) Unscheduled draws on debt service reserves reflecting financial difficulties.

- iv) Unscheduled draws on credit enhancements reflecting financial difficulties.
 - v) Substitution of credit or liquidity providers or their failure to perform.
 - vi) Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
 - vii) Modifications to rights of security holders, if material.
 - viii) Obligation calls, if material.
 - ix) Defeasances.
 - x) Release, substitution or sale of property securing repayment of the obligations, if material.
 - xi) Rating Changes.
 - xii) Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
 - xiii) Merger, consolidation, or acquisition of the obligated person, if material.
 - xiv) Appointment of a successor or additional trustee, or change of name of a trustee, if material.
 - xv) Incurrence of financial obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the District, any of which affect security holders, if material.
 - xvi) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the District, any of which reflect financial difficulties.
- j) In addition to the mandatory material events, the District should review and file any additional or voluntary event notices.
 - k) The District should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.
 - l) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.
 - m) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.
 - n) The District needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.
- 8) Compliance with Future Requirements
- a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

Verndale School District
Summer 2019 Program Fees

<u>Program</u>	<u>Cost Per Child</u>	<u>Family Cap</u>
Childcare Program		
Verndale Students	\$2.00/hour	\$6.00 per hour
Others	\$2.50/hour	No Cap
Summer Ball Programs		
Verndale Students	\$32.00	\$80.00 (\$3 increase)
Others	\$37.00	No Cap
Swimming Lessons		
Verndale Students	\$47.50	\$120 (\$10 increase)
Others	\$55.00	No Cap
Summer Theater:		
Verndale Students	\$40	No Cap
Others	\$40	No Cap



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

To: Verndale School Board
From: Paul Brownlow, Superintendent
Date: April 1, 2019
Re: Summer Rec Assistant Positions

I recommend the Verndale School District hire the individuals noted below to fill the vacant summer recreation assistant positions for the 2019 summer season. Each assistant will be paid \$1,060.00 for their work in the position.

Mack Jones
Molly Brownlow
Brayden Vertina

Sincerely,

Paul Brownlow
Superintendent

Adopted: _____

MSBA/MASA Model Policy 101

Revised: _____

Orig. 1995

Rev. 2004

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
 - 2. The school district has wide discretion over the expenditure of funds under

its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a

public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
[MSBA/MASA Model Policy 704 \(Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System\)](#)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Adopted: December 22, 2008

MSBA/MASA Model Policy 101.1

Orig. 1998

Revised: _____

Rev. 1999

Reviewed: January 28, 2013

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 818. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be Verndale Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 818 (Verndale Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2017

102 EQUAL EDUCATIONAL OPPORTUNITY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

[Note: Part of the definition of “sexual orientation” within the Minnesota Human Rights Act (MHRA) is “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness,” which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.

C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

D. Every school district employee shall be responsible for complying with this policy conscientiously.

E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment

and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Adopted: August 28, 2000

MSBA/MASA Model Policy 103

Revised: December 22, 2008

Orig. 1995

Rev. 2005

Reviewed: January 28, 2013

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or followup relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: August 28, 2000

MSBA/MASA Model Policy 104

Revised: January 28, 2013

Orig. 1997

Rev. 2004

104 SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270

Cross References:

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: restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of **six (6) months** of operating expenses.

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.

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: finance committee. 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.

IX. REVIEW

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

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

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

Adopted: May 2011

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 unassigned general fund balance of **three months** of operating expenses. *6 months*

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.

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: **Finance Committee**. 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.

IX. REVIEW

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

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

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

1st reading April 25, 2011

2nd reading May 23, 2011

Adopted May 23 ,2011



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

Statement of Position Fund Balances for Local Governments Based on GASB Statement No. 54

Background

Governmental Accounting Standards Board's (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, defines the classifications of fund balance based on the focus of the constraints placed on the use of current fund balance. The Statement also identifies the governmental fund type definitions. This Statement of Position addresses only the fund balance classifications and reporting.

The requirements of GASB 54 are applicable to all local governments. Implementation was required for the first fiscal year ended June 30, 2011. However, most Minnesota local governments report on a calendar year. For those reporting on a calendar year, the first required year for implementation was the year ended December 31, 2011.

In governmental funds,¹ local government should identify fund balance separately based on a hierarchy of the constraints placed on the use of the financial resources within governmental funds. A local government will classify its fund balances into one of up to 5 classifications: nonspendable, restricted, committed, assigned, and unassigned. While some of the GASB 54 classifications are similar in nature to the classifications under pre-GASB Statement No. 54, the focus is different, and thus, what is classified into these classifications may be different.

Fund Balance Classifications/Definitions for Governmental Funds

The fund balances of a local government's governmental funds should be reported in the new classifications based on the definitions in the following table:

¹ Governmental fund reporting focuses primarily on the sources, uses, and balances of current financial resources and often has a budgetary orientation. The governmental fund category includes the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds. Codification of Governmental Accounting and Financial Reporting Standards § 1300.102.

Reviewed: February 2014
Revised: July 2012

2010-1003

This Statement of Position is not legal advice and is subject to revision.

An Equal Opportunity Employer

Fund Balance Reporting			
Classification	Definition	Examples	
Nonspendable	“Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.” ²	<ul style="list-style-type: none"> • Inventories, • Prepaid items, • Long-term receivables in the general fund, and • Permanent principal of endowment funds. 	
Restricted	<p>“Fund balance should be reported as restricted when constraints placed on the use of resources are either:</p> <p>a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or</p> <p>b. Imposed by law through constitutional provisions or enabling legislation.”³</p>	<ul style="list-style-type: none"> • Restricted by state statute, • Unspent bond proceeds, • Grants earned but not spent, • Debt covenants, • Taxes dedicated to a specific purpose, and • Revenues restricted by enabling legislation. 	
Unrestricted	Committed	<p>“Used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority.”⁴</p>	<ul style="list-style-type: none"> • The governing board has decided to set aside \$1M for a new city hall. • Property tax levies set for a specific purpose by resolution.
	Assigned	“Amounts that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed.” ⁵	<ul style="list-style-type: none"> • Governing board has set aside \$2 million for a county hospital and the county manager may amend this up to \$100,000. • Governing body delegates the authority to assign fund balance to the finance officer. • Governing board has appropriated fund balance often to balance next year’s budget.⁶ • Positive residual balances in governmental funds other than the general fund.
	Unassigned	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned. ⁷	

² GASB Statement No. 54, ¶ 6.

³ GASB Statement No. 54, ¶ 8.

⁴ GASB Statement No. 54, ¶ 10.

⁵ GASB Statement No. 54, ¶ 13.

⁶ See appropriated fund balance section of this document.

⁷ GASB Statement No. 54, ¶ 17.

Classifying Fund Balance

A local government should classify its fund balances based on the nature of the particular net resources reported in a governmental fund. The government would first start by identifying nonspendable net resources, followed by restricted, committed, assigned and lastly unassigned. This will classify a fund's net resources from those that have the most constraints placed on their use to the least. A fund's net resources also are affected by the spending policy of that government. A local government should determine the order of use of resources when expenditures are incurred. Are restricted resources used first? Or, if available for use, are unrestricted net resources (committed, assigned, or unassigned) used first? If a local government does not have an accounting policy that identifies the order of use of resources, then the net resources with the most constraints are used first.

Unrestricted Fund Balance

Unrestricted fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. The unrestricted fund balance is the amount of fund balance that a local government, itself, has placed constraints on its use (committed and assigned) and fund balance that does not have any specific purpose identified for the use of those net resources (unassigned). Unrestricted fund balance, therefore, includes the committed, assigned, and unassigned classifications. Committed and assigned fund balance represent resources set aside by the government to fund specific purposes. The two classifications differ in the formality of the action required to set aside the net resources.

The government's highest level of decision-making authority is required to commit available fund balance to a specific purpose. Once the action has been taken, the committed funds cannot be used for any other purpose unless the commitment is rescinded by the same type of action that previously committed the funds. The action taken to commit the funds must be taken prior to the end of the fiscal year, but the specific amount may be determined in the subsequent period.

The authority to assign may be delegated to an official other than the governing body. Unlike committed fund balance, the action taken to assign fund balance may be made after year end. In governmental funds other than the general fund, the assignment must follow the government's intent for the specific purpose of the individual funds. Therefore, all remaining positive fund balances in the special revenue, debt service, and capital projects funds are classified as assigned.

Unassigned fund balance represents the remaining unrestricted fund balance in the general fund after identifying fund balance that has been committed or assigned. Deficits in fund balances of other governmental funds are reported as unassigned. Assignments should never cause a deficit in unassigned fund balance to occur.

Stabilization Arrangements: Restricted/Committed vs. Unassigned

Many local governments currently set aside part of fund balance for emergencies, working capital, cash flows, revenue shortages, or other contingencies. The authority to set aside these

amounts usually comes from ordinance or resolution. The GASB calls these types of funds “stabilization arrangements.” For a government to be able to set aside these types of funds as restricted or committed, they need to specifically define when these amounts may be used and specify a situation that cannot be expected to occur routinely. For example, identifying funds to be accessed “in an emergency” does not sufficiently detail the circumstance or condition that must be met for the funds to be considered committed. To commit these funds, the government needs to be more specific in defining an emergency. If the arrangement meets these requirements, it would be considered a specific purpose and reported as either restricted or committed, depending on the source of the constraint. Stabilization arrangements that do not meet the requirements should be reported as part of unassigned fund balance in the general fund.

Appropriated Fund Balance

Usually a local government only classifies fund balances at year end for financial reporting purposes. Thus only current, and not future, net resources are classified. Typically, the subsequent year’s budgeted expenditures are expected to be paid from the subsequent year’s revenues and not the current reporting year’s ending fund balances. On occasion, local governments will “deficit” budget, or in other words, budget more expenditures than anticipated revenues and drawdown beginning fund balance for the subsequent year. An appropriation of 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.⁸

Recommendations

Adoption of Comprehensive Fund Balance Policy

The GASB’s Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, identifies fund balance accounting policies that a local government may have or should consider. The Office of the State Auditor recommends that each local government establish/approve a formal comprehensive fund balance policy relating to accounting and financial reporting of governmental fund balances. A local government’s fund balance policy could address the following areas:

- Minimum fund balance
- Order of resource use
- Stabilization arrangements
- Committing fund balance
- Assigning fund balance

Minimum Fund Balance

The Office of the State Auditor recommends that local governments determine and establish in their fund balance policy a desired minimum level of unrestricted fund balance to maintain in

⁸ GASB Statement No. 54, ¶ 16.

their general fund and other significant governmental funds. The local government's governing body should keep revenue streams in mind when determining a minimum level of fund balance for their policy. Often a local government's revenue stream is not evenly distributed throughout the year. A local government will need sufficient beginning fund balances to pay expenditures until these revenues are received. For example, funds that rely heavily on property taxes must maintain sufficient financial resources until the next tax revenue collection cycle. Funds that rely on state appropriations and grants should consider the timing of those payments. Also, local governments need to maintain a prudent level of financial resources to protect against a forced service level reduction or having to raise taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

Other considerations include the predictability of revenues and the volatility of expenditures. A local government may need higher levels of unrestricted fund balance if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile, such as greater expenditures in the early part of the year. The availability of resources in other funds and the potential drain on the general fund resources from other funds could affect the necessary level of minimum unrestricted fund balance. The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund.

After establishing a minimum level of unrestricted fund balance, the policy should provide for both a time frame and a specific plan for increasing or decreasing the level of unrestricted fund balance. If the actual unrestricted fund balance is not consistent with the policy, a plan should be developed by the governing body that will allow for compliance with the desired minimum level. The fund balance policy should include a provision for a regular review of the sufficiency of the minimum fund balance level.

Order of Resource Use/Fund Balance Flow Assumption

The Office of the State Auditor recommends that local governments include in their comprehensive fund balance policy the normal order of resource use. The policy should identify which fund balance resources (restricted or unrestricted) are normally used first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Also, for unrestricted fund balance, the local government should identify the order in which committed, assigned, or unassigned amounts are spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Stabilization Arrangements

The Office of the State Auditor also recommends that local governments consider establishing a stabilization arrangement for emergency situations in their comprehensive fund balance policy. The policy should establish the amount to be set aside, identify the types of nonroutine emergencies/situations that would meet the need for use of stabilization funds, and clearly state that the amount set aside may only be used for the identified emergency situations.

Committing Fund Balance

The Office of the State Auditor also recommends that a local government's governing body identify in its comprehensive fund balance policy its process for committing fund balance to a specific purpose. The policy could identify the local government's highest level of decision making authority, what formal action is required to commit fund balance, and what specific purposes normally will require committing resources.

Assigning Fund Balance

Furthermore, the Office of the State Auditor recommends each local government that decides to delegate the authority to assign fund balance for a specific purpose include in their comprehensive fund balance policy the body or official authorized to assign amounts to a specific purpose and the types of specific purposes that may be assigned by that delegated body or official. The policy should also specify how the amounts for such assignments are arrived at and whether the governing body will set the assignments annually or will set up a process to make the assignment based on the guidelines established by the governing body.

Appropriate Fund Balance Levels

The Office of the State Auditor recommends that, at year-end and/or at other key times of the year, local governments that rely significantly on property taxes maintain an unrestricted fund balance of approximately 35 to 50 percent of fund operating revenues or no less than five months of operating expenditures in their general fund and special revenue funds. This amount of unrestricted fund balance should provide the local government with adequate funds until the next property tax revenue collection cycle. The adequacy of unrestricted fund balance should be assessed based on an individual local government's own circumstances. If the local government's unrestricted fund balance is less than or greater than the recommended level, the local government should be able to explain the reason for the difference.

According to the Minnesota Department of Education, Minnesota school districts, unlike most local governmental units, experience timing of receipts from local property tax levies, state aids, and federal aids that provide a more reliable flow of cash to fund operations. Therefore, a recommended unrestricted fund balance for school districts may be less than the amounts recommended above for other local governmental units. Each school district should determine the appropriate level of unrestricted fund balance based on the school district's circumstances.

Local governments should also consider taking a position on the level of unrestricted fund balance in other funds that have unrestricted revenues. In setting an appropriate level, the local government should consider any long-term forecasting/planning issues to avoid the risk of placing too much emphasis on the level of unrestricted fund balance at any one time.

MEMORANDUM OF UNDERSTANDING
RESOLUTION OF GRIEVANCE FILED NOVEMBER 28, 2018

WHEREAS, International Union of Operating Engineers, IUOE Local No. 70, is the certified exclusive representative for Non-Certified Custodial, Secretarial, Educational Assistants and Food Service Employees of the Verndale Independent School District No. 818.

WHEREAS, There exists a Labor Agreement between ISD No. 818 and with IUOE, said Labor Agreement in effect from July 1, 2017 through June 31, 2019.

WHEREAS, A grievance was filed November 28, 2018 pertaining to issues related to payment of accumulated and unused vacation, personal leave and upon termination of employment.

WHEREAS, To date, ISD No. 818 has alleged that the grievance is not proper and is without legal basis and has continued to deny the grievance.

WHEREAS, It is the intent of the parties that this Memorandum of Understanding completely resolve any and all outstanding issues pertaining to the pending grievance and that the Memorandum of Understanding apply only to former ISD No. 818 employee Barbara Brown and not to any other members of this bargaining unit.

WHEREAS, This Memorandum of Understanding is not an admission by either side as to the strength or correctness of their respective positions related to this grievance.

WHEREAS, It is the understanding of both sides that this Memorandum of Understanding, which is intended to resolve the issues of the parties, is not considered to be a past practice, cannot be considered to be evidence in any future issues pertaining to the parties, and cannot be used as evidence in any court or arbitration proceeding. This Memorandum of Understanding does not prohibit IUOE or ISD No. 818 from taking any particular position in contract negotiations.

BE IT HEREBY RESOLVED, That the parties agree to the following:

Payment will be made to Barbara Brown for a percentage of accumulated and unused leave benefits in the amount of \$1,500.00 as wages, subject to normal and customary payroll taxation. Payment will be made during next payroll on March 29, 2019.

ISD No. 818

IUOE on behalf of its members

By _____

By Wade N. Cef

Date _____

Date 3/20/19

Barbara Brown

By Barbara Brown

Date March 20, 2019



Brownlow, Paul <pbrownlow@vps.verndale.k12.mn.us>

Fwd: Bus Order Agreement with Trade

1 message

Kern, Wade <wkern@vps.verndale.k12.mn.us>
To: Paul Brownlow <pbrownlow@vps.verndale.k12.mn.us>

Thu, Mar 28, 2019 at 2:15 PM

Paul,

Please see the attachments, one with trade-in other without, I may still look into a better deal for the old bus. Wade

----- Forwarded message -----

From: **Bryan Techel** <bryant@northcentralinc.com>
Date: Wed, Mar 27, 2019 at 4:48 PM
Subject: Bus Order Agreement with Trade
To: Wade Kern <wkern@vps.verndale.k12.mn.us>

Hi Wade

Please see the attached order agreement with Trade
I've also attached the order Agreement w/o trade.

Let me know if you have questions or need anything else at this point

Thank you
Bryan Techel

3 attachments

 **noname**
448K

 **Verndale Schools Order Agreement With Trade.pdf**
207K

 **Verndale Schools Order Agreement.pdf**
206K



Bus Order Agreement

Date: 3/14/2019
 Sales Rep: Bryan Techel

NCBE Quote ID # or Stock #: 175116

Bid Type: Sourcewell(NJPA)
 (State, Formal, NJPA, etc.)

Customer Name: Verndale Schools

Address: 411 South Brown Street

Contact Name: Wade Kern

Email Address: wkern@vps.verndale.k12.mn.us

Phone Number: 218-445-5184

Fax Number: _____

Financing: YES NO Lender: _____

Be it known that (Buyer) _____ agrees to purchase from North Central Bus & Equipment, Inc. (Seller) the following described items as listed below and any attachments:

Qty	Description	Unit Price	Total Price
1	71P Bluebird BBCV Gas Powered School Bus	\$85,275.00	\$85,275.00
-1	Trade Bus Listed Below	(\$1,000.00)	(\$1,000.00)
*	Excise Tax	\$5,477.88	\$5,477.88
*	Title,Plate,Transfer,Doc Fees(estimated, will be billed actual amount)	\$53.75	\$53.75
*Total Bid Price:			\$89,806.63
<i>*Plus Applicable Tax, Title, Plate, Transfer, and Doc Fees</i>			

Type of Plates: TE SB BY
 Tax Exempt?: YES NO

A Final Invoice Will Be Generated and Mailed To You Prior To Delivery Of Your New Bus, Including All Applicable Fees.

Trade-In Information

Plate #	VIN Number	Year / Make / Model, Mileage, Engine, Capacity, Brakes, Transmission	Trade-In Value
#7	4UZAAXAL44CL84447	2003/Thomas/FS65,209,000,Cat,71P,HYD,AUTO	\$1,000.00

Comments / Additional Information: Customer would like invoiced after July 1st, 2019 with delivery to take place mid August 2019

Accepted By: Bryan Techel
 (NCBE Representative)
Sales
 (Title)
3/27/2019
 (Date)

 (Authorized Buyer Representative)

 (Title)

 (Date)

All Pricing Is Valid for 30 Days Or Availability Of Quoted Stock Unit(s) At The Time Of Purchase. Buyer Will Pay For Any Equipment Or Performance Changes, Modifications, or Additions Required By Any Changes In Such Laws or Regulations Subsequent To The Date Hereof At The Increased Cost To The Seller.



Bus Order Agreement

Date: 3/14/2019
 Sales Rep: Bryan Techel

NCBE Quote ID # or Stock #: 175116

Bid Type: Sourcewell(NJPA)
 (State, Formal, NJPA, etc.)

Customer Name: Verndale Schools

Address: 411 South Brown Street

Contact Name: Wade Kern Email Address: wkern@vps.verndale.k12.mn.us

Phone Number: 218-445-5184 Fax Number: _____

Financing: YES NO Lender: _____

Be it known that (Buyer) _____ agrees to purchase from North Central Bus & Equipment, Inc. (Seller) the following described items as listed below and any attachments:

Qty	Description	Unit Price	Total Price
1	71P Bluebird BBCV Gas Powered School Bus	\$85,275.00	\$85,275.00
*	Excise Tax	\$5,542.88	\$5,542.88
*	Title, Plate, Transfer, Doc Fees (estimated, will be billed actual amount)	\$53.75	\$53.75
*Total Bid Price:			\$90,871.63
<i>*Plus Applicable Tax, Title, Plate, Transfer, and Doc Fees</i>			
A Final Invoice Will Be Generated and Mailed To You Prior To Delivery Of Your New Bus, Including All Applicable Fees.			

Type of Plates: TE SB BY
 Tax Exempt?: YES NO

Trade-In Information

Plate #	VIN Number	Year / Make / Model, Mileage, Engine, Capacity, Brakes, Transmission	Trade-In Value

Comments / Additional Information: Customer would like invoiced after July 1st, 2019 with delivery to take place mid August 2019

Accepted By: Bryan Techel (NCBE Representative) _____ (Authorized Buyer Representative) _____
 Sales (Title) _____ (Title) _____
 3/14/2019 (Date) _____ (Date) _____

All Pricing Is Valid for 30 Days Or Availability Of Quoted Stock Unit(s) At The Time Of Purchase. Buyer Will Pay For Any Equipment Or Performance Changes, Modifications, or Additions Required By Any Changes In Such Laws or Regulations Subsequent To The Date Hereof At The Increased Cost To The Seller.

Verndale School District
Summer 2019 Projects

1. Hot Water Heater Replacement - \$15,800
2. Roof Replacement over Elementary Special Education Department - \$46,360
3. Exterior Door Replacement in Preschool - \$1,030
4. Installation of Lockers (20 lockers in the high school) - \$3,475
5. Roof drain line on 4th Avenue (waiting for quotes)

Potential 2019 Projects

1. Roofing proposal Job # 6042 – Quote of \$41,360 plus contingencies for wet or deteriorated insulation of \$5,000. Total amount needed for budget \$46,360.
2. P-K exterior door replacement – Labor, Materials, Paint, welding of bottom of door frame. \$1,030
3. New student lockers – 20 additional High School lockers \$3,475. Custodial staff would assemble and install them.** I emailed Tom 3-29-19 to order new high school lockers. I asked him to see if he could wait to deliver until June.
4. New hot water boiler – 96% compared to 80%. \$15,800 - \$500.00 rebate = \$15,300 ** Check with Ackermann Plumbing about the new water heater, how are they going to run the condensate piping? (Corrosion) Ask him about maintenance or if this needs to be inspected by the boiler inspector(Harford Boiler)
5. Removal of banners in old gym and repainting of north and south walls- Custodial staff would remove banners and old conduit's plus fill all anchor holes with mortar and apply primer. Soroko painting 639-1964 \$3,450 / \$2,330 this would include paint, mortar and primer. I would like to do this in this years budget.
6. City is looking at rebuilding the road on the North side of the school. School roof drain lines.–Option #1 – Add new storm sewer line. Option #2 – Leave storm sewer as is

Potential 2019 Projects

.Access to a steamer if we have freeze up of the storm sewer. #3 Safe Routes to Schools grant 100 percent of the cost minus engineering fees. 3yrs down the line.

** Called Darren to get a quote on new line and insulating it plus us cast iron pipe. Jimmy Brown looked at it 3-27-19 he will give us two quotes one with removing the cement one if Hanson's do it. Need quotes for budget.

12 open Elem. Lockers currently more once large 6th gr class moves to seventh.



Brownlow, Paul <pbrownlow@vps.verndale.k12.mn.us>

Fwd: Notice of Desire to Negotiate

1 message

Schluttner, Art <aschluttner@vps.verndale.k12.mn.us>
To: Paul Brownlow <pbrownlow@vps.verndale.k12.mn.us>

Thu, Mar 28, 2019 at 3:21 PM

----- Forwarded message -----

From: **MN BMS PETITIONS** <forms@formexperts.com>
Date: Tue, Mar 19, 2019 at 2:47 PM
Subject: Notice of Desire to Negotiate
To: <aschluttner@vps.verndale.k12.mn.us>

The Notice has been successfully submitted. Forward this e-mail to the other party(s). Do not reply to this e-mail. If you have questions, please contact the Bureau at 651-649-5421.

REMINDERS:

- 1) THE NOTICE HAS BEEN SUBMITTED ONLINE, DO **NOT** MAIL, FAX OR E-MAIL THE ORIGINAL.
- 2) PURSUANT TO MINNESOTA STATUTES 179.06 OR 179A.14, YOU ARE HEREBY NOTIFIED OF THE UNDERSIGNED'S DESIRE TO MEET AND NEGOTIATE AN INITIAL OR SUBSEQUENT AGREEMENT ESTABLISHING TERMS AND CONDITIONS OF EMPLOYMENT.
- 3) WHEN PROPERLY EXECUTED AND SERVED UPON THE COMMISSIONER AND THE OTHER PARTY, THIS NOTICE SATISFIES THE REQUIREMENTS OF MINN. STAT. 179.06 OR 179A.14. FAILURE TO PROVIDE TIMELY NOTICE MAY RESULT IN FINANCIAL PENALTY.

The following is a copy of the data submitted for your records:

IS THE EMPLOYER A PUBLIC OR PRIVATE ORGANIZATION? Public

NAME OF EMPLOYER: Verndale Public School
EMPLOYER ADDRESS: 411 SW Brown Street
CITY: Verndale **STATE:** MN **ZIP:** 56481

NAME OF CHIEF NEGOTIATOR/CONTACT: Paul Brownlow
Check if the following information is the same as above: Yes
CHF NEG/CONTACT ADDRESS: 411 SW Brown Street
CITY: Verndale **STATE:** MN **ZIP:** 56481
DAYTIME PHONE: 218-445-5184 **EXT.:** 316
CELL PHONE: 218-640-7879
E-MAIL ADDRESS: pbrownlow@vps.verndale.k12.mn.us

NAME OF EXCLUSIVE REP: Verndale Education Association
EXCLUSIVE REP ADDRESS: 411 SW Brown Street
CITY: Verndale **STATE:** MN **ZIP:** 56481

NAME OF CHIEF NEGOTIATOR/CONTACT: Art Schluttner
Check if the following information is the same as above: No
CHF NEG/CONTACT ADDRESS: 21592 130TH ST
CITY: Verndale **STATE:** MN **ZIP:** 56481
DAYTIME PHONE: 218-445-5184 **EXT.:** 158

CELL PHONE: 218-639-2772

E-MAIL ADDRESS: aschluttner@vps.verndale.k12.mn.us

TYPE OF EMPLOYER: School District

TYPE OF BARGAINING UNIT: Teachers K-12

STATUS OF EMPLOYEES INVOLVED: ESSENTIAL? No

NUMBER OF EMPLOYEES IN UNIT: 43

EXPIRATION DATE OF CURRENT CONTRACT: 6/30/19

FIRST CONTRACT? No

NOTICE INITIATED BY: Exclusive Representative

DATE OF NOTICE: 3/19/19

DATE NOTICE COPY SENT TO OTHER PARTY ABOVE: 3/19/19

NAME OF PERSON FILING THIS NOTICE: Art Schluttner

TITLE OF PERSON FILING THIS NOTICE: Chief Negotiator

E-MAIL ADDRESS OF PERSON FILING THIS NOTICE: aschluttner@vps.verndale.k12.mn.us

--

Art Schluttner
5/6 Grade Science Teacher
Head Girls Basketball Coach
Verndale Public School

Jessica Black

From: BMS.PETITIONS@STATE.MN.US on behalf of MN BMS PETITIONS
<forms@formexperts.com>
Sent: Wednesday, March 27, 2019 10:16 AM
To: j.black@iuoe70.org
Subject: Notice of Desire to Negotiate

The Notice has been successfully submitted. Forward this e-mail to the other party(s). Do not reply to this e-mail. If you have questions, please contact the Bureau at 651-649-5421.

REMINDERS:

- 1) THE NOTICE HAS BEEN SUBMITTED ONLINE, DO **NOT** MAIL, FAX OR E-MAIL THE ORIGINAL.
- 2) PURSUANT TO MINNESOTA STATUTES 179.06 OR 179A.14, YOU ARE HEREBY NOTIFIED OF THE UNDERSIGNED'S DESIRE TO MEET AND NEGOTIATE AN INITIAL OR SUBSEQUENT AGREEMENT ESTABLISHING TERMS AND CONDITIONS OF EMPLOYMENT.
- 3) WHEN PROPERLY EXECUTED AND SERVED UPON THE COMMISSIONER AND THE OTHER PARTY, THIS NOTICE SATISFIES THE REQUIREMENTS OF MINN. STAT. 179.06 OR 179A.14. FAILURE TO PROVIDE TIMELY NOTICE MAY RESULT IN FINANCIAL PENALTY.

The following is a copy of the data submitted for your records:

IS THE EMPLOYER A PUBLIC OR PRIVATE ORGANIZATION? Public

NAME OF EMPLOYER: Verndale ISD #818
EMPLOYER ADDRESS: 411 S Brown St
CITY: Verndale **STATE:** MN **ZIP:** 56481

NAME OF CHIEF NEGOTIATOR/CONTACT: Paul Brownlow
Check if the following information is the same as above: Yes
CHF NEG/CONTACT ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: 2184455184 **EXT.:** 316
CELL PHONE:
E-MAIL ADDRESS: pbrownlow@vps.verndale.k12.mn.us

NAME OF EXCLUSIVE REP: International Union of Operating Engineers, Local 70
EXCLUSIVE REP ADDRESS: 2722 County Rd D E
CITY: White Bear Lake **STATE:** MN **ZIP:** 55110

NAME OF CHIEF NEGOTIATOR/CONTACT: Dave Eiyneck
Check if the following information is the same as above: Yes
CHF NEG/CONTACT ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: 6519687561 **EXT.:**
CELL PHONE:
E-MAIL ADDRESS: d.eiyneck@iuoe70.org

TYPE OF EMPLOYER: School District

TYPE OF BARGAINING UNIT: School Bus Drivers

STATUS OF EMPLOYEES INVOLVED: ESSENTIAL? No

NUMBER OF EMPLOYEES IN UNIT: 3

EXPIRATION DATE OF CURRENT CONTRACT: 06/30/2019

FIRST CONTRACT? No

NOTICE INITIATED BY: Exclusive Representative

DATE OF NOTICE: 3/27/2019

DATE NOTICE COPY SENT TO OTHER PARTY ABOVE: 3/27/2019

NAME OF PERSON FILING THIS NOTICE: Jessica Black

TITLE OF PERSON FILING THIS NOTICE: Administrative Assistant

E-MAIL ADDRESS OF PERSON FILING THIS NOTICE: j.black@iuoe70.org



INTERNATIONAL UNION OF
OPERATING ENGINEERS

Phone: (651) 646-4566

Fax: (651) 646-2858

Affiliated with

National AFL-CIO
Minnesota AFL-CIO
St. Paul Trades & Labor Assembly, AFL-CIO
Minnesota Central Labor Union, AFL-CIO
Duluth Central Labor Body, AFL-CIO
North/Central States Conference, IUOE
Central Minnesota Trades & Labor, AFL-CIO
St. Croix Valley Central Labor Council

Minnesota State Retiree Council, AFL-CIO
MN AFL-CIO Area Labor Councils
Minneapolis
St. Paul
Northeast
West
East Central
Southeast

LOCAL UNION No. 70

(Formerly Locals 34, 36, 967)

2722 County Road D East
White Bear Lake, MN 55110



DAVE MONSOUR, Business Manager

March 27, 2019

Paul Brownlow, Superintendent
Verndale ISD
411 S Brown St
Verndale, MN 56481

VIA CERTIFIED MAIL

7014 3490 0000 5696 6727

Dear Local 70 Employer,

In accordance with the provisions of our collective bargaining agreement covering your Bus employees with the International Union of Operating Engineers, Local No. 70, this will advise you that Local 70 is hereby giving notice of its intention to open said agreement for renegotiation and amendment. At this time we are requesting the following information by US Mail or email to Jessica Black at j.black@iuoe70.org:

1. A list of all employees covered in this Unit and each employees home address;
2. Each employee's date of hire, job classification , current hourly rate of pay and employee number (if you use them);
3. Itemized list of all other compensation (shift differential, license pay, etc.);
4. The number of hours worked per day, the number of hours worked per week and the number of hours worked per year, and;
5. Listing of all insurance costs and Employer contributions (life, health, dental, LTD, STD, etc.)

If you have any questions, please feel free to contact Dave Eynck directly at (320) 240-2097 or by email at d.eynck@iuoe70.org , who is the Business Representative currently assigned to this Agreement.

Sincerely,

David B. Monsour

David B. Monsour
Business Manager
DM/jcb/opeiu#12

Cc: Debra Hackler
Brad Cottrell

Jessica Black

From: BMS.PETITIONS@STATE.MN.US on behalf of MN BMS PETITIONS
<forms@formexperts.com>
Sent: Wednesday, March 27, 2019 10:15 AM
To: j.black@iuoe70.org
Subject: Notice of Desire to Negotiate

The Notice has been successfully submitted. Forward this e-mail to the other party(s). Do not reply to this e-mail. If you have questions, please contact the Bureau at 651-649-5421.

REMINDERS:

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The following is a copy of the data submitted for your records:

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EMPLOYER ADDRESS: 411 S Brown St
CITY: Verndale **STATE:** MN **ZIP:** 56481

NAME OF CHIEF NEGOTIATOR/CONTACT: Paul Brownlow
Check if the following information is the same as above: Yes
CHF NEG/CONTACT ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: 2184455184 **EXT.:** 316
CELL PHONE:
E-MAIL ADDRESS: pbrownlow@vps.verndale.k12.mn.us

NAME OF EXCLUSIVE REP: International Union of Operating Engineers, Local 70
EXCLUSIVE REP ADDRESS: 2722 County Rd D E
CITY: White Bear Lake **STATE:** MN **ZIP:** 55110

NAME OF CHIEF NEGOTIATOR/CONTACT: Dave Eiyneck
Check if the following information is the same as above: Yes
CHF NEG/CONTACT ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: 6519687561 **EXT.:**
CELL PHONE:
E-MAIL ADDRESS: d.eiyneck@iuoe70.org

TYPE OF EMPLOYER: School District

TYPE OF BARGAINING UNIT: Wall-to-Wall

STATUS OF EMPLOYEES INVOLVED: ESSENTIAL? No

NUMBER OF EMPLOYEES IN UNIT: 17

EXPIRATION DATE OF CURRENT CONTRACT: 06/30/2019

FIRST CONTRACT? No

NOTICE INITIATED BY: Exclusive Representative

DATE OF NOTICE: 3/27/2019

DATE NOTICE COPY SENT TO OTHER PARTY ABOVE: 3/27/2019

NAME OF PERSON FILING THIS NOTICE: Jessica Black

TITLE OF PERSON FILING THIS NOTICE: Administrative Assistant

E-MAIL ADDRESS OF PERSON FILING THIS NOTICE: j.black@iuoe70.org



INTERNATIONAL UNION OF
OPERATING ENGINEERS

Phone: (651) 646-4566
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Affiliated with

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Minneapolis
St. Paul
Northeast
West
East Central
Southeast

LOCAL UNION No. 70

(Formerly Locals 34, 36, 967)

2722 County Road D East
White Bear Lake, MN 55110



DAVE MONSOUR, Business Manager

March 27, 2019

Paul Brownlow, Superintendent
Verndale ISD
411 S Brown St
Verndale, MN 56481

VIA CERTIFIED MAIL

7014 3490 0000 5696 6710

Dear Local 70 Employer,

In accordance with the provisions of our collective bargaining agreement covering your Support Service employees with the International Union of Operating Engineers, Local No. 70, this will advise you that Local 70 is hereby giving notice of its intention to open said agreement for renegotiation and amendment. At this time we are requesting the following information by US Mail or email to Jessica Black at j.black@iuoe70.org:

1. A list of all employees covered in this Unit and each employees home address;
2. Each employee's date of hire, job classification , current hourly rate of pay and employee number (if you use them);
3. Itemized list of all other compensation (shift differential, license pay, etc.);
4. The number of hours worked per day, the number of hours worked per week and the number of hours worked per year, and;
5. Listing of all insurance costs and Employer contributions (life, health, dental, LTD, STD, etc.)

If you have any questions, please feel free to contact Dave Eiyneck directly at (320) 240-2097 or by email at d.eiyneck@iuoe70.org , who is the Business Representative currently assigned to this Agreement.

Sincerely,

David B. Monsour

David B. Monsour
Business Manager
DM/jcb/opei#12

Cc: Charlene Orlando
Amanda Richter
Lucinda Wegscheid

**SPANISH
Contract for Cooperation**

For the 2019-2020 school year, the Verndale Public School (ISD #818) shall provide Spanish instruction services to the Bertha-Hewitt Public School (ISD #786).

Terms of the Contract:

1. Salary Schedule and Master Contract of ISD #818 shall be used for the instructor.
2. ISD #786 shall have management rights regarding the instructor while performing duties for their district.
3. ISD #818 shall serve as the fiscal agent.
4. ISD #786 shall be billed a prorated amount for all costs associated with the teaching employment of the instructor, based upon time assigned to each district. Costs to be shared on a prorated basis shall include salary and all fringe benefits at 50B-H/50V for each semester. Staff development expenditures and mileage between the districts shall be billed on a 50/50 basis. Billing will occur at the conclusion of the school year and prior to August 31.
5. Program costs such as instructional supplies, repairs, equipment and general supplies shall be purchased independently by each district based on each district's unique needs.
6. Should any district wish to discontinue the sharing arrangement for the ensuing school year, it is required that notification, in writing, be submitted to the other district prior to February 1.
7. Should the position be vacated by the incumbent instructor, both districts shall participate in filling the position.
8. The parties understand and agree that each District will be responsible for implementing the level of training for said employee that is deemed necessary in said District's discretion, to allow the employee to satisfactorily perform the duties expected. The employee will be subject to the individual policies, procedures and requirements of each District while performing services for each District and each District assumes responsibility for overseeing the employee's work for their respective District. In the event any action, conduct or wrong doing, whether by omission or commission, of the employee occurs in the course and scope of fulfilling this contract, the District incurring any damage or loss as a result of said employee's conduct agrees to assume responsibility for the same and to indemnify and hold harmless, the other District from any claims related thereto that are made against the other District.

Chairperson, Board of Education, ISD #818

Date

Chairperson, Board of Education, ISD #786

Date



Bertha-Hewitt Independent School District 786

School Board

Keith Bauch Sarah Baumgartner
Matt Blashack Kim Gavin
Janelle Bright Sharon Thiel
Russ VanDenheuvel

310 Central Avenue South, P.O. Box 8

Bertha, MN 56437
Phone: 218-924-2500
Fax: 218-924-3252
www.isd786.org

Administration

Eric Koep, Superintendent
Darren Glynn, Principal
Lynn Lindquist, Business Man
David Mills, Activities Direc

Vocational Agriculture

Contract for Cooperation

Commencing with the 2019-2020 school year, the Bertha-Hewitt Public School (ISD #786) shall provide Vocational Agriculture instruction services to the Verndale Public School (ISD #818).

Terms of the Contract

1. Salary Schedule and Master Contract of ISD #786 shall be used for the instructor
2. ISD #818 shall have management rights regarding the instructor while performing duties for their district.
3. ISD #786 shall serve as the fiscal agent
4. ISD #818 shall be billed a prorated amount of all costs associated with the teaching employment of the instructor, based upon time assigned to each district. Costs to be shared on a prorated basis shall include salary and all fringe benefits at 33% V / 66% B-H for one semester and 50% V / 50% B-H the second semester. Staff development expenditures and mileage between the districts shall be billed on a 50/50 basis. Billing will occur at the conclusion of the school year and prior to August 31.
5. Program costs such as instructional supplies, repairs, equipment and general supplies shall be purchased independently by each district base on each district's unique needs.
6. Should any district wish to discontinue the sharing arrangement for the ensuing school year it is required that notification, in writing, be submitted to the other district prior to February 1.
7. Should the position be vacated by the incumbent instructor both districts shall participate in filling the position.
8. The parties understand and agree that each District will be responsible for implementing the level of training for said employee that is deemed necessary in said District's discretion, to allow the employee to satisfactorily perform the duties expected. The employee will be subject to the individual policies, procedures and requirements of each District while performing services for each District and each District assumes responsibility for overseeing the employee's work for their respective District. In the event any action, conduct or wrong doing, whether by omission or commission, of the employee occurs in the course and scope of fulfilling this contract, the District incurring any damage or loss as a result of said employee's conduct agrees to assume responsibility for the same and in indemnify and hold harmless, the other District from any claims related thereto that are made against the other District.

Chairperson, Board of Education – ISD #786

Date

Chairperson, Board of Education – ISD #818

Date

Encouraging students to reach their full potential in a safe, accepting environment in partnership with students, staff, families, and community members



To: Verndale School Board

From: Greg Johnson, Dean of Students/Activities Director

RE: Monthly Report (April 2019)

- 1) Morgan Glenz represented Region 6A as the girls Triple 'A' recipient at the State Boys Basketball tournament. Mr. Brownlow represented our school at the awards banquet that was attended by her and her parents.
- 2) Spring Sports are underway. Track has already participated in an indoor meet at Bemidji. Baseball and softball have had some games rescheduled but we are hoping to play by the end of the week.
- 3) Spring Sports Numbers(7-12):
 - a) Track and Field Girls: 34 (17 from Verndale)
 - b) Track and Field Boys: 28 (17 from Verndale)
 - c) Softball: 43 (22 from Verndale)
 - d) Baseball: 57 (28 from Verndale)



K-12 Principal / District Assessment Coordinator Report

April 1, 2019

1. Events of the Past Weeks

- a. Paraprofessional Recognition Week – March 4th- 8th
- b. Reality Store – Senior and Juniors – March 6th
- c. High School Activity Day – March 7th
- d. Elementary Pirate Pride – March 7th
 - i. February Students of the Month
 1. Sophia Benson – 2nd Grade
 2. Kalei Ashman – 5th Grade
- e. Bridges Career Fair – Juniors and Sophomores – March 8th
- f. Lunch with a Loved One – March 11th-13th
- g. Spring Book Fair – March 11th-14th
- h. Parent / Teacher Conferences – March 11th and 14th
- i. Choir / Band Concert – March 14th
- j. Kindergarten Roundup – March 18th
- k. Speech Showcase – March 19th
- l. Blood Drive – March 20th
- m. End of 3rd Quarter – March 22nd
- n. High School Student of the Quarter – March 26th
- o. Choir Large Group Contest – March 27th
- p. Curriculum Review Meeting – April 1st

2. Upcoming Events / Mark Your Calendars

- a. MCA Testing Starts April 1st
 - i. MCA Testing will start for 3rd through 8th grade, 10th, and 11th grade students in April
 1. 3rd – 8th Grade and 10th Grade will take Reading MCAs
 2. 3rd – 8th Grade and 11th Grade will take Mathematics MCAs
 3. 5th, 8th, and 10th Grade will take Science MCAs
 - ii. The testing calendar will be posted on the school website and shared out weekly through the Pirate Post
- b. 2-Hour Late Start – Wednesday, April 3rd
- c. Band Solo / Ensemble Contests – Wednesday, April 3rd



- d. Cola Voce Concert – Friday, April 5th
 - i. Elementary students will get to hear a performance from this group before Pirate Pride on Friday
 - e. Math Planning and Pi (or Pie) Night – Monday, April 8th from 6:00-8:00 p.m.
 - i. Letters were sent out to all students in grades 6-11
 - ii. Information and planning for parents and students to make informed decisions about the correct Math Course Plan for their student
 - f. Choir Solo / Ensemble Contests – Wednesday, April 10th
 - g. CTE Advisory Meeting at Maasconi's – Wednesday, April 10th
 - h. Band and Choir Solo / Ensemble Recital – Thursday, April 11th at 7:00 a.m. in the Auditorium
 - i. Band and Choir Trip to Chanhassen Dinner Theater – Saturday, April 13th
 - j. Day of Caring – Wednesday, April 17th
 - k. No School – Good Friday – April 19th
 - l. School (Snow Make Up Day) – Monday, April 22nd
 - m. Elementary Music Program Day – Friday, April 26th
 - i. Two Identical Programs
 - 1. One at 10:00 a.m. / One at 1:30 p.m.
 - ii. All visitors must check in through the main office
 - n. Prom – Saturday, April 27th
 - o. 2-Hour Late Start – Wednesday, May 1st
 - p. Band / Choir Solo/Ensemble Sectionals – Saturday, May 4th
3. High Reliability School Program Update
- a. District Leadership Team Meeting – Wednesday, February 6th
 - b. Staff Workshop Day – March 22nd
 - i. Teachers were given the day to work on Unit Planning / Scales and Rubrics
 - 1. These items are key components to our Level 2 and Level 3 HRS work
 - c. Demonstration Site Visits Scheduled
 - i. April 8th – Pine River – Backus High School
 - ii. More potential dates coming throughout the remainder of the year as other schools sign up
 - d. 2nd Round of Instructional Rounds Completed
 - i. First try at Video Instructional Rounds
 - e. HRS Webinar with Phil Warrick – Tuesday, April 9th
 - f. School Board HRS Demonstration Site Visit

Superintendent
April 1, 2019

Verndale School Enrollment Update – Students K-12

September 2007	425	September 1, 2015	530
May 2008	431	May 20, 2016	522
September 2008	465	September 6, 2016	537
May 22, 2009	462	May 31, 2017	547
September 23, 2009	485	September 8, 2017	542
May 19, 2010	468	May 18, 2018	543
September 8, 2010	483	September 25, 2018	566
May 18, 2011	486	October 30, 2018	563
September 22, 2011	480	November 26, 2018	567
May 23, 2012	466	January 3, 2019	560
September 18, 2012	486	January 31, 2019	556
May 3, 2013	485	February 27, 2019	552
September 4, 2013	496	March 28, 2019	554
May 30, 2014	502		
September 5, 2014	517	Preliminary budget set at:	540 Students
May 22, 2015	523	Revised Budget #1	562 Students
		Revised Budget #2	556 Students

1. **Math Planning with Pi** - The math department will be hosting a Math Planning with Pi event on Monday, April 8, 2019. They will meet with 6th-8th grade students and their parents from 6 - 7 pm and 9th-11th grade students and their parents from 7 - 8 pm in the Ted Masog Auditorium. During the meeting, students and parents will learn about the different math classes, options, and program plans that are available at the Verndale School. Most importantly, pie and refreshments will be served to all of those in attendance.

2. **Media Center Redesign** - A representative from Innovative Office Solutions took measurements and pictures of our current media center. He will develop some ideas and plans for updating and reconfiguring the layout of the media center. The plans will include furnishing options that will make the space more inviting and student friendly.

3. **Facility Usage/Building Maximization Study** - I have contacted ATS&R and Wendel Companies to get proposals for preparing a facility usage/building maximization study for the school district. The study will review our current building and utilization to

determine our maximum capacity levels. This work will be helpful in planning for the future.

4. **Girls' Basketball Awards** - Congratulations to the varsity girls' basketball team for achieving the highest team GPA in Section 5A this year with a cumulative GPA of 3.869. All five seniors (Morgan Glenz, Mardi Ehrmantraut, Alyssa Thompson, Allison Olsson, and Molly Brownlow) were recognized as Academic All-State Award recipients.
5. **MSHSL Large Group Choir Contest** - The Verndale High School Choir received 2 superior ratings at the large group music contest on Wednesday, March 27. A superior rating is the high rating a group can receive. Our students did an excellent job and represented our school very well.
6. **2019-2020 School Year Preparations**- Kindergarten Round-Up was held on Monday, March 18. We had 32 students enroll that evening. We believe a few more students will be enrolling yet this spring. These numbers and other data make us believe that our enrollment will remain consistent with approximately 550 students for next year.
7. **The High Reliability Schools Summit** - Verndale plans to send 20-24 teachers and administration to The High Reliability Schools Summit in Denver, Colorado this July. The district will be using funds from the Alternative Career Pathways program. This program is funded through the generous support of Sourcewell.

Upcoming Events

Two-Hour Late Start	April 3
Verndale School Board	
HRS Demonstration Site Visit	April 11
Spring Break (No School)	April 19
Snow Make-Up Day	April 22
Health and Safety Meeting	April 25
May School Board Meeting	May 6