



~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, May 6, 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 April 1, 2019 Regular Board Meeting and April 11, 2019 Work Session
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims - Check # 45753-45816 (Issued) & 45817-45865 (Board Approval)
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignation(s)/Retirement(s)
 1. Regular Route Bus Driver
 2. Speech Coach
 - ii. Leave Request(s)
 - iii. Employee Contract(s)/Notice(s) of Assignment
 1. High School Special Education Teacher
 2. Title I/Middle School Mathematics Teacher
 3. "B" Team Volleyball Coach

4. Summer Custodian Assistant
5. Regular Route Bus Driver
6. Regular Route Bus Driver
7. Substitute/Extracurricular Bus Driver
- iv. Teacher on Special Assignment
 1. K-12 Evaluation Specialist
 2. Dean of Students/Activities Director
- v. Continuing Contracts
 1. Jennifer Cameron
 2. David Drexler
 3. Brian Hartwig
 4. Angie Orsburn
- vi. Renewal of Probationary Teacher Contracts
 1. Rachel Beard
 2. Kristin Johnson
 3. Alicia Strayer
 4. Kody Van Den Eykel
 5. Angie Wallin

VII. Report Items

- a. Financial Report
- b. Freshwater Education Report
- c. Legislative Report
- d. High Reliability School (HRS) Staff and Student Forum
- e. Senior Class Trip Report

VIII. Old Business

- a. Approve Resolution Adopting Post-Issuance Debt Compliance Policy (2nd Reading) for Tax-exempt and Tax-advantaged Governmental Bonds
- b. Approve Second 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

IX. New Business

- a. Approve 2019 Senior Class Trip
- b. Approve Class of 2019 Candidates for Graduation/Certificates of Attendance Pending Final Approval by the Administration
- c. Approve Revised Extracurricular Schedule for Spring Sports
- d. Approve Revised 2018-2019 School Calendar

- e. Receive K-12 Principal/District Assessment Coordinator Arick Follingstad Notice of Desire to Negotiate
 - f. Call for Fuel, Milk, and Bread Quotes/Bids for the 2019-2020 School Year
 - g. Approve First Reading of the Following Policies:
 - i. 201 - Legal Status of the School Board
 - ii. 202 - School Board Officers
 - iii. 203 - Operation of the School Board - Governing Rules
 - iv. 203.1 - School Board Procedures; Rules of Order
 - v. 203.2 - Order of the Regular School Board Meeting
 - vi. 203.5 - School Board Meeting Agenda
 - vii. 203.6 - Consent Agenda
 - viii. 204 - School Board Meeting Minutes
- X. 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 may remove an item from the consent agenda for individual consideration. **Recommend Approval**
 - a. Approve Minutes from the April 1, 2019 Regular Board Meeting and April 11, 2019 Work Session
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims - Check # 45753-45816 (Issued) & 45817-45865 (Board Approval)
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- iv. Teacher on Special Assignment
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 - vi. Renewal of Probationary Teacher Contracts
 1. Rachel Beard
 2. Kristin Johnson
 3. Alicia Strayer
 4. Kody Van Den Eykel
 5. Angie Wallin

VII. Report Items

- a. Financial Report - Jordan
- b. Freshwater Education Report - Scott
- c. Legislative Report - Paul
- d. High Reliability School (HRS) Staff and Student Forum
- e. Senior Class Trip Report - Senior Class Representatives

VIII. Old Business

- a. Approve Resolution Adopting Post-Issuance Debt Compliance Policy (2nd Reading) for Tax-exempt and Tax-advantaged Governmental Bonds - Ehlers monitors 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 second reading of the policy. **Recommend Approval**
- b. Approve Second Reading of the Following Policies: There are no recommended changes from the first reading. **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

IX. New Business

- a. Approve 2019 Senior Class Trip - Representatives from the senior class will present the proposed itinerary for the senior class trip. The group is planning to travel to the Duluth area at the end of the month. **Recommend Approval**
- b. Approve Class of 2019 Candidates for Graduation/Certificates of Attendance Pending Final Approval by the Administration - The list of graduates and students receiving certificates of attendance is enclosed for your review. Students must complete all the requirements set by the MN Department of Education and the Verndale School District. **Recommend Approval**
- c. Approve Revised Extracurricular Schedule for Spring Sports - The negotiations committee met and agreed on a plan to increase the coaching salaries for the spring sports program. **Recommend Approval**
- d. Approve Revised 2018-2019 School Calendar - The Verndale School District was closed on Friday, April 12 due to inclement weather. The revised 2018-2019 school calendar and plan for making up the day is enclosed for your review. **Recommend Approval**
- e. Receive K-12 Principal/District Assessment Coordinator Arick Follingstad Notice of Desire to Negotiate - The notice is enclosed. **Recommend Approval**
- f. Call for Fuel, Milk, and Bread Quotes/Bids for the 2019-2020 School Year - This is an annual task of the school board. We will request that all quotes and bids be submitted to the school district office by 3:00 PM on Wednesday, June 5, 2019. The board will award bids and quotes at the June 10, 2019 board meeting. **Recommend Approval**
- g. Approve First Reading of the Following Policies: The policies are included for your review. and pertain to the operations of the school board. There are no significant changes to report since the last time these policies were reviewed by the school board. The only minor change is in Policy 203.2-Order of the Regular School Board Meeting. The update ensures the policy aligns with our standard meeting order. **Recommend Approval**
 - i. 201 - Legal Status of the School Board
 - ii. 202 - School Board Officers
 - iii. 203 - Operation of the School Board - Governing Rules
 - iv. 203.1 - School Board Procedures; Rules of Order
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 - vi. 203.5 - School Board Meeting Agenda
 - vii. 203.6 - Consent Agenda
 - viii. 204 - School Board Meeting Minutes

X. Administrative Reports

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

April 1, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a regular meeting on Monday, April 1, 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, Kasey Kimber, Dan Johnson, and Mary Gronlund.

Roll call was taken. A quorum was determined.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the agenda as presented by Mr. Brownlow, removing New Business items f. i. Special Education Teacher and f. ii. Title I Teacher and adding items f. iv. Resignation Regular Route Bus Driver, k. ii. Support Staff IUOE Local 70 Notice of Desire to Negotiate, k. iii. Bus Drivers IUOE Local 70 Notice of Desire to Negotiate, m. Supply Budget 2019-2020 and n. Facility Usage/Building Maximization Study. M/C

Recognition of the public.

Motion by Scott Veronen, seconded by Bill Blaha to approve the following Consent Agenda items:

- Minutes from the March 4, 2019 Regular School Board Meeting
- Payment of Monthly Claims: Checks 45610 - 45684, 45686 - 45699, and 45753 – 45754
- Payment of Monthly Claims: Checks 45685 & 45752 - *Motion by Bill Blaha, seconded by Shyla Hess to approve Payment of checks 45685 & 45752. Roll call. Chris Youngbauer abstained as the payment is to his company. M/C*
- Resolution to accept donations: *Member Scott Veronen introduced the following resolution and moved its adoption. The motion was duly seconded by Bill Blaha.*

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

<u>Donator</u>	<u>Purpose</u>	<u>Amount</u>
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 Craig	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
<u>Woodland Dental, Inc.</u>	<u>Post Prom</u>	<u>\$50.00</u>
Total Student Activity donations		\$1,310.00

<u>Donator</u>	<u>Purpose</u>	<u>Donation</u>
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

- Resignation(s)/Retirement(s)
 - Title I Teacher/Technology Integrationist: Rachel Johnson
 - Regular Route Bus Driver: Riley Anderson
- Leave Request(s)
 - Childcare Leave: Teacher Alicia Strayer
 - Leave of Absence: Bus Driver Brad Cottrell
- Employee Contracts/Notices of Assignment:
 - Elementary Teacher Hire: Angela Erickson
 - Assistant Track Coach Hire: Kasey Kimber
 - Substitute/Extracurricular Bus Driver Hire: Michael Mahoney
 - Substitute/Extracurricular Bus Driver Hire: Tanner Anderson
 - Summer Recreation Director Salary Increase
 - Summer Pirate Fun Lead Teacher Hire: Amanda Richter

- Summer Pirate Fun Assistant Hire: Tamara Merk

MCU

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

New Business:

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the Revised FY 2019 Budget. Roll Call. MCU

Motion by Chris Youngbauer, seconded by Scott Veronen to approve authorizing Business Manager and Superintendent access to School District Accounts at Star Bank. M/C

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 April 1, 2019 at 6:30 o'clock p.m. at the District offices

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

Members absent: None

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 1st day of April, 2019,

Clerk of the Board

Member Bill Blaha introduced the following resolution and moved its adoption, which motion was seconded by

Member Chris Youngbauer:

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

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

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

Motion by Shyla Hess, seconded by Chris Youngbauer to approve the first reading of a Resolution Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds. M/C

Motion by Bill Blaha, seconded by Chris Youngbauer to approve Summer 2019 Program Fees. M/C.

Motion by Chris Youngbauer, seconded by Shyla Hess to approve hiring Mack Jones, Molly Brownlow and Brayden Vertina as Summer Recreation Assistants. Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the resignation of Melissa Current as Regular Route Bus Driver. M/C

Motion by Bill Blaha, seconded by Scott Veronen to approve the first reading of the following policies:

Policy 101 – Legal Status of the School District

Policy 101.1 – Name of the School

Policy 102 – Equal Educational Opportunity

Policy 103 – Complaints – Students, Employees, Parents Other Persons

Policy 104 – School District Mission Statement

Policy 714 – Fund Balances

M/C

Motion by Bill Blaha, seconded by Scott Veronen to approve the Memorandum of Understanding – Resolution of Grievance Filed November 28, 2018. Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the Bus Purchase for FY 2020. Roll call. MCU

Motion by Chris Youngbauer, seconded by Bill Blaha to approve the Summer 2019 Project items 1 – 4. Roll call. MCU

Motion by Shyla Hess, seconded by Chris Youngbauer to receive:
Verndale Education Associate Notice of Desire to Negotiate
Support Staff IUOE Local 70 Notice of Desire to Negotiate
Bus Drivers IUOE Local 70 Notice of Desire to Negotiate

Motion by Bill Blaha, seconded by Chris Youngbauer to approve:
Cooperative Agreement with Bertha-Hewitt for Agriculture for the 2019-2020 School Year
Cooperative Agreement with Bertha-Hewitt for Spanish for the 2019-2020 School Year
Roll call. MCU

Motion by Chris Youngbauer, seconded by Bill Blaha to approve the Supply Budget 2019-2020. Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve a Facility Usage/Building Maximization Study for a cost up to \$2,500.00.

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

Meeting adjourned at 7:27pm by Chairman of the Board, Marcus Edin.

Respectfully submitted by the Board,

Tony Stanley, Clerk

Mary Gronlund, Secretary

April 11, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a work session on Thursday, April 11, 2019 at 12:30 pm in the Verndale School Boardroom. The meeting was called to order by the Chairman of the Board, Marcus Edin. The meeting started with the Pledge of Allegiance.

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

Members absent: Scott Veronen

Others present: Superintendent Paul Brownlow, Principal Arick Follingstad, and HRS Coach Matthew Parker.

Roll call was taken. A quorum was determined.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the agenda as presented by Mr. Brownlow. All voting in favor thereof, motion carried.

Recognition of the public.

Mr. Brownlow gave a brief introduction of the High Reliability Schools framework and process. Mr. Follingstad and Mr. Parker presented on the key points of HRS and the work currently happening in our school.

Mr. Parker and Mr. Follingstad took the board members through various classrooms in the school building to see the HRS framework in action. The tour included high school and elementary classrooms.

A debrief session was held at the conclusion of the tour to answer any questions and reflect on the impact HRS is having on the school district.

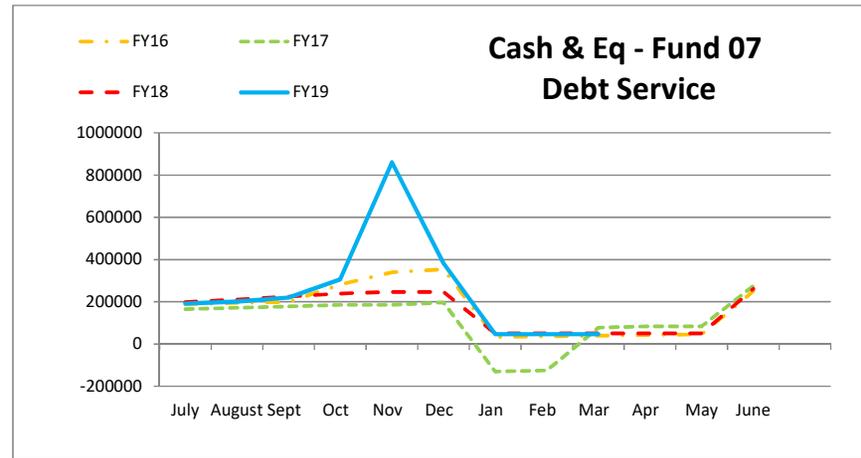
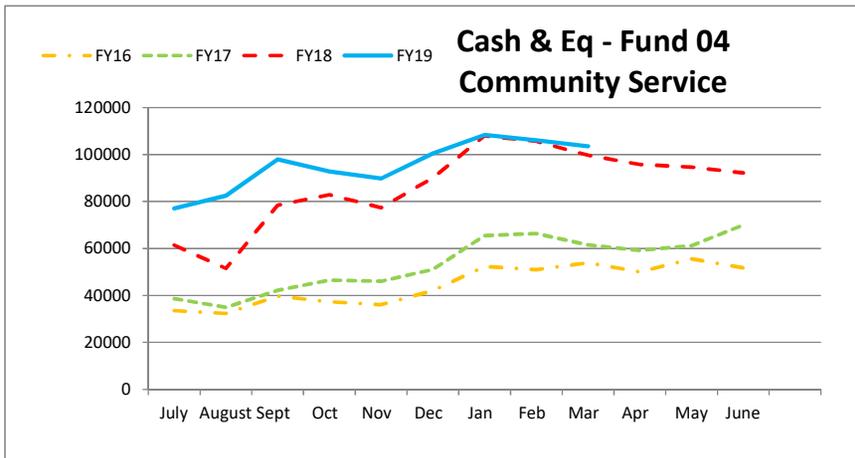
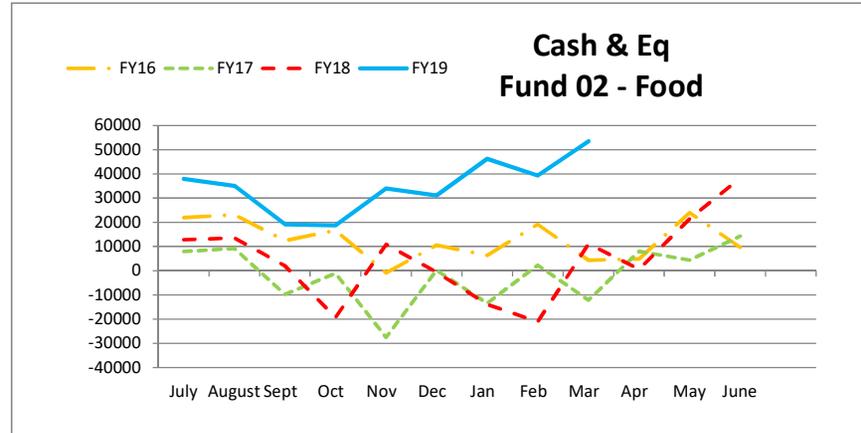
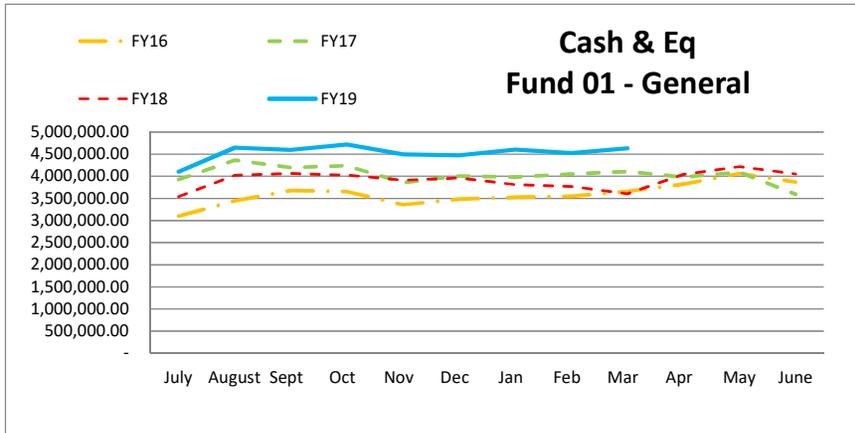
Meeting adjourned at 2:40 pm by Chairman of the Board, Marcus Edin.

Respectfully submitted by the Board,

Tony Stanley, Clerk



VERNDALE PUBLIC SCHOOL
CASH DASHBOARD - March 31, 2019





CASH BALANCES & ACTIVITY SHEET

VERNDALE PUBLIC SCHOOL ISD NO. 818

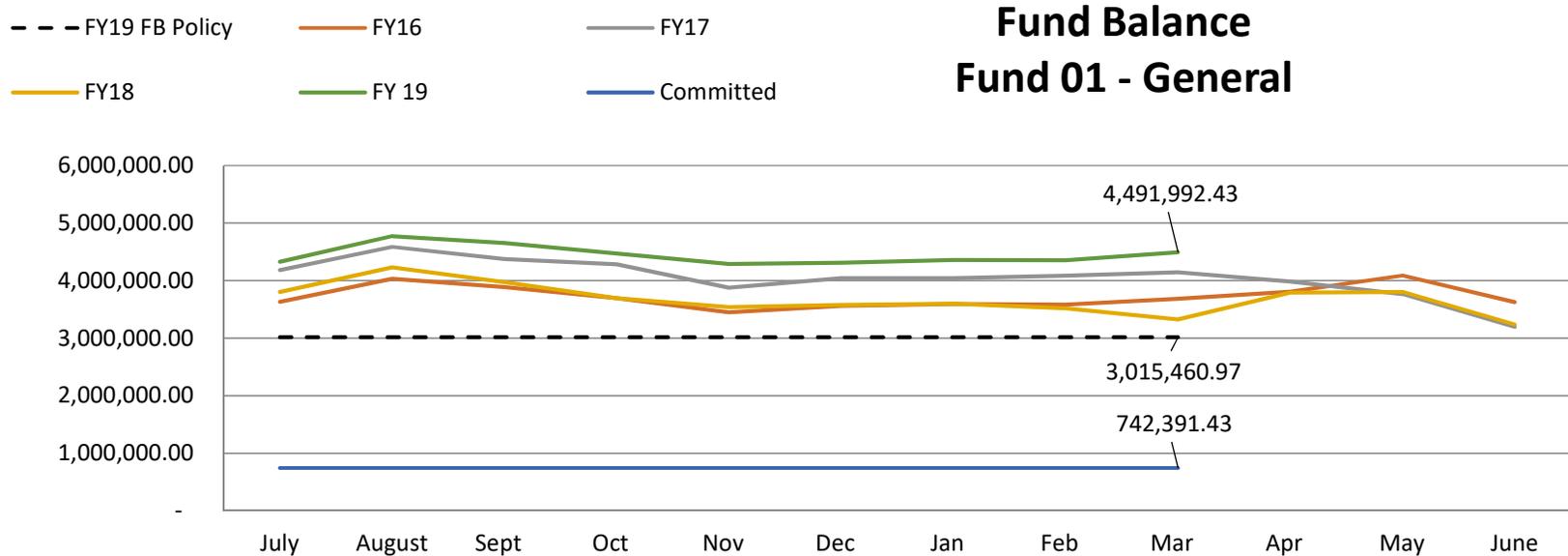
March 31, 2019

FUND	3/1/2019 BALANCE	RECEIPTS	DISBURSEMENTS	PAYROLL	MSDLAF TRANSFER	3/31/2019 BALANCE
01- Star Bank	\$ 182,314.19	\$ 118,063.22	\$ (412,744.89)	\$ (238,414.90)	\$ 500,000.00	\$ 149,217.62
01- Cash	\$ 1,716.00	\$ -	\$ -	\$ -	\$ -	\$ 1,716.00
01 - Ameritrade	\$ 811,200.22	\$ -	\$ -	\$ -	\$ -	\$ 811,200.22
01-MSDLAF - CD's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01- MSDLAF	\$ 3,533,687.41	\$ 634,242.37	\$ -	\$ -	\$ (500,000.00)	\$ 3,667,929.78
01-Total	\$ 4,528,917.82	\$ 752,305.59	\$ (412,744.89)	\$ (238,414.90)	\$ -	\$ 4,630,063.62
02 - Bank	\$ (53,927.95)	\$ 14,824.85	\$ (16,169.35)	\$ (8,034.11)	\$ -	\$ (63,306.56)
02 - Cash	\$ 67.00	\$ -	\$ -	\$ -	\$ -	\$ 67.00
02- MSDLAF	\$ 93,192.19	\$ 23,550.88	\$ -	\$ -	\$ -	\$ 116,743.07
02-Total	\$ 39,331.24	\$ 38,375.73	\$ (16,169.35)	\$ (8,034.11)	\$ -	\$ 53,503.51
04 - Bank	\$ 15,834.58	\$ 2,734.83	\$ (2,574.85)	\$ (5,467.35)	\$ -	\$ 10,527.21
04 - Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04- MSDLAF	\$ 90,253.11	\$ 2,770.11	\$ -	\$ -	\$ -	\$ 93,023.22
04 - Total	\$ 106,087.69	\$ 5,504.94	\$ (2,574.85)	\$ (5,467.35)	\$ -	\$ 103,550.43
07 - Bank	\$ 295,793.08	\$ -	\$ -	\$ -	\$ -	\$ 295,793.08
07 - MSDLAF	\$ (249,098.77)	\$ -	\$ -	\$ -	\$ -	\$ (249,098.77)
07- Total	\$ 46,694.31	\$ -	\$ -	\$ -	\$ -	\$ 46,694.31
TOTAL	\$ 4,721,031.06	\$ 796,186.26	\$ (431,489.09)	\$ (251,916.36)	\$ -	\$ 4,833,811.87



VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - March 31, 2019



- ◆ **Unassigned** - 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.
- ◆ **Assigned** - 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.
- ◆ **Committed** - Amounts 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.
- ◆ **Restricted** - Amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers, creditors, grantors, contributors, voters, or laws and regulations.
- ◆ **Nonspendable** - 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.
- ◆ **Unrestricted** - Amounts of fund balance left after determining both nonspendable and restricted net resources. This is equal to the sum of the committed, assigned, and unassigned fund balances.



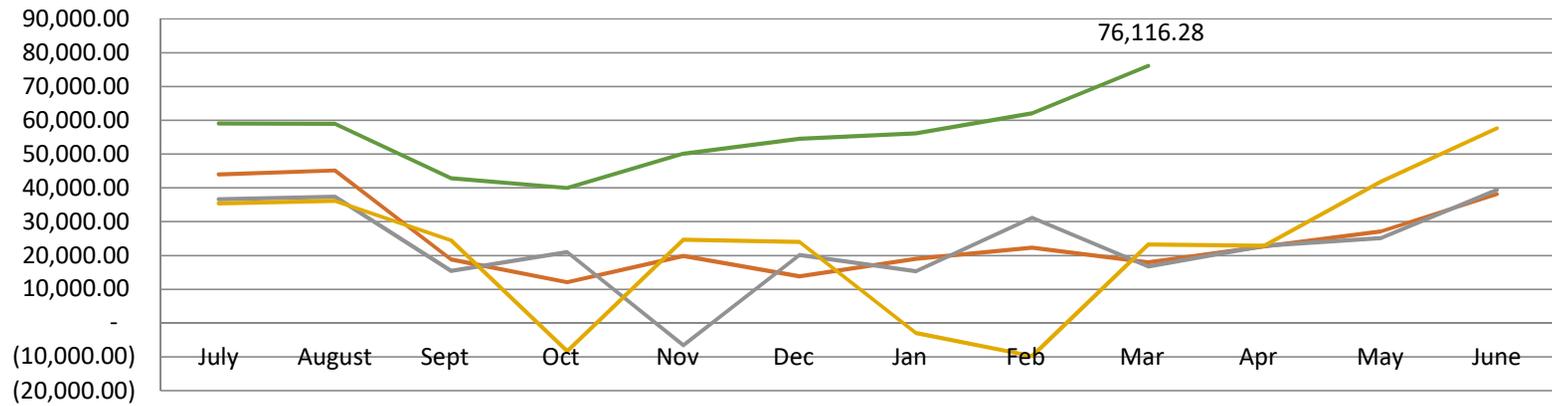
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - March 31, 2019



Fund Balance Fund 02 - Food Service

FY16 FY17 FY18 FY 19





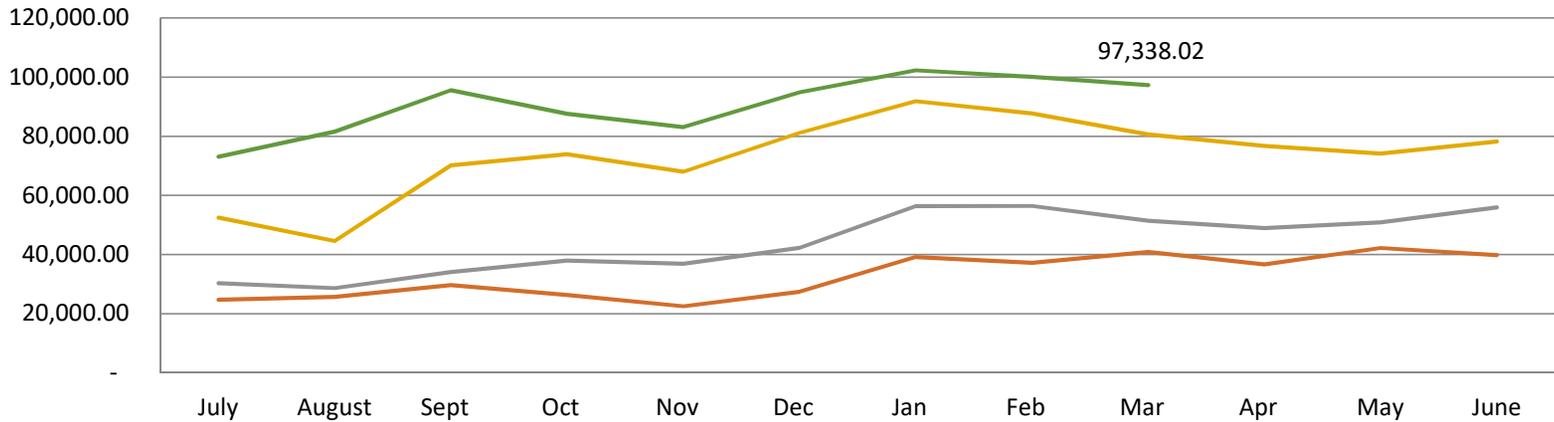
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - March 31, 2019



Fund Balance Fund 04 - Comm. Service

FY16 FY17 FY18 FY 19



**VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
MAY 6, 2019**

Check No.	Date	Vendor Name	Amount
<i>Checks 45753-45816 listed below have been issued and need approval in accordance with board policy.</i>			
45753	3/28/2019	MINNESOTA TRUE TEAM TRACK	\$ 130.00
45754	3/28/2019	SECTION 6A	\$ 25.00
45755	3/29/2019	DAN LEE COMEDY HYPNOSIS	\$ 595.00
45756	3/29/2019	KNOCKERBALL	\$ 126.72
45757	3/29/2019	NCPERS Group Life Insurance	\$ 32.00
45758	3/29/2019	AVESIS Third Party Admin., Inc	\$ 101.08
45759	3/29/2019	LEGALSHIELD	\$ 95.42
45760	3/29/2019	OPERATING ENGINEERS	\$ 756.48
45761	3/29/2019	VERNDALE EDUCATION ASSN	\$ 3,777.60
45762	4/2/2019	REGION 6A	\$ 140.00
45763	4/8/2019	LAPLANT, DREW	\$ 400.00
45764	4/9/2019	BENHAM, RICK	\$ 360.00
45765	4/9/2019	BENNING PRINTING AND PUBLISHING	\$ 695.00
45766	4/9/2019	BSN SPORTS	\$ 487.82
45767	4/9/2019	CARDMEMBER SERVICE	\$ 617.13
45768	4/9/2019	CENTRAL MINNESOTA ERDC	\$ 589.47
45769	4/9/2019	CITY OF VERNDALE	\$ 1,013.10
45770	4/9/2019	DAREN'S PLUMBING AND HEATING	\$ 856.00
45771	4/9/2019	DEAN FOODS INC	\$ 1,607.47
45772	4/9/2019	ETA HAND2MIND	\$ 475.95
45773	4/9/2019	FORUM COMMUNICATIONS COMPANY	\$ 450.00
45774	4/9/2019	LEAF RIVER AG SERVICE	\$ 4,766.45
45775	4/9/2019	MINNESOTA ENERGY RESOURCES	\$ 2,891.82
45776	4/9/2019	PAN-O-GOLD BAKING COMPANY	\$ 254.90
45777	4/9/2019	POPPLERS MUSIC STORE	\$ 139.93
45778	4/9/2019	REGION 6A	\$ 250.00
45779	4/9/2019	ROCHESTER TELECOM SYSTEMS INC	\$ 44.50
45780	4/9/2019	SHI INTERNATIONAL CORP	\$ 168.00
45781	4/9/2019	SOUTHWEST STATE UNIVERSITY	\$ 3,200.00
45782	4/9/2019	TRI-COUNTY HEALTH CARE	\$ 205.00
45783	4/9/2019	VERIZON WIRELESS	\$ 875.25
45784	4/9/2019	WASTE MANAGEMENT	\$ 961.43
45785	4/9/2019	WEST CENTRAL TELEPHONE ASSN	\$ 312.16
45786	4/10/2019	REGION 6A MSHSL ART	\$ 200.00
45787	4/17/2019	BERTHA-HEWITT PUBLIC SCHOOLS - ISD #786	\$ 12.50
45788	4/17/2019	HBI RADIO WADENA	\$ 644.00
45789	4/17/2019	INTERQUEST DETECTION CANINES	\$ 1,260.00
45790	4/17/2019	J & K TROPHY HOUSE	\$ 212.57
45791	4/17/2019	LEAF RIVER AG SERVICE	\$ 1,587.00
45792	4/17/2019	MEDTOX LABORATORIES, INC	\$ 46.34

**VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
MAY 6, 2019**

Check No.	Date	Vendor Name	Amount
45793	4/17/2019	MIDWEST BUS PARTS INC	\$ 238.68
45794	4/17/2019	MINNESOTA POWER & LIGHT CO	\$ 8,286.77
45795	4/17/2019	PARK SUPPLY OF AMERICA, INC.	\$ 14.16
45796	4/17/2019	POLMAN TOWING SERVICE	\$ 225.00
45797	4/17/2019	RENNEBERG HARDWOODS, INC.	\$ 965.00
45798	4/17/2019	STAPLES WORLD	\$ 294.30
45799	4/17/2019	TELIN TRANSPORTATION GROUP	\$ 258.62
45800	4/17/2019	THE SHERWIN-WILLIAMS COMPANY	\$ 234.11
45801	4/18/2019	HINZMANN, MONTE	\$ 180.00
45802	4/18/2019	US GAMES	\$ 362.84
45803	4/18/2019	WHITTEMORE, BRUCE	\$ 180.00
45804	4/25/2019	BUNKOWSKE, KEITH	\$ 100.00
45805	4/25/2019	DEAN WILLITS PRODUCTIONS	\$ 250.00
45806	4/25/2019	LEAF RIVER AG SERVICE	\$ 2,196.25
45807	4/25/2019	MINNESOTA ENERGY RESOURCES	\$ 439.86
45808	4/25/2019	OHLGREN, TERRY	\$ 100.00
45809	4/26/2019	ROISUM, LOWELL B.	\$ 170.00
45810	4/26/2019	WIGNALL, BRUCE	\$ 170.00
45811	4/26/2019	FRATELLI, PENELOPE	\$ 1,400.00
45812	4/26/2019	KNOCKERBALL	\$ 295.68
45813	4/26/2019	PIZZA RANCH	\$ 245.99
45814	4/30/2019	BURSCH TRAVEL	\$ 8,109.08
45815	4/30/2019	GOEDEN, DEWEY	\$ 100.00
45816	4/30/2019	OHLGREN, TERRY	\$ 100.00

Checks 45817-45865 have not been issued and are presented for payment authorization.

45817	5/2/2019	ACT, INC.	\$ 1,742.50
45818	5/2/2019	BEARINGS AND MORE	\$ 44.37
45819	5/2/2019	BRANDON COMMUNICATIONS INC	\$ 306.80
45820	5/2/2019	CARSON-DELLOSA PUBLISHING	\$ 37.23
45821	5/2/2019	CENTRAL MINNESOTA ERDC	\$ 2,176.88
45822	5/2/2019	CITY OF VERNDALE	\$ 4,492.10
45823	5/2/2019	DACOTAH PAPER CO	\$ 67.24
45824	5/2/2019	DEAN FOODS INC	\$ 1,710.25
45825	5/2/2019	ECKROTH MUSIC COMPANY	\$ 275.48
45826	5/2/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	\$ 226.96
45827	5/2/2019	EXPLORICA, INC.	\$ 1,321.38
45828	5/2/2019	FRESHWATER EDUCATION DISTRICT	\$ 40,302.86
45829	5/2/2019	FUN EXPRESS, LLC	\$ 123.70
45830	5/2/2019	GARY'S DIESEL REPAIR INC	\$ 11,935.80
45831	5/2/2019	HARALDSON, DEB	\$ 200.00
45832	5/2/2019	HEARTLAND TIRE, INC.	\$ 69.02

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
MAY 6, 2019

Check No.	Date	Vendor Name	Amount
45833	5/2/2019	HILLYARD/HUTCHINSON	\$ 1,032.46
45834	5/2/2019	JK SPORTS	\$ 328.99
45835	5/2/2019	LAKES COUNTRY SERVICE COOP.	\$ 2,383.33
45836	5/2/2019	MEI TOTAL ELEVATOR SOLUTIONS	\$ 147.36
45837	5/2/2019	MIDWEST BUS PARTS INC	\$ 200.00
45838	5/2/2019	MIDWEST SPECIAL INSTRUMENT	\$ 34.00
45839	5/2/2019	NORTH CENTRAL BUS SALES	\$ 65.88
45840	5/2/2019	NORTHERN BUSINESS PRODUCTS, IN	\$ 30.98
45841	5/2/2019	NORTHERN PINES MENTAL HEALTH CENTER	\$ 1,111.11
45842	5/2/2019	PAN-O-GOLD BAKING COMPANY	\$ 226.70
45843	5/2/2019	PC PARTS PLUS	\$ 839.84
45844	5/2/2019	PEMBERTON, SORLIE, RUFER	\$ 1,797.60
45845	5/2/2019	POPPLERS MUSIC STORE	\$ 142.02
45846	5/2/2019	ROCHESTER TELECOM SYSTEMS INC	\$ 69.51
45847	5/2/2019	SCHMITZ'S ELECTRIC, LLC	\$ 165.44
45848	5/2/2019	SCHOOL NURSE SUPPLY, INC.	\$ 85.09
45849	5/2/2019	SUPER ONE	\$ 205.60
45850	5/2/2019	SYNCB/AMAZON	\$ 890.63
45851	5/2/2019	TODD COUNTY AUDITOR/TREASURER	\$ 1,782.00
45852	5/2/2019	TOUCHPOINT INDUSTRIES	\$ 1,850.00
45853	5/2/2019	TROPHIES PLUS, INC.	\$ 35.00
45854	5/2/2019	UPPER LAKES FOODS	\$ 15,644.66
45855	5/2/2019	VERIZON WIRELESS	\$ 939.58
45856	5/2/2019	VERNDALE AUTO SALES AND SERVICE, LLC	\$ 273.39
45857	5/2/2019	VERNDALE STUDENT ACTIVITIES - BOYS BASKETBALL	\$ 150.00
45858	5/2/2019	VERNDALE STUDENT ACTIVITIES - WRESTLING	\$ 52.50
45859	5/2/2019	VIKING COCA-COLA BOTTLING CO	\$ 170.00
45860	5/2/2019	WADENA AUTO SUPPLY	\$ 6.00
45861	5/2/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	\$ 1,375.37
45862	5/2/2019	WADENA SHEET METAL & HEATING, INC.	\$ 209.00
45863	5/2/2019	WEBER'S WADENA HARDWARE	\$ 29.99
45864	5/2/2019	WILLIS, TAYLOR	\$ 100.00
<i>Check 45865 - Board Party Check presented for approval.</i>			
45865	5/2/2019	YOUNGBAUERS INC	\$ 1,406.25
GRAND TOTAL			\$ 155,092.28

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

Description	Payroll 3/15/2019	Payroll 3/29/2019	Payroll 4/4/2019	Payroll 4/15/2019
Payroll ACH Debit	\$ 125,502.35	\$ 125,109.21	\$ -	\$ 134,638.53
Fed/OASDI/Med	\$ 38,879.87	\$ 37,955.97	\$ 334.33	\$ 41,596.29
State Taxes	\$ 6,297.15	\$ 6,107.87	\$ 60.08	\$ 6,709.34
TRA	\$ 17,425.99	\$ 15,843.68	\$ -	\$ 17,558.22
PERA	\$ 5,868.75	\$ 6,921.23	\$ -	\$ 7,227.96
EBC Section 125 cafeteria plan	\$ 2,671.65	\$ 2,671.65	\$ -	\$ 2,671.65
EBC 403b/457 annuities	\$ 4,438.43	\$ 4,413.43	\$ -	\$ 4,413.47
Other	\$ -	\$ -	\$ -	\$ -
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	\$ 1,024.58	\$ 4,762.58	\$ -	\$ 280.09
Total Disbursements plus checks	\$ 202,108.77	\$ 206,242.22	\$ 394.41	\$ 215,095.55
Net payroll	\$ 126,526.93	\$ 125,389.43	\$ 1,220.34	\$ 134,918.62

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.

<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>
District		
Judy Schultz	Lawn Raking	\$ 30.00
	Total District donations	\$ 30.00
Student Activity		
Bertha America Legion (William Larson Post	Post Prom	\$ 50.00
Charles Goddard Construction, Inc.	Post Prom	\$ 60.00
Madsen Precision Collision	Post Prom	\$ 50.00
North Risk Partners	Post Prom	\$ 25.00
Randy Wilson	Post Prom	\$ 50.00
Sarah Madsen	Post Prom	\$ 20.00
Star Bank	Post Prom	\$ 175.00
Tri-County Hospital	Post Prom	\$ 75.00
Veronen Insurance Agency, Inc.	Post Prom	\$ 75.00
West Central Telephone	Post Prom	\$ 250.00
Youngbauer's Inc.	Post Prom	\$ 250.00
	Total Student Activity donations	<u>\$ 1,080.00</u>

Donator	Purpose	Donation			
3M Staples	Post Prom	gift box (3)			
Azure	Post Prom	Female Sunglasses			
Azure	Post Prom	Male Sunglasses			
Burger King - Staples	Post Prom	free small meal gift cards (4)			
Chris Bounds (Gary Bounds Drywall)	Post Prom	\$50.00 Gander Outdoors gift card (2)			
Chris Bounds (Gary Bounds Drywall)	Post Prom	\$50.00 Fleet Farm gift card (2)			
Chris Bounds (Gary Bounds Drywall)	Post Prom	\$50.00 Dick's Sporting Goods (2)			
Chris Bounds (Gary Bounds Drywall)	Post Prom	\$50.00 Lululemon gift card (1)			
Chris Bounds (Gary Bounds Drywall)	Post Prom	\$10.00 Dairy Queen gift card (1)			
Chris Bounds (Gary Bounds Drywall)	Post Prom	\$20.00 Dunham's gift card (2)			
Chris Bounds (Gary Bounds Drywall)	Post Prom	\$50.00 American Eagle gift card (2)			
Cozy Theatre	Post Prom	Movie Pass (4)			
Dairy Queen - Staples	Post Prom	free mini blizzard certificates (80)			
Candy Stromberg	Post Prom	3 cases of Wiley Wallaby Licorice			
Mane Hair Design	Post Prom	Adidas cinch sack and beach towel			
Matt Jones	Post Prom	Customized lazer water bottle, tumbler or coffee mug of your choice (2)			
Mn Graduate Services	Post Prom	Pop sockets (27)			
Mn Graduate Services	Post Prom	Medium navy blue hooded/zip sweatshirt			
Mn Graduate Services	Post Prom	XL grey hooded sweatshirt			
Mn Graduate Services	Post Prom	XL black hooded/zip sweatshirt			
Mn Graduate Services	Post Prom	Medium grey tshirt			
Northern Business (Deb Hess)	Post Prom	Dorm supply basket			
Now & Forever Bridal	Post Prom	Coach wristlet			
Russ Davis	Post Prom	Crazy Fresh backpack			
Russ Davis	Post Prom	Crazy Fresh tshirt large			
Russ Davis	Post Prom	Crazy Fresh fleece blanket			
Russ Davis	Post Prom	Crazy Fresh hot/cold cups with lids (3)			
Russ Davis	Post Prom	Crazy Fresh pizza cutter			
Russ Davis	Post Prom	Crazy Fresh stocking hats (2)			
Sam Schmitz	Post Prom	Ariana Grande Cloud perfume			
Sharon Richter	Post Prom	XL Golden Gophers hooded sweatshirt			
Verndale Sun/Endless Ink	Post Prom	Large Raiders tshirt			
Verndale Sun/Endless Ink	Post Prom	Small Verndale Pirate long sleeve tshirt			
Verndale Sun/Endless Ink	Post Prom	Medium Verndale Pirate tshirt			
Wadena Champ	Post Prom	1 cozy theater movie pass (2)			
Wadena Champ	Post Prom	LED flashlight			

Where upon the Resolution was declared duly passed and adopted by the Verndale Public School Board this 6th day of May 2019.

Signed:

Attest:

Signature

Marcus Edin
Chairperson

Signature

Scott Veronen
Treasurer

5-2-2019

To the Venndale school District
Effective 5-10-2019 I will be
Resigning from Full Time BUS DRIVING,

Thank you
Wayne Star



April 23, 2019

Verndale School
411 SW Brown St.
Verndale, MN 56481

Mr. Greg Johnson,

This letter is to inform you that I am resigning my position as the **Speech** coach effective immediately.

Having three girls of my own I want to make sure that I am distributing my time and they will soon be starting their own school activities I want to be a part of.

While I have been fortunate to be the speech coach, it is the memories of the students I have worked with that I will never forget. I have been blessed to work with some great students and more importantly great young people over the years. I only hope that I have had a small percentage of the impact on their lives that they have had on mine.

I am grateful for the opportunities that have been provided to me. I am confident that this is the right decision for me both professionally and personally. Finally, I would like to say thank you to all those who have supported me over the years.

Sincerely,

Meagan Ferris



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

To: Verndale School Board
From: Arick Follingstad, Principal
Date: May 6, 2019
Re: Special Education Teacher

I recommend the Verndale School District hire Jennifer Peske to fill a 1.0 FTE Special Education teaching position for the 2019-2020 school year. She will be placed at BS, Step 1 on the teacher master agreement payment schedule, pending receipt of appropriate licensure.

Jennifer comes to us with very strong recommendations and will be graduating from college this spring with a dual teaching license in Special Education and K-12 Art Education. Her knowledge of special education procedures and protocols is very strong and her desire to help all students succeed is clearly evident. Jennifer will be an excellent addition to our teaching staff.

Sincerely,

Arick Follingstad
Principal



To: Verndale School Board

From: Arick Follingstad, Principal

Date: May 6, 2019

Re: Elementary Title I / Middle School Mathematics Teacher

I recommend the Verndale School District hire Alex Anderson to fill a 1.0 FTE Elementary Title I / Middle School Mathematics teaching position for the 2019-2020 school year. He will be placed at BS, Step 1 on the teacher master agreement payment schedule, pending receipt of appropriate licensure.

Alex comes with strong recommendations and has spent the past semester as a student teacher in our building, working with students in 7th-12th grade. He has already built strong relationships with students and staff in our building. He will be graduating from college this spring with a 5-12 mathematics teaching license. Alex has demonstrated a strong interest and ability to help struggling students understand mathematical concepts. He will be an excellent addition to our teaching staff.

Sincerely,

Arick Follingstad

Principal



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

To: Verndale School Board
From: Arick Follingstad, Principal
Date: May 6, 2019
Re: Junior Varsity Volleyball Coach

I recommend the Verndale School District hire Katie Bolland to fill the junior varsity volleyball coaching position for the 2019 season.

Katie has experience coaching a variety of sports in our building over the years. She will be a great addition to the volleyball coaching staff.

Sincerely,

Arick Follingstad
K-12 Principal



Verndale School Board / Mr. Brownlow,

I would like to recommend hiring Allison Ollson as a summer custodial assistant.

Wade Kern

Transportation / Building & Grounds



Verndale School Board / Mr. Brownlow,

I would like to recommend hiring Eric Bervig for a Regular Route Bus Driver position effective at the start of the 2019-2020 school year.

Wade Kern

Transportation / Building & Grounds



Verndale School Board / Mr. Brownlow,

I would like to recommend hiring Kenneth Kjeldergaard for an AM Regular Route Bus Driver position effective at the start of the 2019-2020 school year.

Wade Kern

Transportation / Building & Grounds



Verndale School Board / Mr. Brownlow,

I would like to recommend hiring Wayne Stave as a Sub / Extra-Curricular driver.

Thank you, Wade Kern
Transportation / Building & Grounds



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.

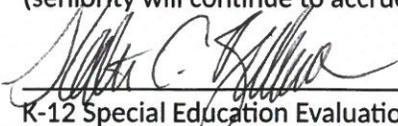
MEMORANDUM OF AGREEMENT BETWEEN VERNDALE SCHOOL DISTRICT AND VERNDALE EDUCATION ASSOCIATION 2019-2020 School Year

Be it agreed that a new position was created on August 15, 2016 entitled K-12 Special Education Evaluation Specialist. This position is a Teacher on Special Assignment (TOSA) position residing under the current Teacher Master Agreement between ISD #818 and the Verndale Education Association, however, this position is not subject to bumping or realignment in the case of Unrequested Leave of Absence.

The salary for the K-12 Special Education Evaluation Specialist will be based on the education and years of experience under the appropriate schedule of the Teacher's Master Agreement. The benefits will match those granted under the Teacher Master Agreement. The days of service for the K-12 Special Education Evaluation Specialist will be 184. The three additional days will be paid at the K-12 Special Education Evaluation Specialist's daily rate of pay

The K-12 Special Education Evaluation Specialist is expected to successfully meet the job duties outlined in the job description. It is agreed that the requirements for the K-12 Special Education Evaluation Specialist include the maintenance of a Minnesota Teacher's license.

Should the K-12 Special Education Evaluation Specialist position be terminated, the person will have the opportunity to return to a teaching position within the District pursuant to that person's licensure and seniority (seniority will continue to accrue as with any other teaching position).



K-12 Special Education Evaluation Specialist

Chairperson, ISD #818

02 May 19

Date

Date



President, Verndale Education Association

Clerk, ISD #818

5/2/19

Date

Date



~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.

**MEMORANDUM OF AGREEMENT
BETWEEN
VERNDALE SCHOOL DISTRICT
AND VERNDALE EDUCATION ASSOCIATION
2019-2020 School Year**

Be it agreed that a new position was created on April 2, 2018, entitled Dean of Students/Activities Director. This position will be a Teacher on Special Assignment (TOSA) residing under the current Teacher Master Agreement between ISD #818 and the Verndale Education Association; however, **this position is not subject to bumping or realignment in the case of Unrequested Leave of Absence.**

Due to the unique nature of the Dean of Students/Activities Director position, it is agreed that the salary for the position will be paid at Step 26 of the MA+20 lane. The salary for the position will increase in compliance with the salary increase bargained by the Verndale Education Association for the said school year. The benefits will match those granted under the Teacher Master Agreement. The days of service for the Dean of Students/Activities Director will also differ from the standard teaching schedule: the Dean of Students/Activities Director will be expected to work 191 days each school year. The additional ten (10) work days will be paid at the daily rate of pay for the Dean of Students/Activities Director position.

The Dean of Students/Activities Director is expected to successfully meet the job duties outlined in the job description. It is agreed that the requirements of the Dean of Students/Activities include the maintenance of a Minnesota Teacher's license.

Should the Dean of Students/Activities Director position be terminated, the person will have the opportunity to return to a teaching position within the District pursuant to that person's licensure and seniority (seniority will continue to accrue as with any other teaching position).

Megan A. Johnson
Dean of Students/Activities Director

Chairperson, ISD #818

5/3/19
Date

Date

[Signature]
President, Verndale Education Association

Clerk, ISD #818

5/2/19
Date

Date



May 2, 2019

Dear Verndale School Board:

The following teachers have successfully completed their probationary periods at the Verndale School. Their ability and performance in the classroom warrant my recommendation for a continuing contract.

Please grant a continuing contract to:

Jennifer Cameron	1-6 Elementary Education	1.0 FTE
Angie Orsburn	K-12 Academic and Behavioral Strategist	1.0 FTE
Brian Hartwig	K-12 Physical Education Pre K-12 Developmental/Adapted Physical Ed.	1.0 FTE
David Drexler	5-12 Social Studies	1.0 FTE

Sincerely,

Paul Brownlow
Superintendent



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

May 2, 2019

Dear Verndale School Board:

The following probationary teachers have successfully met the requirements and guidelines for renewing their non-tenured teaching contract. The required classroom observations have been executed and documented.

Please grant a contract to the following teachers for the 2019-2020 school year:

Alicia Strayer	K-6 Elementary Education	1.0 FTE
Angela Wallin	1-6 Elementary Education	1.0 FTE
Kristin Johnson	K-6 Elementary Education	1.0 FTE
Kody Van Den Eykel	K-12 Physical Education 5-12 Health Education	1.0 FTE
Rachel Beard	K-6 Elementary Education	1.0 FTE

Sincerely,

Paul Brownlow
Superintendent

**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.

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

Orig. 1997

Revised: January 28, 2013

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
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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.

2019 Senior Class Trip Itinerary

(Updated 4/22/2019)

Friday, May 17, 2019

2:00 PM: All seniors turn-in luggage to board room by 2 PM on Friday.

7:00 PM: Load the bus and leave the school. ETD: will be dependent on athletes when they get done with events.

Comfort Suites Canal Park
408 Canal Park Dr.
Duluth, MN 55802
(218) 727-1378

11:30 PM: Room Check

12:00 AM: Quiet Hours

Saturday, May 18, 2019

8:00 AM-12:45 PM: Breakfast at hotel, free time, lunch on your own

11:00 AM: **Grocery shop for Dinner at Paintball**

12:45 PM: Meet in hotel lobby

1:00 PM: Depart for paintball (Starts at 1:30 PM) (30 minutes drive)

Superior Paintball
4105 S. Schallermeir Rd
Superior, WI 548800
(715) 399-2934
(218) 590-5015 (Dan Lanning)

5:00 PM: Leaving Paintball

6:00 PM: Dinner at local restaurant in Canal Park, Duluth

8:30 PM: Arrive back to hotel

11:30 PM: Room Check

12:00 AM: Quiet Hours

Sunday, May 19, 2019

8:00 AM - 11:00 AM: Breakfast at hotel and pool time

11:45 AM: Meet in hotel lobby and depart for Vista Fleet

12:00 PM: Arrive at Boat Cruise (7 minute walk)

12:20 PM: Depart from Vista Fleet Dock (Pizza and pop included for lunch)

Vista Fleet
323 Harbor Drive
Duluth, MN
Colleen Smith (218) 529-8703

2:00 PM: Arrive back to Vista Fleet Dock

2:00 PM - 5:30: Free time to go to Adventure Zone, Aquarium, Swimming at Hotel Pool.

5:45 PM: Meet in Lobby

6:00 PM: Leave for Fitger's Restaurant for supper.

8:00 PM: Arrive back to Hotel

8:30 PM: Hang-out in Meeting room at hotel for board games, cards and/or movie.

11:30 PM: Room Check

12:00 AM: Quiet Hours

Monday, May 20, 2019

8:00 AM: Breakfast at hotel

9:35 AM: Leave for Glensheen: 3300 London Rd, Duluth, MN 55804

10:00 AM: Glensheen Tour for 20 students. Walking the grounds tour for others.

12:00 PM: Leave for Home.

Stop for lunch at Perkins in Duluth (Near Glenshen Mansion). Arrive back to Verndale by 3 PM.

	<u>Last</u>	<u>First</u>	<u>Middle 1</u>
1	BARRETT	JAMES	CHARLES
2	BETTIS	MINETTE	SUSAN
3	BOUNDS	TATE	CHRISTOPHER
4	BROWNLOW	MOLLY	KAY
5	CLEWS	AUTUMN	SKY
6	CRIDER	LEAH	MELINDA
7	DISSELBRETT	HAYLEE	ANN
8	DRONE	NICHOLAS	WAYNE
9	EHRMANTRAUT	MARDI	RAIN
10	ELBERT	MASON	JESSE
11	ERVASTI	SAMARA	JOY
12	FEELA	SAMPSEN	CHET
13	GLENZ	MORGAN	PAIGE
14	HANSON	KIYA	
15	HESS	SAM	DOUGLAS
16	HINMAN	BRIANNA	JUDITH
17	HONER	SKYLER	RENEE
18	ISMIL	MICHELLE	ANN
19	KERN	QUINN	ADAM
20	KVETON	JARRET	DONALD
21	OLSSON	ALLISON	JO
22	PAIGE	BENSON	ARNOLD
23	PETERSON	KRISTEN	LAURA
24	POPPE	AUTUMN	ROSE
26	RICHTER	SAVANA	LEI
25	RICHTER	THOMAS	ANTHONY
27	ROBBEN	AARON	MICHAEL
28	ROBERTS	DARIAN	MARIE KATHERINE
29	RUNSTON	MEADOW	LEE
30	SABINASH	ANTHONY	WALTER
31	SCHLUTTNER	MATTHEW	JAMES
32	SEEFELDT	HUNTER	JON
33	STEEGE	MATTHEW	EVAN
34	STINAR	IMOGEN	RAE
35	THOMPSON	ALYSSA	LYNNELLE
36	VAVRA	BROCKTEN	ELMER
37	VERTINA	BRAYDEN	ALEXANDER
38	WELLNITZ, JR	DARYL	ALLEN
39	WENIGER	JACKSON	LEE

Position	VHS Current Min	VHS Current Max	BH Current Min	BH Current Max	Recommended	Step 1	Step 2	Step 3	Step 4	Step 5
"A" Bsb/SB	\$3,404.00	\$3,827.00	\$3,412.00	\$5,153.00	9%	\$3,412.00	\$3,848.00	\$4,283.00	\$4,718.00	\$5,153.00
"A" Track	\$3,563.00	\$3,989.00	\$3,412.00	\$5,153.00	9%	\$3,412.00	\$3,848.00	\$4,283.00	\$4,718.00	\$5,153.00
"B" Bsb/SB	\$2,103.00	\$2,388.00	\$2,275.00	\$3,435.00	6%	\$2,275.00	\$2,565.00	\$2,855.00	\$3,145.00	\$3,435.00
"B" Track	\$2,498.00	\$2,782.00	\$2,275.00	\$3,435.00	6%	\$2,275.00	\$2,565.00	\$2,855.00	\$3,145.00	\$3,435.00
JH Bsb/SB	\$1,757.00	\$2,042.00	\$1,517.00	\$2,290.00	4%	\$1,517.00	\$1,711.00	\$1,904.00	\$2,097.00	\$2,290.00
JH Track	\$1,757.00	\$2,042.00	\$1,517.00	\$2,290.00	4%	\$1,517.00	\$1,711.00	\$1,904.00	\$2,097.00	\$2,290.00

Rationale: I took current minimum and maximum spring coaching salaries from the Bertha-Hewitt contract and inserted those numbers as the step 1 and step 5 salaries. I then divided the other three steps in near equal increments.

Current	Step 1	Step 2	Step 3	Step 4	Step 5
"A" Bsb/SB	\$3,404.00	\$3,510.00	\$3,615.00	\$3,724.00	\$3,827.00
"A" Track	\$3,563.00	\$3,672.00	\$3,778.00	\$3,884.00	\$3,989.00
"B" Bsb/SB	\$2,103.00	\$2,176.00	\$2,246.00	\$2,315.00	\$2,388.00
"B" Track	\$2,498.00	\$2,571.00	\$2,644.00	\$2,713.00	\$2,782.00
JH Bsb/SB	\$1,757.00	\$1,828.00	\$1,902.00	\$1,970.00	\$2,042.00
JH Track	\$1,757.00	\$1,828.00	\$1,902.00	\$1,970.00	\$2,042.00

Verndale School
2018-2019
Snow Days and Make-Up Plan

School Days Missed

- January 7 - School Closed (Ice)
- January 28 - Two-Hour Late Start (Extreme Cold)
- January 29 - School Closed (Extreme Cold)
- January 30 - School Closed (Extreme Cold)
- January 31 - Two-Hour Late Start (Extreme Cold)
- February 1 - Two-Hour Late Start (Water Line Break)
- February 7 - Early Release @ 12:30 PM (Weather Conditions)
- February 8 - Two-Hour Late Start (Weather Conditions)
- February 25 - Two-Hour Late Start (Weather Conditions)
- April 11 - Early Release @ 1:45 PM (Snow)
- April 12 - School Closed (Snow)

School Days Make-Up

- February 18 - Student Contact Day for January 7 School Closing
- March 15 - Staff Make-Up Day for January 29 School Closing
- April 22 - Student Contact Day for January 30 School Closing

Proposal for April 12 School Closure

- Support staff may make-up hours missed by reporting to work on May 28, request vacation or personal leave, or take unpaid time.
- Regular route bus drivers may arrange time with Wade to clean bus or take a half-day of personal leave or unpaid time.
- Teachers may make up the day by completing the following tasks outside of the regular school day:
 - Standards/Vocabulary Prep Work - Details Will Be Provided by Administration
 - Grades
 - Prepare classroom for summer
 - Complete checkout process
 - Before 8 am with Wade or Vickie
 - After 3:20 pm with Amy, Kim, or Mary
- Teachers may elect to report from 8 am to 12 noon on May 29 to make up the time (for grades, classroom preparation, and checkout procedure).
- Teacher may elect to use 4 hours of personal or unpaid time in place of making up the time (for grades, classroom preparation, and checkout procedure).
- The standards/vocabulary work must be completed prior to meeting on May 28.
- Every teacher must have the online checkout form completed by 12 noon on May 29 or make other arrangements with Mr. Follingstad.

2018-2019 Verndale School Calendar - Revised May 2019

July 2018

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

July

4 Independence day

August 2018

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

August

14-15 Sourcewell Summer Summit @ Madden's Resort
 27 All Staff Workshop Day
 28 Phil Warrick Training at Sourcewell
 29 Open House - 4 - 7 PM

September 2018

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

September

3 Labor Day
 4 First Day of School for 1st-7th and 12th Grade
 5 First Day of School for Kindergarten and 8th-11th

October 2018

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

October

3 Two-Hour Late Start
 18 MEA Break
 19 MEA Break

November 2018

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

November

2 End of First Quarter (42 Days)
 5 Staff Workshop - No School
 5 & 8 Parent Teacher Conferences 3:30 - 7:00 PM
 7 Two-Hour Late Start
 9 Teacher Comp Day - No School
 22-23 Thanksgiving Break - No School

December 2018

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

December

5 Two-Hour Late Start
 21 Students Dismissed at 12:30 PM
 24-31 Christmas Break - No School

January 2019

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

January

1 New Year's Day - No School
 2 School Resumes
 2 Two-Hour Late Start
 18 End of 2nd Quarter/1st Semester (43 Days)
 21 Staff Workshop - No School
 29 Snow Day - School Closed
 30 Snow Day - School Closed

February 2019

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

February

6 Two-Hour Late Start
 18 President's Day - Snow Make-Up Day #1

March 2019

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

March

6 Two-Hour Late Start
 11 Parent Teacher Conferences 3:30 - 7:00 PM
 14 Parent Teacher Conferences 3:30 - 7:00 PM
 15 Teacher Make-Up Day - No School for Students
 22 End of 3rd Quarter (41 Days)

April 2019

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

April

3 Two-Hour Late Start
 19 Spring Break - No School
 12 Snow Day - School Closed
 22 Snow Make-Up Day #2

May 2019

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

May

1 Two-Hour Late Start
 24 End of 4th Quarter/2nd Semester (44 Days)
 24 Last Day of School / Graduation @ 7:00 PM
 27 Memorial Day - No School
 28 Staff Workshop Day - No School
 29 Snow Make-Up Day - No School for Students
 30 Staff Workshop Day - No School

June 2019

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

June

169 Student Days+12 Teacher Days= 181 Days
 May 20 - Last Day for Seniors on Class Trip



April 28, 2019

Mr. Brownlow and Verndale School Board,

Please accept this letter as formal notice of my desire to negotiate a new contract agreement commencing on July 1, 2019 as my current contract expires on June 30, 2019.

I would like to meet with the Verndale School Board Negotiation Committee to review and discuss the terms and conditions of my employment.

Please let me know of dates and times when we can meet.

Respectfully submitted,

Arick Follingstad

K-12 Principal / District Assessment Coordinator

Adopted: _____

MSBA/MASA Model Policy 201

Orig. 1995

Revised: _____

Rev. 2009

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

[Note: This number may be different for combining or consolidating school boards that are in a transition period.]

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References:

MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: _____

MSBA/MASA Model Policy 202

Orig. 1995

Revised: _____

Rev. 2011

202 SCHOOL BOARD OFFICERS

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

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief

business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;

- (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;

- d. superintend school grading practices and examinations for promotions;
- e. make reports required by the commissioner; and
- f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

Adopted: _____

MSBA/MASA Model Policy 203

Orig. 1995

Revised: _____

Rev. 2009

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RULES OF ORDER

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

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

[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

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

Cross References:

Adopted: _____

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: _____

Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. RULES OF ORDER

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

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

[Note: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)

Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)

Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)

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

Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
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 207 (Public Hearings)

Adopted: _____

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORDER

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

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors.
4. Consent agenda.
5. Approval of prior meeting minutes.
6. Presentation of bills for payment.
7. Reports.
8. Other old or unfinished business.
9. New business.
10. Administrative Reports
11. Adjournment.

[Note: The school board should incorporate its preferred order of business into this policy.]

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

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

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Adopted: _____

MSBA/MASA Model Policy 203.5

Orig. 1997

Revised: _____

Rev. 2012

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all

members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

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

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

Adopted: _____

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: _____

Rev. 1999

203.6 CONSENT AGENDAS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CONSENT AGENDAS

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

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

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Adopted: _____

MSBA/MASA Model Policy 204

Orig. 1995

Revised: _____

Rev. 2008

204 SCHOOL BOARD MEETING MINUTES

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational

data, etc.); and

- c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties



To: Verndale School Board

From: Greg Johnson, Dean of Students/Activities Director

RE: Monthly Report (March 2019)

- 1) Spring Sports Seasons are underway and in full swing.
 - a) Softball playoffs will begin the week of May 20th.
 - b) Track and Field Sub-Sections on May 23.
 - c) Baseball playoffs will begin the week of May 28.
- 2) The 19-20/20-21 Section assignments have been released. We have stayed in the same class/section in all activities except baseball, which has been bumped up to Section 6AA.
- 3) The State Solo/Ensemble contest was on Saturday, May 4. Verndale was represented by 15 students in band and choir.



K-12 Principal / District Assessment Coordinator Report

May 6, 2016

1. Events of the Past Weeks
 - a. MCA Testing Season - Completed
 - b. Band Solo / Ensemble Contests – April 3rd
 - c. Cola Voce Concert – April 5th
 - d. Elementary Students of the Month for March – April 5th
 - i. Abby Peterson – 1st Grade
 - ii. Gracei Current – 6th Grade
 - e. Math Planning and Pi (or Pie) Night – April 8th
 - f. Choir Solo / Ensemble Contests – April 10th
 - g. CTE Advisory Meeting at Maasconi's – April 10th
 - h. Students of Character Celebration at Sourcewell – April 10th
 - i. Minette Bettis and Haylee Disselbrett
 - i. Band and Choir Trip to Chanhassen Dinner Theater – April 13th
 - j. Band and Choir Solo / Ensemble Recital – April 16th
 - k. Day of Caring – Wednesday, April 24th
 - l. Elementary Music Program Day – April 26th
 - m. Prom – April 27th
 - n. Literacy Luau – April 29th
 - o. Band / Choir Solo/Ensemble Sectionals – Saturday, May 4th
2. Upcoming Events / Mark Your Calendars
 - a. Elementary Class Field Trips
 - i. Kindergarten – May 15th
 - ii. 1st Grade – May 16th
 - iii. 2nd Grade – May 10th
 - iv. 3rd Grade – May 10th
 - v. 4th Grade – May 16th
 - vi. 5th Grade – May 6th
 - vii. 6th Grade – May 10th
 - b. Elementary Pirate Pride / Volunteer Recognition Event – Thursday, May 9th
 - i. 10:00 a.m. in the auditorium
 - c. Horizon Middle School Choir Performance for elementary students – Friday, May 10th
 - i. 1:15 p.m. in the auditorium



- d. 7-12 Choir / 5-12 Band Concert – Monday, May 13th
 - i. Choir starting at 6:30 p.m.
 - ii. Spanish Class Dance Performance between choir and band in the old gym
 - iii. Band immediately following the Spanish Dance Performance
- e. Senior Class Trip – May 17th – 20th
- f. Elementary Track and Field Day – Tuesday, May 21st
 - i. 4th – 6th Grade from 9:00-11:30 a.m.
 - ii. K – 3rd Grade from 1:00-2:45 p.m.
 - iii. Visitors must check in through the main office and get a visitors badge/sticker
- 3. Seniors End of Year Information
 - a. Last Day – May 20th
 - b. Baccalaureate Service – May 22nd at 7:00 p.m. in the auditorium
 - c. Senior Awards Service – May 22nd at 8:00 p.m. in the auditorium
 - d. Graduation Practice – May 23rd at 10:00 a.m. in the new gymnasium
 - e. Graduation – Friday, May 24th at 7:00 p.m. in the new gymnasium
- 4. High Reliability School Program Update
 - a. Demonstration Site Visits
 - i. Pine River-Backus High School – April 8th
 - ii. Verndale School Board – April 11th
 - b. District Leadership Team Meeting – April 23rd
 - c. HRS Retreat at Sourcewell – April 25th
 - d. 3rd Round of Instructional Rounds – May 2nd / May 9th
 - e. HRS Webinar with Phil Warrick – Monday, May 13th
 - f. Demonstration Site Certification Visit – Monday, May 20th
 - g. Staff Workshop Day – Tuesday, May 28th
 - i. Invitation for school board members to attend the end of year individual share out
 - 1. Scheduled for the afternoon
 - 2. Will send out an invitation when the exact time is set
 - h. Leading a High Reliability School Training – June 5th / 6th at Sourcewell
- 5. Preparations for 2019-2020 School Year
 - a. Finalizing Staffing Model – Complete as of now
 - b. Master Schedule / Student Class Registration
 - c. Handbook / Policy Reviews



6. Other Items

- a. Education Job Fair at Sourcewell – April 3rd
- b. Title I Meeting at Sourcewell – April 17th
- c. Educators of Excellence Banquet at Grand View Lodge – Wednesday, May 8th
- d. B's or Better Breakfast – Tentatively Scheduled for May 15th
 - i. Information will go out this week to all students who qualify
 - ii. Reminder – change from last year – students who earn B- or better grades throughout the year will be invited

Superintendent
May 6, 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	May 3, 2019	550
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. **Finance Committee-** The finance committee will need to schedule a meeting at the end of May. We will wait until the end of May to allow the state legislature finish their work on the state’s budget, which determines the district’s budget for the next two years. The committee will include representatives from the three bargaining groups, supervisors, business manager, administration, and school board members.

2. **Staff Shirts -** A committee is reviewing different options for staff shirts for next year. We would use these for special events and Fridays. A preliminary budget of \$25 per shirt is being considered. The district would pay for a shirt for every staff member because it would be considered a necessary piece for the staff.

3. **Media Center Redesign -** After the last board meeting, I was notified that we have a local vendor that would also be interested in submitting a quote for our redesign of the media center. We are getting measurements of the room and will have a final cost estimate for the June meeting.

4. **MSHSL Solo/Ensemble Contest** - The instrumental and vocal music ensembles will perform at the section/state music contest on Saturday, May 4. These students will be performing for judges who will critique them on their performance and award them with a superior, excellent, or good rating.

5. **Literacy Luau** - Thank you to Rachel Johnson, Verndale PTA, and our elementary staff for hosting a Literacy Luau for our elementary students and parents. We had 111 students and parents participate in this exciting event!

6. **2019-2020 School Year Preparations-** Currently, we have 41 students enrolled in kindergarten for next year. We also are aware of students that are leaving the district and some who are planning to enroll next year. We will use our best estimates to develop a revenue budget for the 2019-2020 school year. The current assumption is that we will maintain at 550 or more students.

7. **The High Reliability Schools Summit** - Verndale will send 28 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

Last Day of School for Seniors	May 20
Last Day of School for K-11th Grade	May 24
Graduation	May 24 @ 7 PM
Memorial Day	May 27
Staff Workshop	May 28
Staff Workshop	May 29
Leading a High Reliability School	June 5 & 6
June School Board Meeting	June 10