



~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, December 2, 2019
6:30 PM
MULTIMEDIA ROOM #324**

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 November 4, 2019 Regular Board Meeting
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims
 - i. Board Checks 46414-46487
 - ii. Student Activity Checks 1064-1067
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Mid-Year Lane Change Requests
 1. Tracy Hegarty
- VII. Report Items
 - a. Financial Report
 - b. Board Member Reports
 - c. Legislative Report

VIII. New Business

- a. Approve Fiscal Year 2019 Audit
- b. Certify 2019 Payable 2020 Levy
 - i. Truth in Taxation Presentation
 - ii. Public Hearing on Proposed Budget and Property Taxes
 - iii. Certify Final 2019 Payable 2020 Levy
- c. Approve Resolution 12022019A Determining Facts for Engaging Scott Veronen to Perform Certain Contracted Functions
- d. Approve Resolution 12022019B Determining Facts for Engaging Chris Youngbauer to Perform Certain Contracted Functions
- e. Approve the Following Agreements and Contracts
 - i. 2019-2021 Clerical Staff Handbook
 - ii. 2019-2021 Human Resources-Payroll Specialist Agreement
 - iii. 2019-2021 K-12 Principal/District Assessment Coordinator Agreement
 - iv. 2019-2021 IUOE Local 70 Non-Certified Custodial, Education Assistants and Food Service Employees
- f. Approve the First Reading of the Following Policies
 - i. Policy 533 - Wellness
- g. Approve 2018-2019 World's Best Workforce Report
- h. Approve Student Handbook Updates
- i. Approve Nomination for Sourcewell Ex-Officio Board of Directors Election
- j. Approve Proxy Ballot for CMERDC
- k. Approve the Following Program(s)/Contract(s)/Membership(s)
 - i. 2019-2020 BHVPP Cooperative Wrestling Agreement
- l. Set Date for 2020 School Board Organizational Meeting

IX. Administrative Reports

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



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**SCHOOL BOARD AGENDA
REGULAR MEETING
Monday, December 2, 2019
6:30 PM
MULTIMEDIA ROOM #324**

Notes to Agenda

- I. Call to Order
- II. Recite Pledge of Allegiance
- III. Determine a Quorum (Roll Call)
- IV. Approve or Amend Agenda
- V. Recognize Visitors/Public Forum
- VI. Consent Agenda - The supporting documents are enclosed for review. A board member is welcome to pull an item from the consent agenda and place it on the new business portion of the agenda. **Recommend Approval**
- VII.
 - a. Approve Minutes from the November 4, 2019 Regular Board Meeting
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims
 - i. Board Checks 46414-46487
 - ii. Student Activity Checks 1064-1067
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Mid-Year Lane Change Requests
 - 1. Tracy Hegarty - BS+10 to BS+30

VIII. Report Items

- a. Financial Report - Jordan
- b. Board Member Reports - Buildings and Grounds Committee
- c. Legislative Report - Paul

IX. New Business

- a. Approve Fiscal Year 2019 Audit - Brian Koehn will be here Monday evening to present the FY 2019 audit. He will give a brief overview of the financial statements and position of the school district. **The board will have to approve the audit at the meeting.**
- b. Certify 2019 Payable 2020 Levy - A presentation will be shared by Jordan and Paul at the meeting giving a summary of the tax levy and the district's FY 20 budget. Time will be available for district residents to comment on the levy and the board will have to certify the final levy. A copy of the levy is enclosed. **Recommend Approval**
 - i. Truth in Taxation Presentation
 - ii. Public Hearing on Proposed Budget and Property Taxes
 - iii. Certify Final 2019 Payable 2020 Levy
- c. Approve Resolution 12022019A Determining Facts for Engaging Scott Veronen to Perform Certain Contracted Functions - This document is needed to demonstrate there is no conflict of interest with Scott's position on the board and his financial gain from his agency selling insurance to the school. In summary, he has to declare that he has given the best competitive price available to the school district. We did use a competitive bid process to determine that Veronen Agency was the lowest-priced bid. **Recommend Approval**
- d. Approve Resolution 12022019B Determining Facts for Engaging Chris Youngbauer to Perform Certain Contracted Functions - This document is needed to demonstrate there is no conflict of interest with Chris' position on the board and his financial gain from his company providing landscaping and snow removal services to the school. In summary, he has to declare that he has given the best competitive price available to the school district. We did use a competitive quoting process to determine that Youngbauer Landscaping was the lowest-priced quote for snow removal. **Recommend Approval**
- e. Approve the Following Agreements and Contracts - The clerical staff handbook is attached for review. The other contracts are being finalized and will be presented for approval at the meeting.
 - i. 2019-2021 Clerical Staff Handbook
 - ii. 2019-2021 Human Resources-Payroll Specialist Agreement
 - iii. 2019-2021 K-12 Principal/District Assessment Coordinator Agreement
 - iv. 2019-2021 IUOE Local 70 Non-Certified Custodial, Education Assistants and Food Service Employees
- f. Approve the First Reading of the Following Policies - The policy changes are highlighted in red. Most of the changes are due to a change in the order of the language. I have attached a revised copy for your ease in reading. **Recommend Approval of the First Reading**
 - i. Policy 533 - Wellness

- g. Approve 2018-2019 World's Best Workforce Report - The presentation that was shared with the community that denotes the 5 goal areas of the World's Best Workforce is attached. The board has to approve the report before we submit it to the MN Department of Education for review. **Recommend Approval**
 - h. Approve Student Handbook Updates - The short list of updates are enclosed for your review. The changes are needed to provide safety to our students and better recordkeeping for our attendance. Mr. Follingstad will share his information and answer any questions. **Recommend Approval**
 - i. Approve Nomination for Sourcewell Ex-Officio Board of Directors Election - The Sourcewell Board has openings for Ex-Officio members. Our area believes it is important to have a representative from a small school in an advisory position. I am willing to be a candidate for that role. **Recommend Approval of the Nomination**
 - j. Approve Proxy Ballot for CMERDC - The proxy ballot is enclosed for your review. The recommendation is to approve the proxy ballot as presented. **Recommend Approval**
 - k. Approve the Following Program(s)/Contract(s)/Membership(s) - The revised agreement is attached. The only changes are in mileage rates and clarifying the purchase cycle years. We may have to modify the mileage rate later because Parkers Prairie is waiting to confirm the rates from their transportation company. **Recommend Approval**
 - i. 2019-2020 BHVPP Cooperative Wrestling Agreement
 - l. Set Date for 2020 School Board Organizational Meeting - The organizational meeting is to be held the first Monday in January or as soon thereafter as practicable. **I recommend the school board hold the organizational and regular January board meeting on Monday, January 6, 2020 at 6:30 PM.**
- X. Administrative Reports
- a. Dean of Students/Activities Director
 - b. K-12 Principal/District Assessment Coordinator
 - c. Superintendent

11/4/2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a regular meeting on Monday, November 4, 2019 at 6:30pm in the Multi Media room #324. 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, 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 b. ii. 2019-2021 Clerical Staff Agreement, vi. 2019-2021 Human Resources-Payroll Specialist Agreement, and vii. 2019-2021 K-12 Principal/District Assessment Coordinator Agreement. M/C

Recognition of the public.

Motion by Tony Stanley, seconded by Scott Veronen to approve the following Consent Agenda items:

- Minutes from the October 7, 2019 Regular School Board Meeting
- Payment of Monthly Claims: Checks 46322 – 46365 and 46367 - 46413
- Payment of Monthly Claims: Check 46366 - *Motion by Scott Veronen, seconded by Bill Blaha to approve Payment of check 46366. Roll call. Chris Youngbauer abstained as the payment is to his company. MC*
- Electronic Payroll Transfers
- Student Activity Checks 1056 - 1063
- Resignations/Retirements
 - Mark Gades, Head Custodian, Amended Resignation Letter end date 3/31/2020
- Employee Contracts/Notices of Assignment:
 - High Speech Coach hire Renee Roth
 - Junior Class Co-Advisors hire Alex Anderson and Jennifer Peske
- Report Items:
 - Monthly Financial Report: Mr. Brownlow
 - Board Member Reports: Scott Veronen and Shyla Hess
 - Legislative Report: Mr. Brownlow

Old Business:

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the second reading of the following policies:

Policy 402 - Disability Nondiscrimination
Policy 419 - Tobacco-Free Environment
Policy 423 - Employee-Student Relationships
Policy 523 - Policies Incorporated
Policy 532 - Use of Peace Officers
Policy 611 - Home Schooling
Policy 618 - Assessment of Achievement
Policy 713 - Student Activity Accounting

MC

New Business:

Motion by Bill Blaha, seconded by Shyla Hess to approve the dissolution of the Agricultural Agreement with The Bertha-Hewitt School District effective June 30, 2020. MC

Motion by Bill Blaha, seconded by Shyla Hess to approve the 2019-2021 Master Agreement with Verndale Education Association (VEA). Roll call. Chris Youngbauer and Scott Veronen abstained as their wives are members of the VEA. MC

Motion by Chris Youngbauer, seconded by Scott Veronen to approve the 2019-2021 Information Technology (IT) Support Agreement. Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the 2019-2021 Food Service Supervisor Agreement. Roll call. MCU

Motion by Scott Veronen, seconded by Chris Youngbauer to approve the 2019-2021 Transportation and Buildings and Grounds Supervisor Agreement. Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the Addendum to the Superintendent 's Contract for the period from 7/1/2019 – 6/30/2020. Roll call. MCU

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the Memorandum of Agreement (MOA) to grant Maria Ervasti years of service for 403(b) participation. Roll call. MCU

Motion by Scott Veronen, seconded by Bill Blaha to approve a resolution authorizing participation with the Community Concern for Youth (CCY) Program with Todd-Wadena Community Corrections. Roll call. MCU

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the Assurance of Compliance and Mandated Reporting Application. MC

Motion by Chris Youngbauer, seconded by Shyla Hess to approve 2019-2020 Rural Minnesota CEP Contract for Career Advising Services. Roll call. MCU

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,

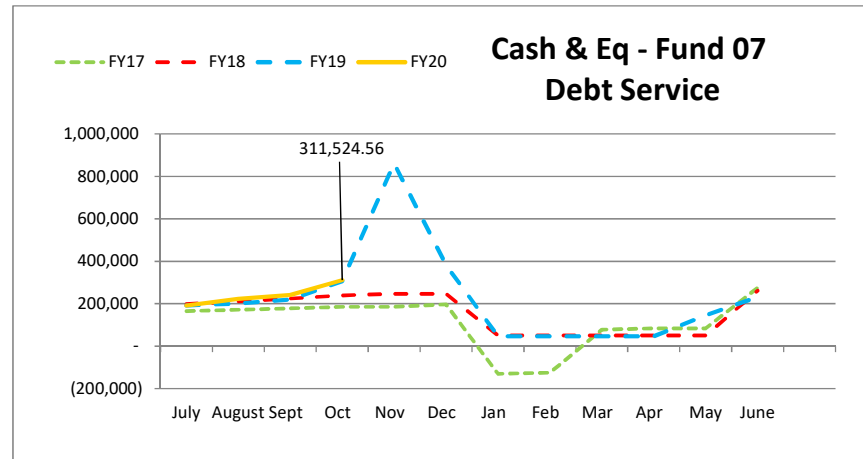
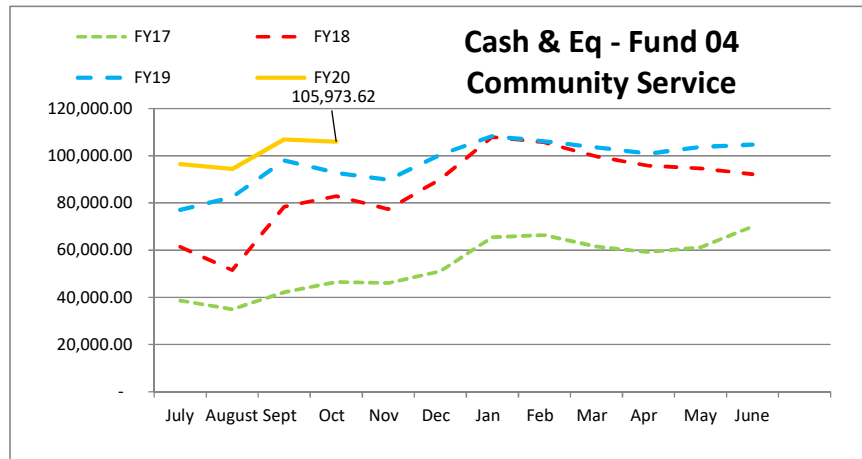
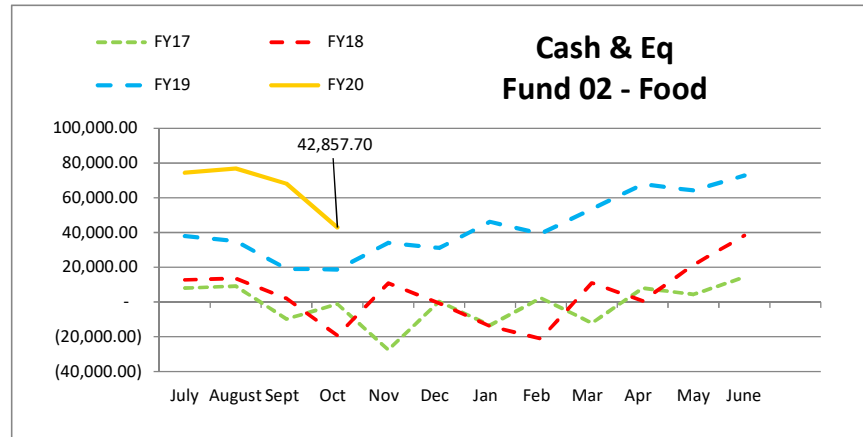
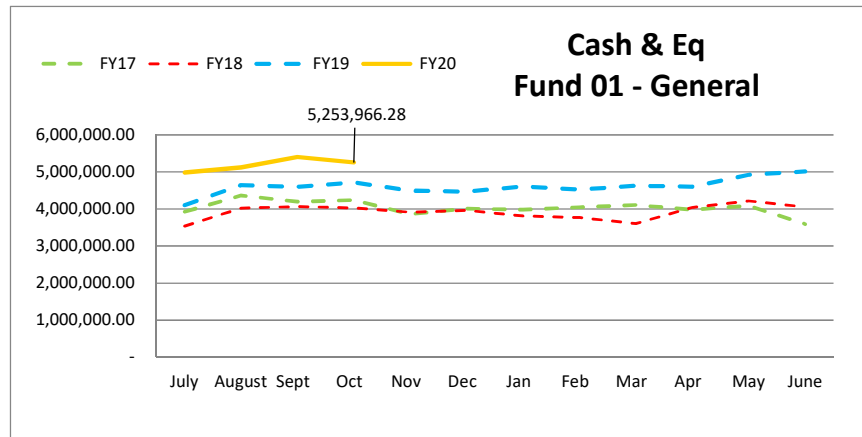
Tony Stanley, Clerk

Mary Gronlund, Secretary



VERNDALE PUBLIC SCHOOL

CASH DASHBOARD - OCTOBER 31, 2019





CASH BALANCES & ACTIVITY SHEET

VERNDALE PUBLIC SCHOOL ISD NO. 818

October 31, 2019

FUND	10/1/2019	RECEIPTS	DISBURSEMENTS	PAYROLL	TRANSFERS	10/31/19 BALANCE
01- Star Bank	\$ 329,546.67	47,038.14	(420,321.29)	(241,202.07)	500,000.00	\$ 215,061.45
01- Cash	\$ 820.00	-	-	-	-	\$ 820.00
01 - Ameritrade	\$ 416,482.41	2,985.84	-	-	-	\$ 419,468.25
01- MSDLAF	\$ 2,109,321.68	3,278.61	-	-	(500,000.00)	\$ 1,612,600.29
01- PMA ACCOUNT	\$ 2,148,855.40	457,160.89	-	-	(1,900,000.00)	\$ 706,016.29
01- PMA CD's	\$ -	-	-	-	1,900,000.00	\$ 1,900,000.00
01- FNB-OT CD'S	\$ 400,000.00	-	-	-	-	\$ 400,000.00
01-Total	\$ 5,405,026.16	\$ 510,463.48	\$ (420,321.29)	\$ (241,202.07)	\$ -	\$ 5,253,966.28
02 - Star Bank	\$ (125,729.66)	6,221.83	(22,674.40)	(8,894.35)	-	\$ (151,076.58)
02 - Cash	\$ -	-	-	-	-	\$ -
02- MSDLAF	\$ 165,804.90	-	-	-	-	\$ 165,804.90
02- PMA ACCOUNT	\$ 27,910.69	218.69	-	-	-	\$ 28,129.38
02-Total	\$ 67,985.93	\$ 6,440.52	\$ (22,674.40)	\$ (8,894.35)	\$ -	\$ 42,857.70
04 - Star Bank	\$ (17,131.27)	5,328.61	(2,568.08)	(5,495.70)	-	\$ (19,866.44)
04- MSDLAF	\$ 103,723.16	-	-	-	-	\$ 103,723.16
04- PMA ACCOUNT	\$ 20,368.40	1,748.50	-	-	-	\$ 22,116.90
04 - Total	\$ 106,960.29	\$ 7,077.11	\$ (2,568.08)	\$ (5,495.70)	\$ -	\$ 105,973.62
07 - Star Bank	\$ 397,033.80	49,350.69	-	-	-	\$ 446,384.49
07 - MSDLAF	\$ (219,000.41)	-	-	-	-	\$ (219,000.41)
07 - PMA ACCOUNT	\$ 63,844.35	20,296.13	-	-	-	\$ 84,140.48
07- Total	\$ 241,877.74	\$ 69,646.82	\$ -	\$ -	\$ -	\$ 311,524.56
TOTAL	\$ 5,821,850.12	\$ 593,627.93	\$ (445,563.77)	\$ (255,592.12)	\$ -	\$ 5,714,322.16



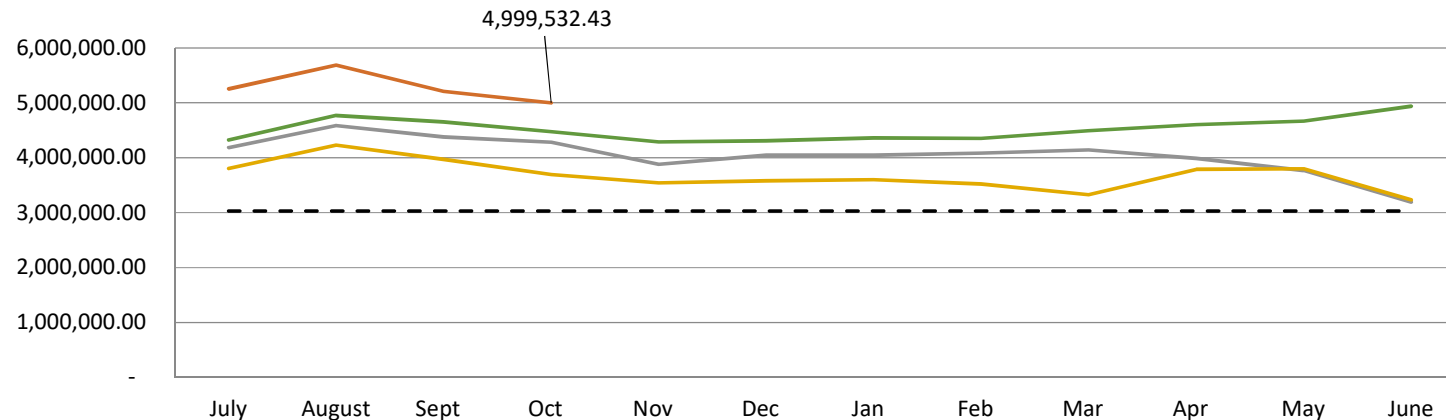
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - OCTOBER 31, 2019



Fund Balance Fund 01 - General

-- FY20 FB Policy FY20 FY17 FY18 FY19



- ◆ **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.
- ◆ **Fund Balance Policy** - Fund Balance Policy states that the district should maintain a fund balance of at least six months of expenses. Based on FY2019 expenses, six months of expenses averaged to be approximately \$3,030,000.



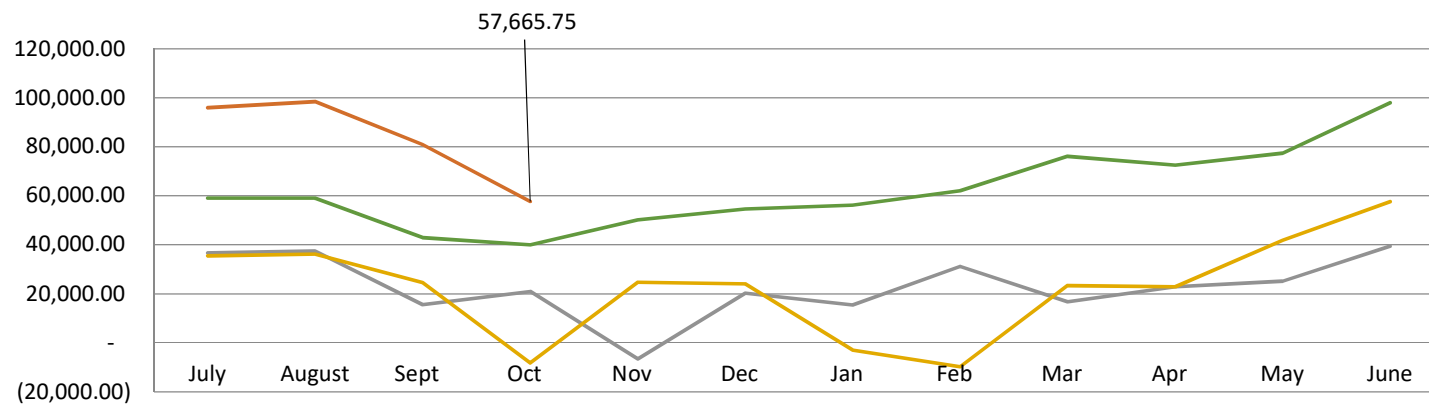
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - OCTOBER 31, 2019



Fund Balance Fund 02 - Food Service

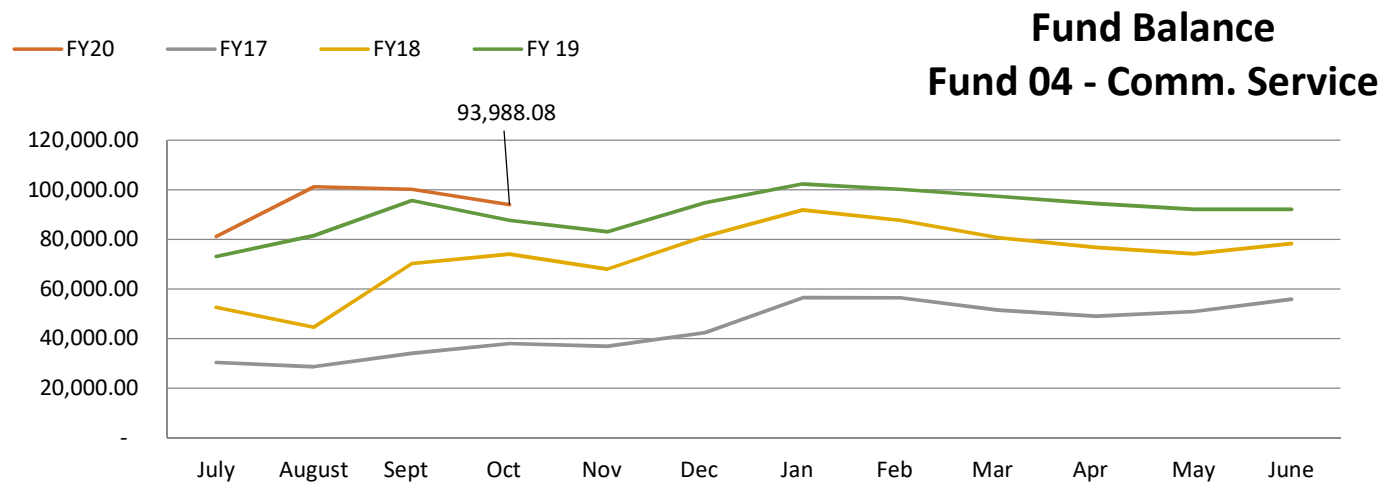
FY20 FY17 FY18 FY19





VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - OCTOBER 31, 2019



VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
December 2, 2019

Check No.	Date	Vendor Name	Amount
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Checks 46414-46462 listed below have been issued and need approval in accordance with board policy.

46414	10/31/2019	American United Life Insurance Company	2,509.88
46415	10/31/2019	AVESIS Third Party Admin., Inc	99.76
46416	10/31/2019	LEGALSHIELD	101.74
46417	10/31/2019	MESSERLI & KRAMER PA	1,153.10
46418	10/31/2019	NCPERS Group Life Insurance	32.00
46419	10/31/2019	OPERATING ENGINEERS	657.80
46420	10/31/2019	VERNDALE EDUCATION ASSN	3,046.12
46421	11/12/2019	BENNING PRINTING AND PUBLISHING	320.00
46422	11/12/2019	BRIAN D. KOEHN, CPA, PLLC	3,000.00
46423	11/12/2019	CARDMEMBER SERVICE	1,448.72
46424	11/12/2019	CENTRAL LAKES COLLEGE	10,000.00
46425	11/12/2019	CITY OF VERNDALE	4,275.20
46426	11/12/2019	DEAN FOODS INC	1,191.35
46427	11/12/2019	DEPARTMENT OF HUMAN SERVICES	28.00
46428	11/12/2019	ETA HAND2MIND	475.95
46429	11/12/2019	GARY'S DIESEL REPAIR INC	992.18
46430	11/12/2019	GULL LAKE GLASS	660.62
46431	11/12/2019	HBI RADIO WADENA	150.00
46432	11/12/2019	HENNING PUBLIC SCHOOLS - ISD #545	60.00
46433	11/12/2019	JOBSHQ	341.50
46434	11/12/2019	LEAF RIVER AG SERVICE	1,853.63
46435	11/12/2019	MEDTOX LABORATORIES, INC	78.17
46436	11/12/2019	MINNESOTA ENERGY RESOURCES	1,151.04
46437	11/12/2019	MOBYMAX, LLC	98.00
46438	11/12/2019	NORTH CENTRAL BUS SALES	847.26
46439	11/12/2019	NORTHERN BUSINESS PRODUCTS, IN	31.13
46440	11/12/2019	NORTHERN PINES MENTAL HEALTH CENTER	1,111.11
46441	11/12/2019	PAN-O-GOLD BAKING COMPANY	121.51
46442	11/12/2019	PARK SUPPLY OF AMERICA, INC.	374.00
46443	11/12/2019	PC PARTS PLUS	399.90
46444	11/12/2019	PROTECTION SYSTEMS INC	147.60
46445	11/12/2019	SCHOLASTIC BOOK FAIRS - 15	3,159.16
46446	11/12/2019	SHI INTERNATIONAL CORP	1,360.00
46447	11/12/2019	SOUTHWEST STATE UNIVERSITY	3,300.00
46448	11/12/2019	STAPLES WORLD	50.23
46449	11/12/2019	THE LAMPO GROUP, INC.	299.99
46450	11/12/2019	UPPER LAKES FOODS	6,759.69
46451	11/12/2019	VERNDALE AUTO SALES AND SERVICE, LLC	480.96
46452	11/12/2019	VIG SOLUTIONS	2,835.00
46453	11/12/2019	VIKING COCA-COLA BOTTLING CO	100.00
46454	11/12/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	953.68
46455	11/12/2019	WASTE MANAGEMENT	976.82
46456	11/12/2019	WEST CENTRAL TELEPHONE ASSN	398.91
46457	11/12/2019	WESTMUSIC.COM	6,716.25
46458	11/20/2019	ACME TOOLS	1,287.34
46459	11/20/2019	FRESHWATER EDUCATION DISTRICT	23,466.69

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
December 2, 2019

Check No.	Date	Vendor Name	Amount
46460	11/20/2019	MARCO TECHNOLOGIES LLC	3,415.29
46461	11/20/2019	MINNESOTA POWER & LIGHT CO	8,115.43
46462	11/20/2019	SYNCB/AMAZON	2,513.21
<i>Checks 46463-46487 have not been issued and are presented for payment authorization.</i>			
46463	12/2/2019	CENTRAL MN FOSTER GRANDPARENT	570.00
46464	12/2/2019	CULINEX	422.94
46465	12/2/2019	DACOTAH PAPER CO	313.77
46466	12/2/2019	DAILEY ELECTRIC, LLC	407.00
46467	12/2/2019	DEAN FOODS INC	1,041.46
46468	12/2/2019	ETA HAND2MIND	109.95
46469	12/2/2019	FLINN SCIENTIFIC, INC.	3,504.05
46470	12/2/2019	GARY'S DIESEL REPAIR INC	604.21
46471	12/2/2019	GOPHER ATHLETIC SUPPLY COMPANY	2,083.54
46472	12/2/2019	IEA, INC	806.50
46473	12/2/2019	LAKES COUNTRY SERVICE COOP.	2,791.67
46474	12/2/2019	LAPORTE, JESSICA	88.75
46475	12/2/2019	LEAF RIVER AG SERVICE	2,066.25
46476	12/2/2019	MERICKEL LUMBER	78.61
46477	12/2/2019	MN STATE HIGH SCHOOL LEAGUE	205.00
46478	12/2/2019	PAN-O-GOLD BAKING COMPANY	245.85
46479	12/2/2019	PEMBERTON, SORLIE, RUFER	1,557.00
46480	12/2/2019	POPPLERS MUSIC STORE	579.38
46481	12/2/2019	SCHOOL SAVERS	2,392.35
46482	12/2/2019	SEW AND SO	80.00
46483	12/2/2019	SUPER ONE	348.79
46484	12/2/2019	UPPER LAKES FOODS	10,062.45
46485	12/2/2019	VIKING COCA-COLA BOTTLING CO	150.00
46486	12/2/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	550.00
46487	12/2/2019	WENGER CORPORATION	50.00
GRAND TOTAL			\$ 134,055.44

VERNDALE PUBLIC SCHOOL
ISD #0818
ELECTRONIC PAYROLL TRANSFERS

Description	Payroll	Payroll
	10/15/2019	10/31/2019
Payroll ACH Debit	\$ 122,827.09	\$ 131,566.86
Fed/OASDI/Med	\$ 37,553.31	\$ 39,737.29
State Taxes	\$ 5,557.72	\$ 5,824.53
TRA	\$ 16,728.00	\$ 17,555.93
PERA	\$ 6,610.58	\$ 7,052.62
Further Section 125 cafeteria plan	\$ 444.88	\$ 444.88
OMNI 403b/457 annuities	\$ 4,835.72	\$ 4,660.72
Other	\$ -	\$ 6,426.36
AFLAC - employee elections	\$ -	\$ 412.20
Colonial - employee elections	\$ -	\$ 152.14
Delta Dental - employee elections	\$ -	\$ 647.60
Madison National - employee elections	\$ -	\$ -
Payroll Checks	\$ 418.70	\$ 779.47
Total Disbursements plus checks	\$ 194,976.00	\$ 215,260.60

VERNDALE PUBLIC SCHOOL
STUDENT ACTIVITY CHECKS PRESENTED FOR APPORVAL AND PAYMENT
December 2, 2019

Check No.	Date	Vendor Name	Amount
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Checks 1064-1067 listed below have not been issued and need approval and signature in accordance with GASB 84.

1064	11/21/2019	JONES, MATTHEW	870.34
1065	11/21/2019	RANDY SHAVER CANCER RESEARCH & COMM FUND	752.04
1066	11/21/2019	VERNDALE PUBLIC SCHOOL - ISD #818	398.39
1067	11/21/2019	WALDAHL, VANESSA	36.00
GRAND TOTAL			\$ 2,056.77

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		
Naeir	Office/classroom supplies	6,161.00
City of Verndale	Summer Rec contribution	1,500.00
City of Verndale	Festival of Lights	40.00
Shelley Leonard	Holiday Store	20.00
St. Huberts Christian Women	School Supplies	
Bertha American Legion	School Supplies	
Viking Coca Cola	Powerade Scholarship	1,500.00
St. Johns Lutheran Church - Ottertail	Adopt a classroom	100.00
	Total District donations	9,321.00

Where upon the Resolution was declared duly passed and adopted by the Verndale Public School Board this 2nd day of December 2019.

Signed:

Attest:

Signature

Marcus Edin
Chairperson

Signature

Scott Veronen
Treasurer

10/27/2019

Mr. Paul Brownlow
Verndale Public School
Verndale, MN 56481

Dear Mr. Brownlow,

I have accumulated credits through WGU during my masters work. Please consider this letter as my request for lane changes due to my completion of twenty credits effective in January 2020. This would move me on the schedule from BS +10 to BS +30.

Thank you,


Tracy Hegarty

**INDEPENDENT SCHOOL DISTRICT NO. 818
VERNDALE PUBLIC SCHOOLS**

SUMMARY FINANCIAL INFORMATION

YEAR ENDED JUNE 30, 2019

Purpose of the Summary Financial Information

The District receives audited financial statements each year. This is a summary of the information contained in the audit report. This is not a required report and I offer no opinion on the summary financial information. I believe this information will provide a clearer picture of the financial condition of the District.

I hope this summary financial information encourages discussion of the District's financial condition and to:

- Make the School Board and management aware of financial condition trends, both favorable and unfavorable.
- Allow perspective by compiling data for several years.

There are advantages and disadvantages to using this approach to evaluate financial condition.

Advantages may include:

- District data was compiled under consistent accounting principles and audited under Government Auditing Standards.
- Analysis was performed independent of District management and offers a new perspective of the District's financial condition.

Disadvantages may include:

- The analysis is historical rather than a projection of future financial condition.
- The analysis provides a broad overview rather than detailed analysis.
- The analysis does not attempt to measure level and quality of services.
- This information is summarized.

Audit Expectation Gap

The expectation gap is the gap between the auditor's actual standard of performance and various expectations of auditor's performance by the public. In simpler terms, the gap is the difference between what auditors actually do and what the public thinks they do. When referring to auditors in this discussion, I am referring to certified public accountants (CPAs) hired to perform financial statement audits.

What do many members of the public expect auditors to do?

- Test every transaction – In reality, sampling is used.
- Accept prime responsibility for the financial statements – In reality, financial statements are the responsibility of the District's management.
- Detect fraud – In reality fraud will be reported if it is found, but most frauds are not detected by the external auditors.

Other Items in the Audit Report

The Independent Auditor's Report contains unqualified or clean audit opinions.

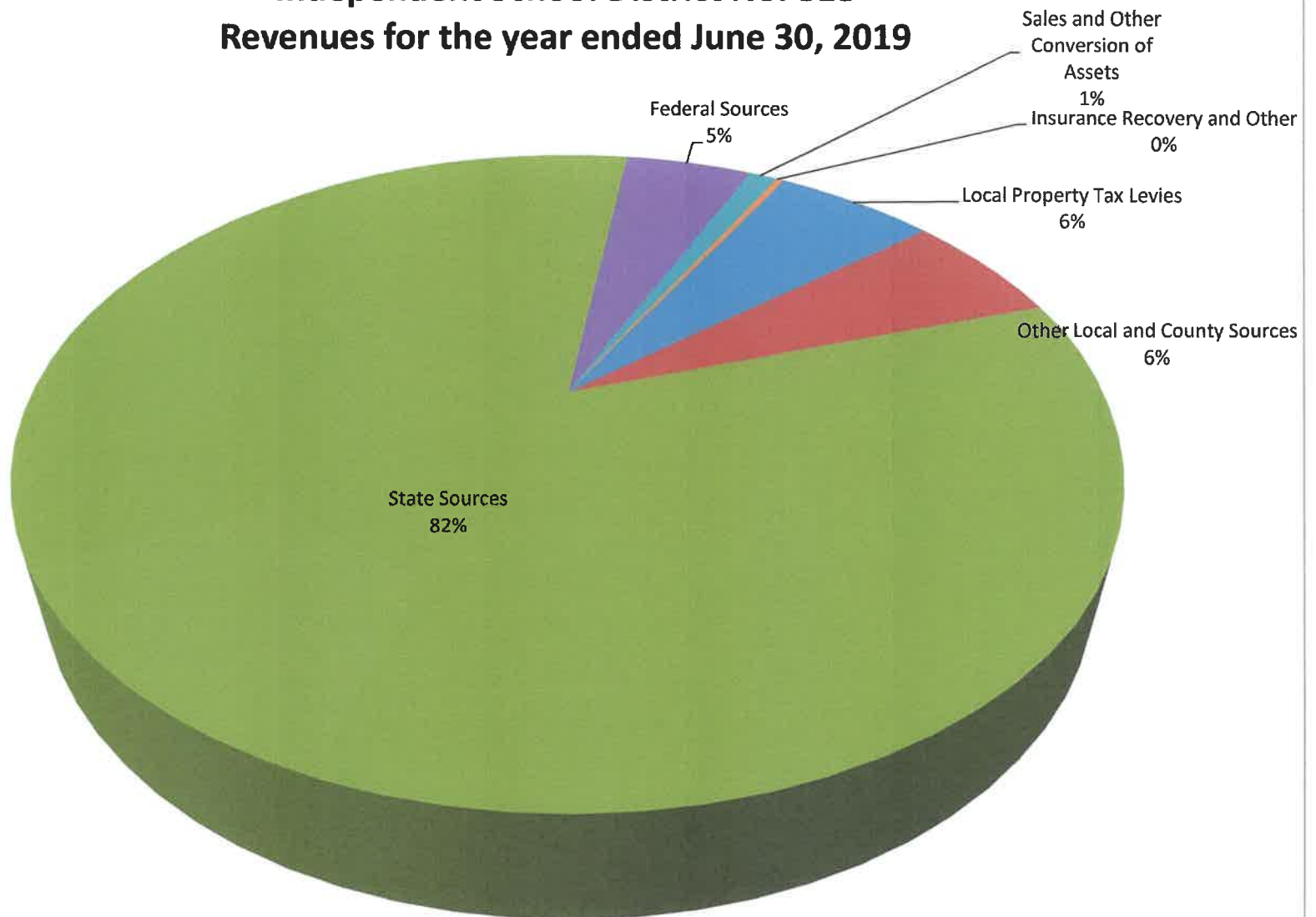
There were four findings contained in the audit report

1. Lack of Segregation of Duties
2. Year End Closing Procedures
3. Financial Statement Presentation
4. Public Purpose Expenditures

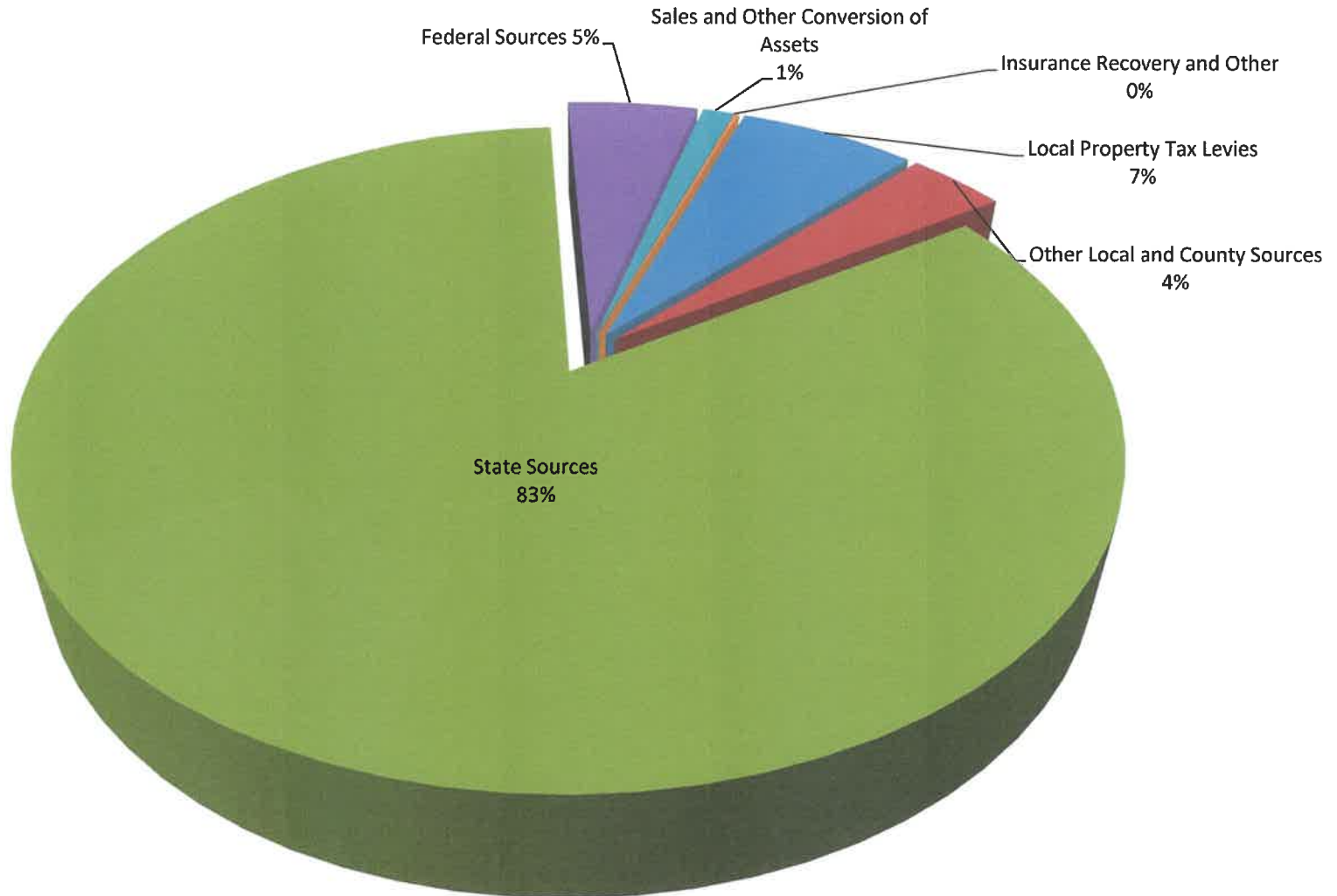
Perspective for the Summary Financial Information

The following tables provide summary information for your analysis. The information was all taken from the Minnesota Department of Education Website. The final audit report contains more detailed information.

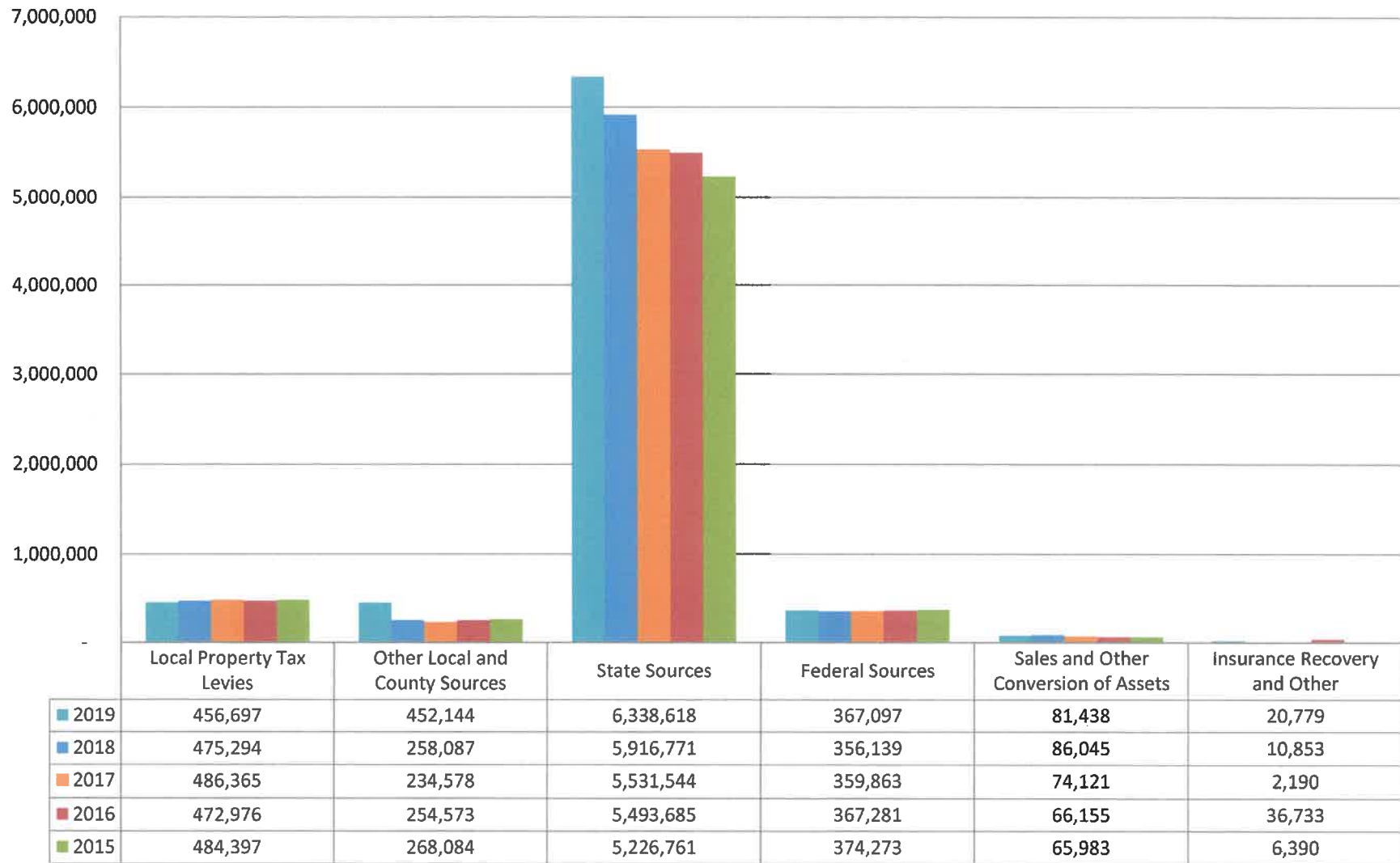
Independent School District No. 818
Revenues for the year ended June 30, 2019



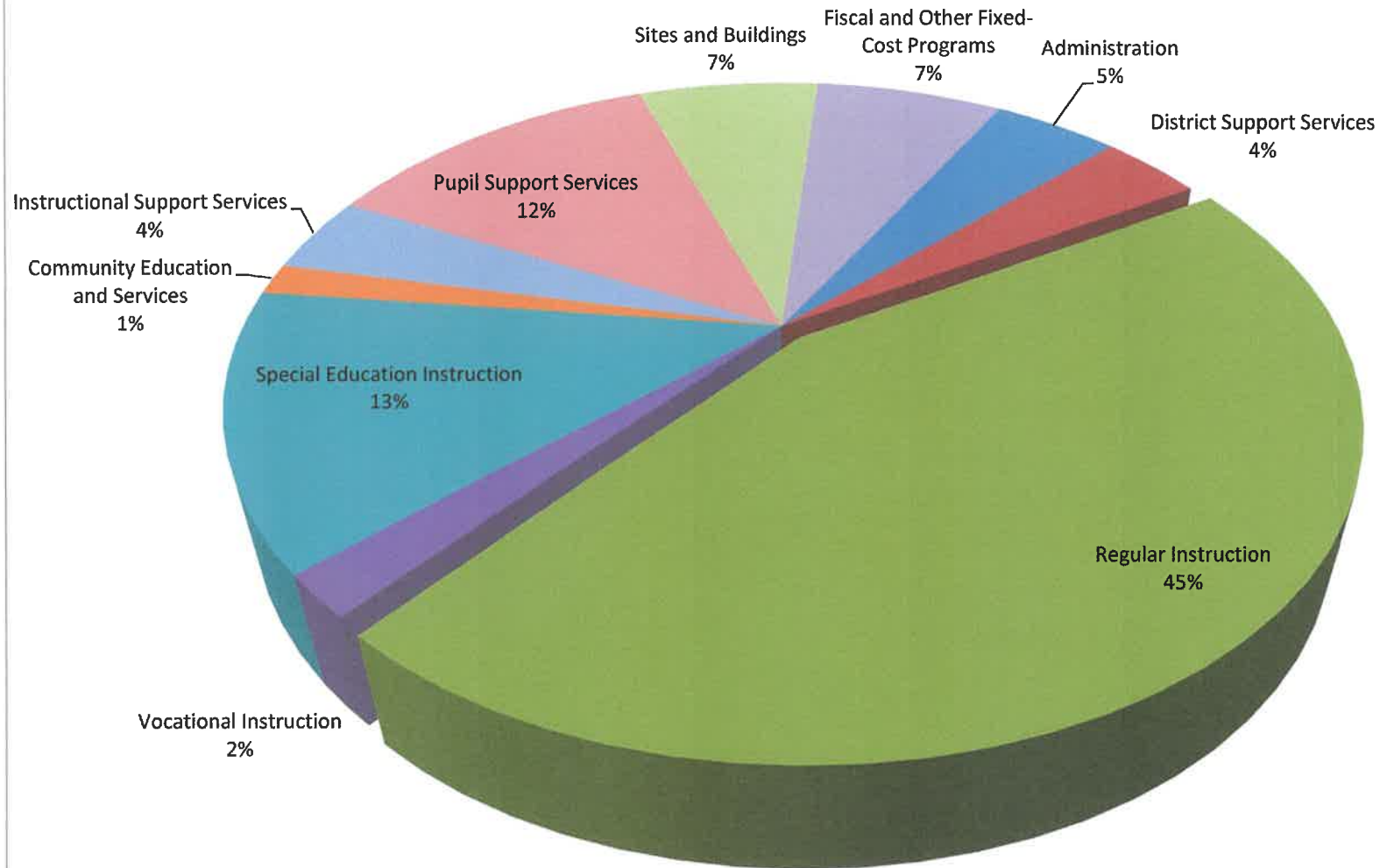
Independent School District No. 818
Revenues for the year ended June 30, 2018



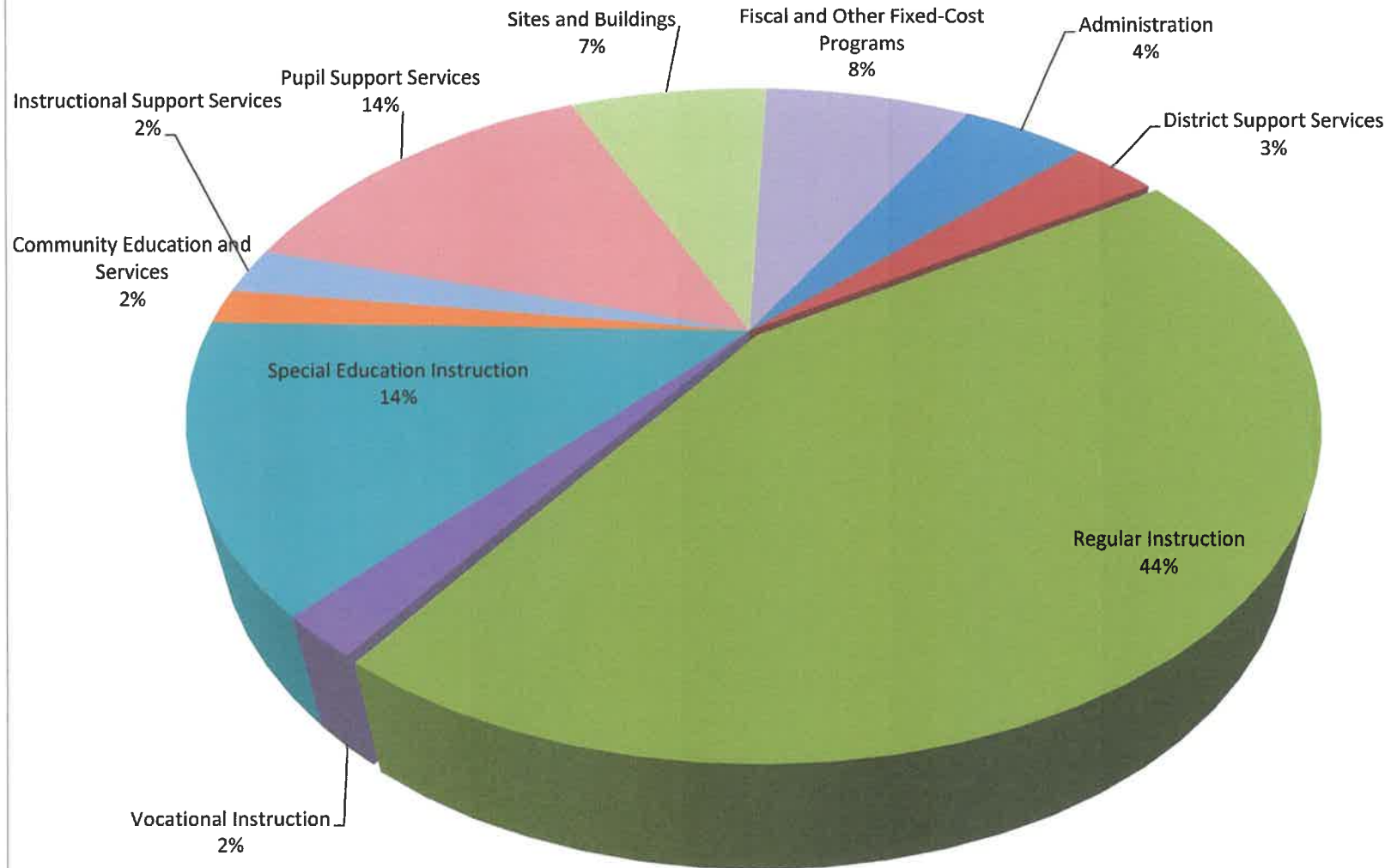
Independent School District No. 818 **Comparative Revenues** **for the years ended June 30**



Independent School District No. 818
Expenditures for the year ended June 30, 2019



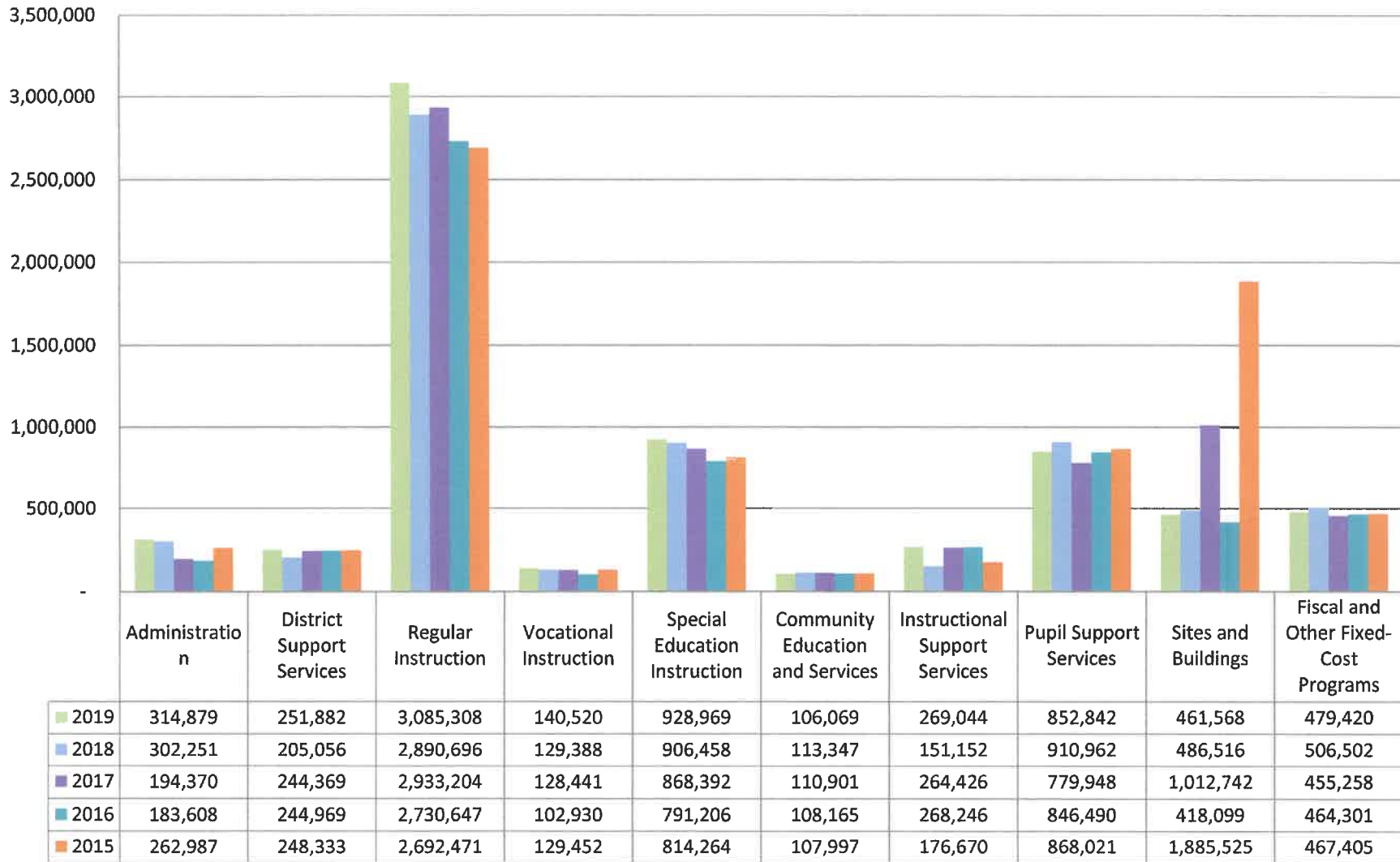
Independent School District No. 818
Expenditures for the year ended June 30, 2018



Independent School District No. 818

Comparative Expenditures

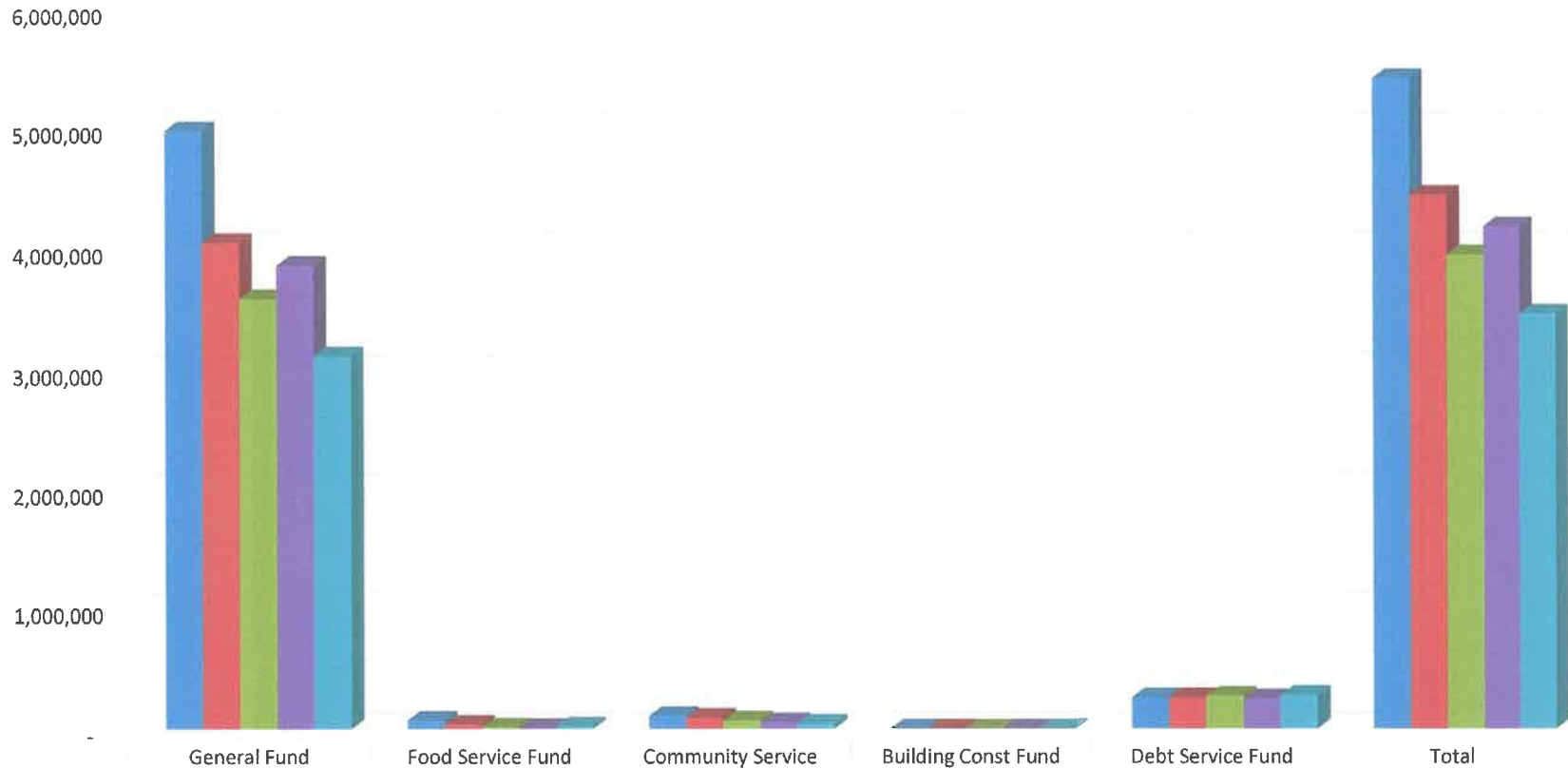
for the years ended June 30



Independent School District No. 818

Cash and Investment Balances

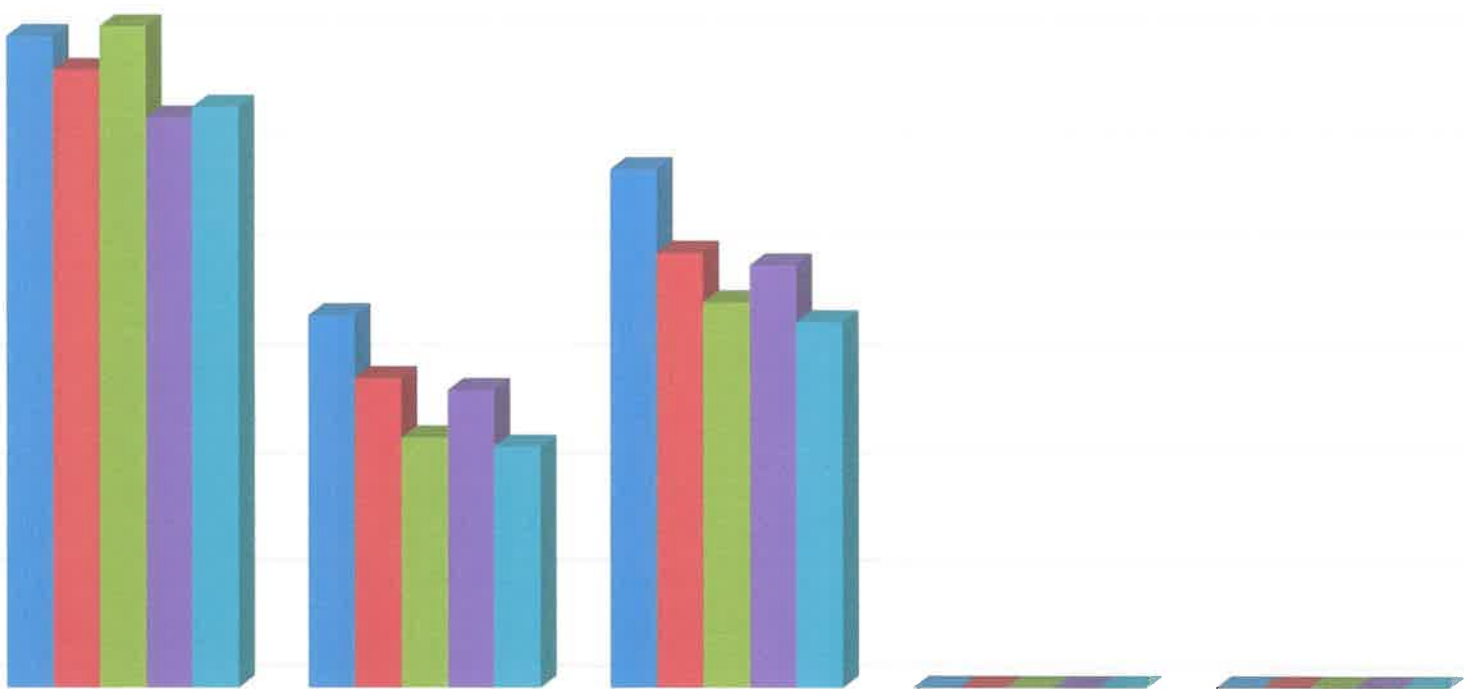
As of June 30



2019	4,982,458	71,880	106,659	-	260,217	5,421,214
2018	4,054,541	38,260	92,162	-	261,565	4,446,527
2017	3,594,375	14,294	70,022	-	275,375	3,954,066
2016	3,870,739	9,653	51,760	-	251,316	4,183,468
2015	3,122,505	21,204	41,464	-	280,148	3,465,321

Independent School District No. 818 **General Fund Months of Fund Balance** **As of June 30**

7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000



	General Fund Total Expenditures	General Fund Unassigned Fund Balance	General Fund Total Fund Balance	General Fund Months of Unassigned Fund Balance	General Fund Months of Total Fund Balance
2019	6,057,893	3,464,801	4,804,154	6.86	9.52
2018	5,742,523	2,887,038	4,037,686	6.03	8.44
2017	6,149,881	2,337,644	3,585,240	4.56	7.00
2016	5,292,400	2,776,284	3,923,861	6.29	8.90
2015	5,392,963	2,250,684	3,402,843	5.01	7.57

Independent School District No. 818

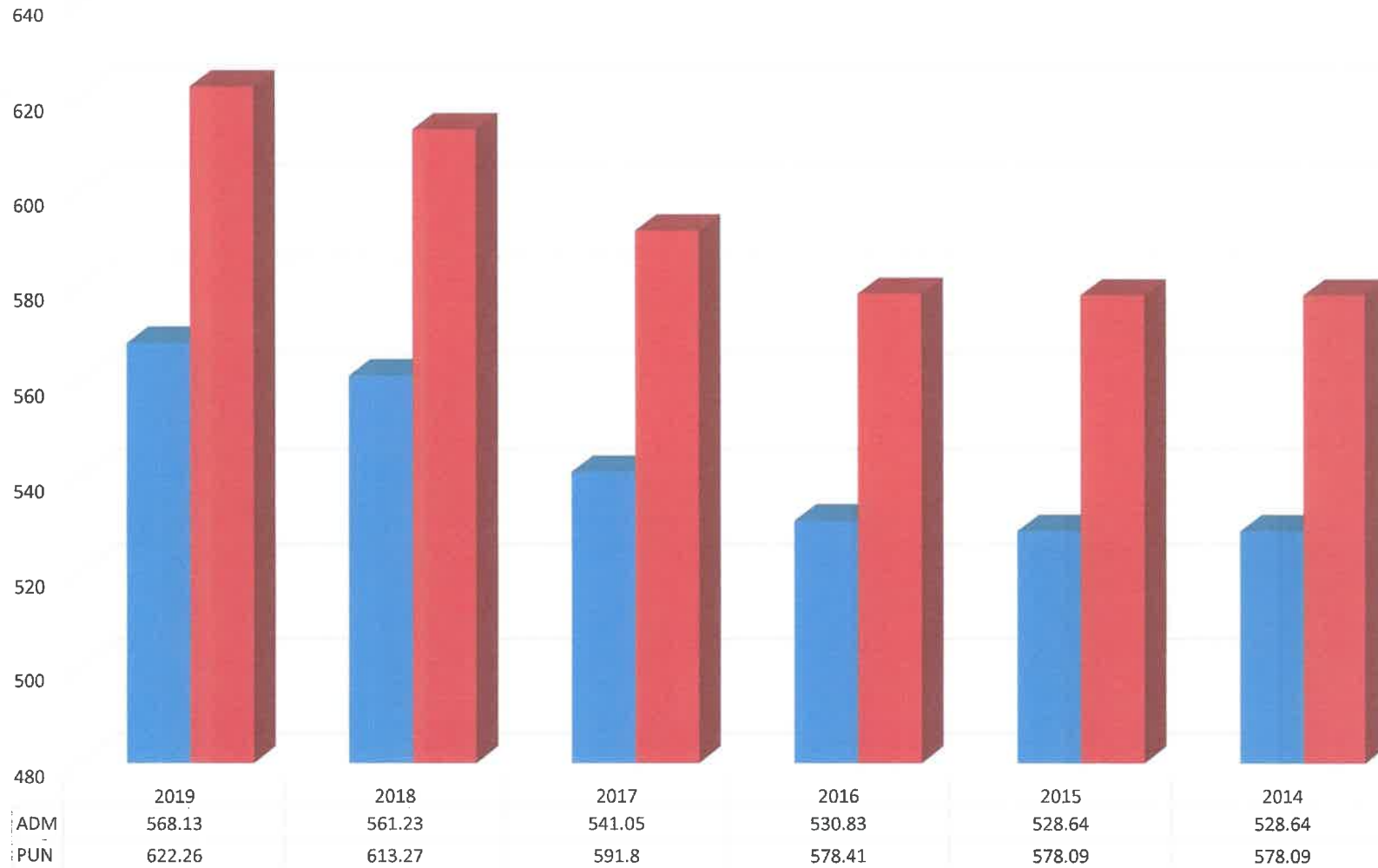
Fund Balances

As of June 30



	General Fund Total Fund Balance	Food Service Fund Total Fund Balance	Community Service Fund Total Fund Balance	Building Const Fund Total Fund Balance	Debt Service Fund Total Fund Balance
2019	4,804,154	95,359	92,873	-	90,995
2018	4,037,685	57,617	78,258	-	83,549
2017	3,585,240	39,432	55,914	-	75,664
2016	3,923,861	38,153	39,750	-	56,886
2015	3,402,843	43,054	29,332	-	50,675

Independent School District No. 818
Pupil Units
for the years ended June 30



DATE 11/18/19

TIME 08:48

DISTRICT 0818-01 VERNDALE PUBLIC SCHOOL DISTRICT

MINNESOTA DEPARTMENT OF EDUCATION
GENERAL EDUCATION AID REPORT FOR FISCAL YEAR 2019

PAGE 12

GENEDA08180119

***** AID, LEVY AND REVENUE SUMMARY BY FUNDING COMPONENT *****

GENERAL ED REVENUE:	AID	LEVY	TOTAL	PER APU	PER ADJ ADM	
A. BASIC	3,927,705.12		3,927,705.12		6,913.39	ADJUSTED PUPIL
B. DECLINING REVENUE						UNITS:
C. PENSION ADJ	5,639.83		5,639.83	9.06	9.93	622.26
D. GIFTED & TALENTED	8,089.38		8,089.38	13.00	14.24	
E. EXTENDED TIME	37,405.27		37,405.27	60.11	65.84	ADJUSTED
F. BASIC SKILLS	511,720.16		511,720.16	822.36	900.71	YEAR ADM:
G. SMALL SCHOOLS	119,094.34		119,094.34	191.39	209.63	568.13
H. SPARSITY						
I. TRANSPORT SPARSITY	156,286.82		156,286.82	251.16	275.09	
J. A THROUGH I	4,765,940.92		4,765,940.92	7,659.08	8,388.82	
K. OPER CAPITAL	125,503.98	13,988.04	139,492.02	224.17	245.53	
L. LOCAL OPTIONAL						
L. EQUITY	49,059.34	48,713.88	97,773.22	157.13	172.10	
M. TRANSITION	10,756.30	10,680.56	21,436.86	34.45	37.73	
N. J THROUGH K	4,951,260.54	73,382.48	5,024,643.02	8,074.83	8,844.18	
O. REFERENDUM	132,774.93	53,903.07	186,678.00	300.00	328.58	
P. N+O	5,084,035.47	127,285.55	5,211,321.02	8,374.83	9,172.76	
Q. ALT ATT ADJ						
R. TOTAL REV=P+Q	5,084,035.47	127,285.55	5,211,321.02	8,374.83	9,172.76	
NON-GENERAL ED REV:						
S. ALT TEACHER COMP						
T. COMP REV PILOT PROJ						
U. ENDOWMENT (FULL YR)	23,385.47		23,385.47	37.58	41.16	
V. TACONITE NET RECEIPTS						

Increase in aid and levy per
pupil unit of \$347.64 from
Fiscal Year 2018

***** AID ENTITLEMENTS ON IDEAS ***** ***** REVENUE-NEUTRAL ADJUSTMENTS *****

	ANNUAL AID ENTITLEMENT	PRORATED AID ENTITLEMENT	ANNUAL UFARS REVENUE	AID ADJUSTMENT	LEVY ADJUSTMENT	CORRESPONDING RECEIPTS
A. GENERAL ED	5,084,035.47	5,084,035.47	5,084,035.47	CNTY APPORT	10,235.74-	10,235.74
B. Q COMP						
C. ENDOWMENT	23,385.47	23,385.47	23,385.47	***** REVENUE RESTRICTIONS *****		
D. TOTAL	5,107,420.94	5,107,420.94	5,107,420.94	BASIC SKILLS		
				COMPENSATORY = (63) = 497,605.16		
				(3.5% EXT. TIME) = 17,416.18		
				EL = (65) = 14,080.00		
				EL CONCENTRATION = (70) = 35.00		
				TOTAL BASIC SKILLS 511,720.16		
				GIFTED & TALENTED = (57) = 8,089.38		
				OPERATING CAPITAL = (118) = 139,492.02		
				ALT TEACHER COMPENSATION = (346) =		
				LEARNING & DEVELOPMENT = (363) = 124,005.56		
				STAFF DEVELOPMENT = (364) = 78,554.10		
***** DETAIL FOR UFARS REPORTING *****						
AID ENTITLEMENT:						
GEN EDUC SRC 211 = (325) = 5,073,799.73						
CNTY APPORT SRC 010 = (329) = 10,235.74-						
SUBTOTAL AID: 5,084,035.47						
TOTAL LEVY SRC 001 = (324): 127,285.55						
TOTAL REVENUE = (324 + 325): 5,211,321.02						

***** THE AID SHOWN ON THIS REPORT WILL BE PAID THROUGH THE MDE'S IDEAS SYSTEM. QUESTIONS ABOUT GENERAL

EDUCATION REVENUES SHOULD BE DIRECTED TO DALEY LEHMANN AT (651) 582-8817 OR MICHAEL SCHWARTZ AT (651) 582-8399.

DATE 01/17/19
TIME 14:49
DISTRICT 0818-01 VERNDALE PUBLIC SCHOOL DISTRICT

MINNESOTA DEPARTMENT OF EDUCATION
GENERAL EDUCATION AID REPORT FOR FISCAL YEAR 2018

PAGE 12
GENEDA08180118

***** AID, LEVY AND REVENUE SUMMARY BY FUNDING COMPONENT *****

GENERAL ED REVENUE:	AID	LEVY	TOTAL	PER APU	PER ADJ ADM	
A. BASIC	3,794,914.76		3,794,914.76		6,761.78	ADJUSTED PUPIL
B. DECLINING REVENUE						UNITS:
C. PENSION ADJ	521.28		521.28	.85	.93	613.27
D. GIFTED & TALENTED	7,972.51		7,972.51	13.00	14.21	
E. EXTENDED TIME	35,819.00		35,819.00	58.41	63.82	ADJUSTED
F. BASIC SKILLS	452,198.10		452,198.10	737.36	805.73	YEAR ADM:
G. SMALL SCHOOLS	120,495.29		120,495.29	196.48	214.70	561.23
H. SPARSITY						
I. TRANSPORT SPARSITY	146,295.56		146,295.56	238.55	260.67	
J. A THROUGH I	4,556,219.89	1,996.61	4,558,216.50	7,432.64	8,121.83	
K. OPER CAPITAL	121,640.64	15,523.33	137,163.97	223.66	244.40	
L. LOCAL OPTIONAL						
M. EQUITY	54,462.79	44,515.80	98,978.59	161.39	176.36	
N. TRANSITION	11,625.18	9,501.97	21,127.15	34.45	37.64	
O. J THROUGH K	4,743,948.50	71,537.71	4,815,486.21	7,852.15	8,580.24	
P. REFERENDUM	101,611.47	35,822.34	137,433.81	224.10	244.88	
Q. N+O	4,845,559.97	107,360.05	4,952,920.02	8,076.25	8,825.12	
R. ALT ATT ADJ						
S. TOTAL REV=P+Q+R	4,845,559.97	107,360.05	4,952,920.02	8,076.25	8,825.12	

NON-GENERAL ED REV:

T. ALT TEACHER COMP					
U. COMP REV PILOT PROJ					
V. ENDOWMENT (FULL YR)	20,855.10		20,855.10	34.01	37.16
W. TACONITE NET RECEIPTS					

***** AID ENTITLEMENTS ON IDEAS ***** ***** REVENUE-NEUTRAL ADJUSTMENTS *****

	ANNUAL AID ENTITLEMENT	PRORATED AID ENTITLEMENT	ANNUAL UFARS REVENUE	AID ADJUSTMENT	LEVY ADJUSTMENT	CORRESPONDING RECEIPTS
A. GENERAL ED	4,845,559.97	4,845,559.97	4,845,559.97	CNTY APPORT	8,455.00-	8,455.00
B. Q COMP						
B. ENDOWMENT	20,855.10	20,855.10	20,855.10			
C. TOTAL	4,866,415.07	4,866,415.07	4,866,415.07			

***** DETAIL FOR UFARS REPORTING *****

AID ENTITLEMENT:				BASIC SKILLS		
GEN EDUC SRC 211 = (325) =	4,837,104.97			COMPENSATORY = (59) =	438,083.10	
CNTY APPORT SRC 010 = (329) =	8,455.00-			(1.7% EXT. TIME) =	7,447.41	
SUBTOTAL AID:		4,845,559.97		EL = (61) =	14,080.00	
				EL CONCENTRATION = (66) =	35.00	
				TOTAL BASIC SKILLS		452,198.10
TOTAL LEVY SRC 001 = (324):		107,360.05		GIFTED & TALENTED = (53) =		7,972.51
				OPERATING CAPITAL = (114) =		137,163.97
TOTAL REVENUE = (324+325):		4,952,920.02		ALT TEACHER COMPENSATION = (343) =		
				LEARNING & DEVELOPMENT = (357) =		127,849.46
				STAFF DEVELOPMENT = (358) =		75,898.30

***** THE AID SHOWN ON THIS REPORT WILL BE PAID THROUGH THE MDE'S IDEAS SYSTEM. QUESTIONS ABOUT GENERAL *****

EDUCATION REVENUES SHOULD BE DIRECTED TO DALEY LEHMANN AT (651) 582-8817 OR MICHAEL SCHWARTZ AT (651) 582-8399.

**INDEPENDENT SCHOOL DISTRICT #818
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2019**

2019-001 LACK OF SEGREGATION OF DUTIES

Condition:	The District has a limited number of office personnel and, accordingly, does not have adequate internal controls in certain areas because of lack of segregation of duties.
Criteria:	Effective internal control provides an adequate segregation of duties so that no one individual handles a transaction from its inception to its completion.
Cause:	Because of the lack of segregation of duties, one individual regularly handles transactions from inception to completion.
Effect:	The District's internal control policies can be compromised by certain individuals.
Recommendation:	While I recognize the District's office staff may not be large enough to permit an adequate segregation of duties in all respects for an effective internal control structure, it is important that the District be aware of this condition.

Corrective Action Plan

- 1 *Actions Planned in response to the finding*: The District will continue to explore the possible further segregation of duties within the District office until it becomes cost prohibitive.
- 2 *Explanation of Disagreement*: There is no disagreement with the audit finding.
- 3 *Official Responsible for Ensuring Corrective Action*: Superintendent.
- 4 *Planned Completion Date for the Corrective Action*: June 30, 2020.
- 5 *Plan to Monitor Completion of Corrective Action*: The School Board will monitor the corrective action.

**INDEPENDENT SCHOOL DISTRICT #818
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2019**

2019-002 YEAR END CLOSING PROCEDURES

Condition:	As part of the audit, I proposed material adjustments for closing the District's books at year end, recording of accruals, and reclassifications to the proper accounts.
Criteria:	The District is responsible for establishing and maintaining internal controls for the proper recording of all the District's accounting transactions, including account coding, reporting of accruals and net assets, and cash flow reporting.
Cause:	The District relies on the audit firm to prepare the annual financial report and record significant reclassification and conversion to accrual conversion entries.
Effect:	The design of the internal controls over recording transactions and year-end accruals limits the ability of the District to provide accurate accrual basis financial information.
Recommendation:	While I recognize the District may not find it necessary to account and report using generally accepted accounting principles, it is important the District constantly be aware of these conditions.

Corrective Action Plan

- 1 *Actions Planned in response to the finding:* The District will explore the cost effective feasibility of adding additional staff to correct the deficiency. The District personnel will also gain additional training as possible to ensure more adjusting journal entries are completed.
- 2 *Explanation of Disagreement:* There is no disagreement with the audit finding.
- 3 *Official Responsible for Ensuring Corrective Action:* Superintendent.
- 4 *Planned Completion Date for the Corrective Action:* June 30, 2020.
- 5 *Plan to Monitor Completion of Corrective Action:* The School Board will monitor the corrective action.

**INDEPENDENT SCHOOL DISTRICT #818
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2019**

2019-003 FINANCIAL STATEMENT PREPARATION

Condition:	The District does not have an internal control process in place over annual financial reporting under GAAP, therefore, the potential exists that a material misstatement of the annual financial statements could occur and not be prevented or detected by the District's internal controls
Criteria:	The District must be able to prevent or detect a material misstatement in the annual financial statement including footnote disclosures.
Cause:	The District relies on the audit firm to prepare the annual financial report.
Effect:	Departures from generally accepted accounting principles may not be detected by the District.
Recommendation:	While I recognize the District may not find it necessary to account and report using generally accepted accounting principles, it is important the District constantly be aware of these conditions.

Corrective Action Plan

1 *Actions Planned in response to the finding:* The District will explore the cost effective feasibility of adding additional staff to correct the deficiency. The District personnel will also review the financial statements and adjusting journal entries prior to accepting them.

2 *Explanation of Disagreement:* There is no disagreement with the audit finding.

3 *Official Responsible for Ensuring Corrective Action:* Superintendent.

4 *Planned Completion Date for the Corrective Action:* June 30, 2020

5 *Plan to Monitor Completion of Corrective Action:* The School Board will monitor the corrective action.

**INDEPENDENT SCHOOL DISTRICT #818
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2019**

2019-004 RELATED PARTY TRANSACTIONS

Condition: The District contracted for services from two different School Board Members without the required affidavits and resolutions

Criteria: Minnesota Statutes Section 471.88 and 471.89 require District to obtain an affidavit from the related parties before the initial transaction stating the rates are as low or lower that can be obtained elsewhere, and the School Board must pass a similar resolution.

Cause: The District relied on obtaining quotes for the services to be adequate, and the controls did not require the affidavits or resolutions.

Effect: The District was not in compliance with Minnesota Statutes.

Recommendation: I recommend monitor the District obtain the affidavit and pass the related resolution as soon as any contract with a School Board is approved and at least annually thereafter.

1 *Actions Planned in response to the finding*: The District did obtain quotes for the transactions with related parties during the year ended June 30, 2019, and the District will obtain the required affidavits and pass the related resolutions in the future.

2 *Explanation of Disagreement*: There is no disagreement with the audit finding.

3 Official Responsible for Ensuring Corrective Action: Superintendent.

4 *Planned Completion Date for the Corrective Action*: June 30, 2020.

5 *Plan to Monitor Completion of Corrective Action*: The School Board will monitor the corrective action.



Levy Certification

Taxes Payable 2020

0818-01-000-000 Verndale Public School District
pbrownlow

[Validate/Certify Levy](#)

[Validate/Certify Levy](#)

Submit Levy

If you are sure your levy data is correct and ready to certify it, you can do so by clicking Certify Levy button below. Before certifying it, you are strongly recommended to validate it by clicking Validate Levy button.

- By clicking Certify Levy button, you are certifying your levy data and data is being submitted to MDE.
- If you certified your levy previously and are now making any changes, you have to recertify it again.

For further information about Levy Certification, contact the following:

Program Finance at mde.levy@state.mn.us

Emails will be redirected to the appropriate staff person within Program Finance.

Validate Levy

Certify Levy

District Levy Summary

Subtotals By Levy Category

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - RMV OTHER - JOBZ EXEMPT	132,912.73	132,912.73	132,912.73
GENERAL - NTC VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER GENED - EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	41,777.91	16,369.66	16,369.66
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	19,823.57	14,970.11	14,970.11
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	325,194.80	323,067.82	323,067.82
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	71,541.36	71,541.36	71,541.36
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00	0.00

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	174,690.64	149,282.39	149,282.39
COMMUNITY SERVICES FUND	19,823.57	14,970.11	14,970.11
GENERAL DEBT SERVICE FUND	396,736.16	394,609.18	394,609.18
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	132,912.73	132,912.73	132,912.73
NET TAX CAPACITY	458,337.64	425,948.95	425,948.95

Subtotals By Truth In Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	325,194.80	323,067.82	323,067.82
OTHER	266,055.57	235,793.86	235,793.86

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	591,250.37	558,861.68	558,861.68

RESOLUTION 12022019A DETERMINING FACTS FOR ENGAGING NATIONAL INSURANCE
BROKERS VERONEN AGENCY REPRESENTING EMC INSURANCE TO PERFORM CERTAIN
CONTRACTED FUNCTIONS

WHEREAS, Scott Veronen is in the business of providing property, liability and workers' compensation insurance; and

WHEREAS, the Verndale School District #818 does not have the services or employ sufficient staff to undertake all functions to perform the work in a timely manner; and

WHEREAS, National Insurance Brokers Veronen Agency - EMC Insurance, has the needed services and staff to assist in providing said insurance coverage; and

WHEREAS, the contract price for hiring National Insurance Brokers Veronen Agency - EMC Insurance services and staff is as low or lower than the price at which the service could be obtained elsewhere; and

WHEREAS, Scott Veronen, owner of National Insurance Brokers Veronen Agency - EMC Insurance has provided the School District with a signed affidavit providing his name, office held by spouse, and itemization of the services to be furnished, a contract price for said services, the reasonable value of said services, the interest of the officer in the contract and that to the best of his/her knowledge and belief the contract price is as low or lower than the price at which the same service could be obtained from other sources;

NOW THEREFORE BE IT RESOLVED that the School Board of the Verndale School District #818 will hire National Insurance Brokers Veronen Agency - EMC Insurance to provide such services as is needed and to provide insurance for the school's property, liability, and workers' compensation needs.

Passed and approved this 2nd day of December, 2019.

School Board Chair

School Board Clerk

AFFIDAVIT Verndale School District #818, Verndale, Minnesota

I, Scott Veronen, owner of National Insurance Brokers Veronen Agency representing EMC Insurance do hereby state that I am able to provide the following services to the Verndale School District #818;

Automobile Insurance Rate of: \$7,051.00

Property Insurance Rate of: \$15,185.72

General Liability Insurance Rate of: \$3,476.00

Workers' Compensation Insurance Rate of: \$27,871.00

Umbrella Insurance Rate of: \$1,278.00

I am willing to state, as the owner of National Insurance Brokers Veronen Agency representing EMC Insurance, that the above listed services and charges are as low or lower than the price that said services could be obtained elsewhere.

Scott Veronen

RESOLUTION 12022019B DETERMINING FACTS FOR ENGAGING YOUNGBAUER'S
LANDSCAPING TO PERFORM CERTAIN CONTRACTED FUNCTIONS

WHEREAS, Chris Youngbauer is in the business of landscaping and snow removal; and

WHEREAS, the Verndale School District #818 does not own sufficient equipment or employ sufficient staff to undertake all functions to perform the work in a timely manner; and

WHEREAS, Youngbauer's Landscaping, has the needed services and staff to assist in providing said landscaping and snow removal.

WHEREAS, the contract price for hiring Youngbauer's Landscaping equipment and staff is as low or lower than the price at which the service could be obtained elsewhere; and

WHEREAS, Chris Youngbauer, owner of Youngbauer's Landscaping has provided the School District with a signed affidavit providing his name, office held by spouse, and itemization of the services to be furnished, a contract price for said services, the reasonable value of said services, the interest of the officer in the contract and that to the best of his/her knowledge and belief the contract price is as low or lower than the price at which the same service could be obtained from other sources;

NOW THEREFORE BE IT RESOLVED that the School Board of the Verndale School District #818 will hire Youngbauer's Landscaping to provide such landscaping and snow removal services as is needed and to provide equipment and staff for the purpose of outdoor grounds maintenance.

Passed and approved this 2nd day of December, 2019.

School Board Chair

School Board Clerk

AFFIDAVIT Verndale School District #818, Verndale, Minnesota

I, Chris Youngbauer, owner of Youngbauer's Landscaping do hereby state that I am able to provide the following services to the Verndale School District #818;

Landscaping

Turf Maintenance at a total rate of \$3,331.09

Irrigation Service at a total rate of \$595.35

Snow Removal

Grader Services Rate of: \$75.00 per hour for staff and equipment.

Skid Loader Services Rate of: \$75.00 per hour for staff and equipment.

Hauling Services Rate of: \$75.00 per hour for staff and equipment.

I am willing to state, as the owner of Youngbauer's Landscaping, that the above listed services and charges are as low or lower than the price that said services could be obtained elsewhere.

Chris Youngbauer

Adopted: _____

MSBA/MASA Model Policy 533

Orig. 2005

Revised: _____

Rev. ~~2010~~ 2016

533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs ~~receive funding from the federal school lunch program~~ are required by the Healthy, Hunger-Free Kids Act of 2010 ~~Child Nutrition and WIC Reauthorization Act of 2004~~ (“the Act”) to have a Wellness Policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as, specific goals for nutrition promotion and education, and physical activity, and other school-based activities that to promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with operational responsibility for the implementation and oversight of the wellness policy to ensure ensuring the school district is in compliance with the policy. ~~The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic diseases.]~~

I. PURPOSE

The purpose of this policy is to set forth methods ~~assure a school environment~~ that promotes student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards and ~~protects students’ health, well-being, and ability to learn by supporting healthy eating and physical activity.~~

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, ~~and~~ physical activity, and other school-based activities that promote student wellness education are essential components of the educational process and that good health fosters student attendance and learning education.
- B. The school environment should promote ~~and protect~~ students’ health, well-being, and ability to learn by encouraging healthy eating and physical activity.

- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public ~~students, parents, teachers, food service staff, and other interested persons in the development, implementation, and periodic review and update of the implementing, monitoring, and reviewing school district's wellness policy nutrition and physical activity policies.~~
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS GUIDELINES

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

A. Foods and Beverages

~~*[Note: The Act requires that school districts have nutrition guidelines, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.]*~~

- ~~1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.~~
- ~~2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.~~
- ~~3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.~~
- ~~4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.~~

~~*[Note: The Act requires that the school district's wellness policy provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f)(1) and 17(a) of the National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations apply to schools.]*~~

- ~~5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.~~
- ~~6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.~~
- ~~7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~

B. School Food Service Program/Personnel

- ~~1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~
- ~~2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.~~
- ~~3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.~~

C A. Nutrition Education and Promotion and Education

~~*[Note: The Act requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school district determines is appropriate.]*~~

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

- a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/~~[snack]~~ lines, vending machines, fundraising events, concession stands, and student stores.
 3. ~~Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.~~

~~D~~ B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

~~E~~ C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.

7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]

b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.

2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.

2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

IV. ~~IMPLEMENTATION AND MONITORING~~

~~[Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school district or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.]~~

- ~~A. After approval by the school board, the wellness policy will be implemented throughout the school district.~~
- ~~B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.~~
- ~~C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~
- ~~D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.~~
- ~~E. The school district will post this wellness policy on its website, to the extent it maintains a website.~~

~~[Note: The Food and Nutrition Service of the U.S. Department of Agriculture has proposed new rules regarding the implementation of local school wellness policies. The comment period for the proposed rules officially ended in June 2014; however, final rules have not yet been issued. New requirements, particularly regarding record keeping related to the school wellness policy may be required soon. MSBA will update this policy when final rules have been issued.]~~

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

Adopted: _____

MSBA/MASA Model Policy 533

Orig. 2005

Revised: _____

Rev. 2016

533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

A. Nutrition Promotion and Education

- 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- 2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

- 1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. **STANDARDS AND NUTRITION GUIDELINES**

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. **WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov



Verndale Public School

World's Best Workforce Annual Public Meeting

October 14, 2019



Verndale Public School

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.



Verndale Public School

Under MN Statutes, school districts are to develop a World's Best Workforce (WBWF) Annual Report and report summary for each school year. This summary should document the WBWF student achievement goals that were established last year, the strategies and initiatives that the district engaged in to meet the goals, and the subsequent progress made on those goals by the end of the school year.



Verndale Public School

What is the World's Best Workforce?

The World's Best Workforce bill was passed in 2013 to ensure every school district in the state is making strides to increase student performance.

Each district must develop a plan that addresses the five goals.



Verndale Public School

World's Best Workforce Goal Areas

- ***All children are ready for school***
- ***All third-graders can read at grade level***
- ***All racial and economic achievement gaps between students are closed***
- ***All students are ready for career and college***
- ***All students graduate from high school***



Verndale Public School

All Children Are Ready for School

- ***Reaching Letter Sound, Letter Name, and PRESS benchmarks as measured by the Kindergarten Priority Assessment.***
- ***Reaching Academic and Emotional benchmarks as measured by our kindergarten readiness rubric***



Verndale Public School

All Children Are Ready for School

- ***Goal - 100% of the students who attend the Verndale School Readiness program will score at or above target level in at least one benchmark***
- ***Result - 16 out of 23 (70%) students enrolled in Verndale School Readiness program in 2017-2018 scored ready for Kindergarten in 2018-2019***



Verndale Public School

All Children Are Ready for School

2018-2019 supports provided to struggling students to help them demonstrate academic gains:

- ***K-2 Intervention Teacher***
- ***Reading Corps / Foster Grandparents / Volunteers***
- ***AVMR (Math Recovery)***
- ***All Hands on Deck / What I Need (WIN) Model***



Verndale Public School

All Children Are Ready for School

2019-2020 supports provided to struggling students to help them demonstrate academic gains:

- ***Two Title I / Intervention Teachers***
- ***What I Need (WIN) Model expanded to all elementary***
- ***Foster Grandparents***
- ***AVMR (Math Recovery)***



Verndale Public School

All Children Are Ready for School

- ***Questions regarding Kindergarten Readiness***
- ***Concerns regarding Kindergarten Readiness***
- ***Suggestions for improvement or changes to programs***



Verndale Public School

All Third-Graders Can Read at Grade Level

- ***Demonstrate proficiency on the 3rd Grade MCA Reading assessment***
- ***Demonstrate grade level literacy as measured by the AIMSweb Benchmark Assessment (CBM)***
- ***Reading at a 3rd Grade level as measured by the Fountas and Pinnell Guided Reading System***



Verndale Public School

All Third-Graders Can Read at Grade Level

- ***Goal - 80% of all third grade students will achieve grade level literacy by scoring at or above target level in at least one benchmark measurement***
- ***Result - 32 out of 50 (64%) students in third grade achieved grade level literacy in 2018-2019***



Verndale Public School

All Third-Graders Can Read at Grade Level

2018-2019 supports provided to struggling readers to help them demonstrate academic gains:

- ***3-4 Intervention Teacher***
- ***Reading Corps***
- ***Targeted Services***
- ***WIN (What I Need) Model***



Verndale Public School

All Third-Graders Can Read at Grade Level

2019-2020 supports provided to struggling readers to help them demonstrate academic gains:

- ***Two Title I / Intervention Teachers***
- ***Comprehensive WIN (What I Need) Model***
 - ***5 Staff Members Push In Model***
- ***Targeted Services***



Verndale Public School

All Third-Graders Can Read at Grade Level

2019-2020 supports provided to struggling readers to help them demonstrate academic gains:

- ***Accelerated Reader Program***
- ***Setting Reading Goals - 40 Book Challenge***
- ***Data Meetings - Every Other Week for Math / Reading***



Verndale Public School

All Third-Graders Can Read at Grade Level

- ***Questions regarding third grade level literacy***
- ***Concerns regarding third grade level literacy***
- ***Suggestions for improvement or changes to programs***



Verndale Public School

All Third-Graders Can Read at Grade Level

- ***Questions regarding third grade level literacy***
- ***Concerns regarding third grade level literacy***
- ***Suggestions for improvement or changes to programs***



Verndale Public School

All Racial and Economic Achievement Gaps Between Students Are Closed

- ***Goal - Reduce the achievement gap in reading and math for students qualifying for the free and reduced-price meal program as measured by scoring at a proficient level on the MCA assessments***



Verndale Public School

All Racial and Economic Achievement Gaps Between Students Are Closed

- ***Result - The gap in both Math and Reading for the Free and Reduced-Price meal program student population was reduced from 2018 to 2019****



Verndale Public School

All Racial and Economic Achievement Gaps Between Students Are Closed

Math	FRP	Non FRP	Gap
2017	39% (39%)	55% (72%)	16% (33%)
2018	38% (37%)	54% (70%)	16% (33%)
2019	36% (34%)	51% (68%)	15% (34%)



Verndale Public School

All Racial and Economic Achievement Gaps Between Students Are Closed

Reading	FRP	Non FRP	Gap
2017	46% (41%)	58% (73%)	12% (32%)
2018	51% (41%)	66% (72%)	15% (31%)
2019	48% (40%)	60% (71%)	12% (31%)



Verndale Public School

All Racial and Economic Achievement Gaps Between Students Are Closed

- **Questions regarding achievement gaps**
- **Concerns regarding achievement gaps**
- **Suggestions for improvement or changes to programs**

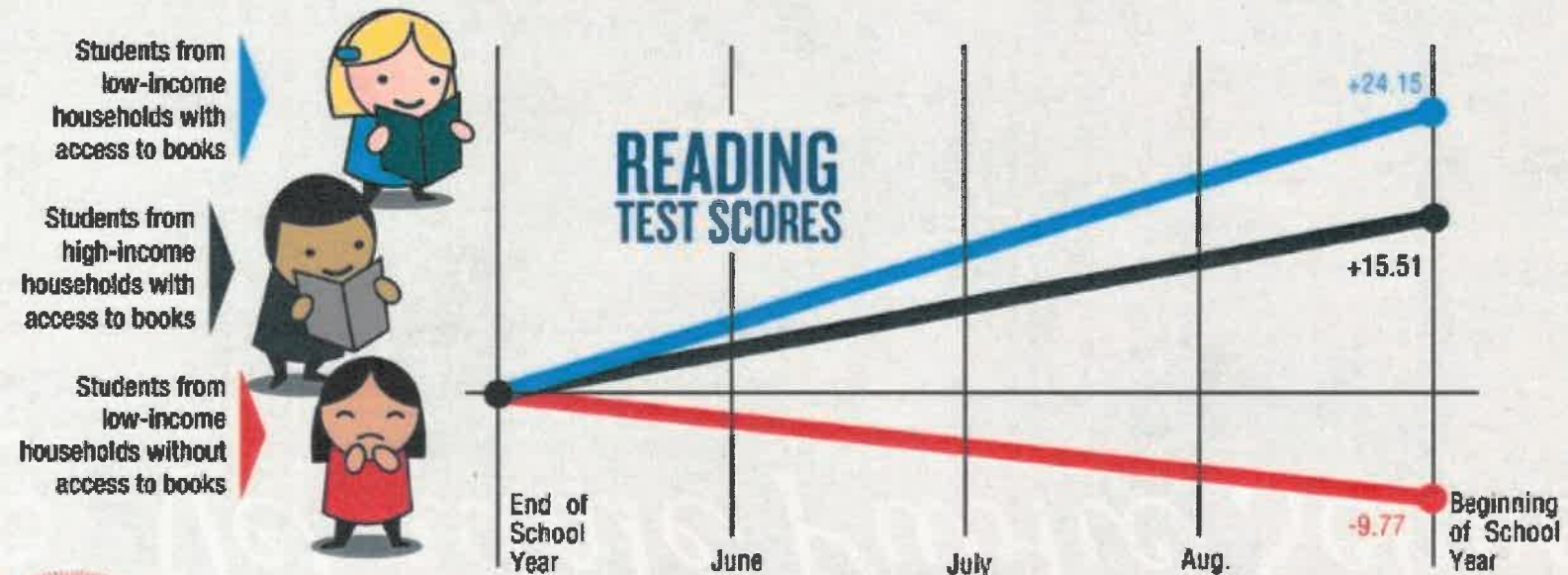


Verndale Public School

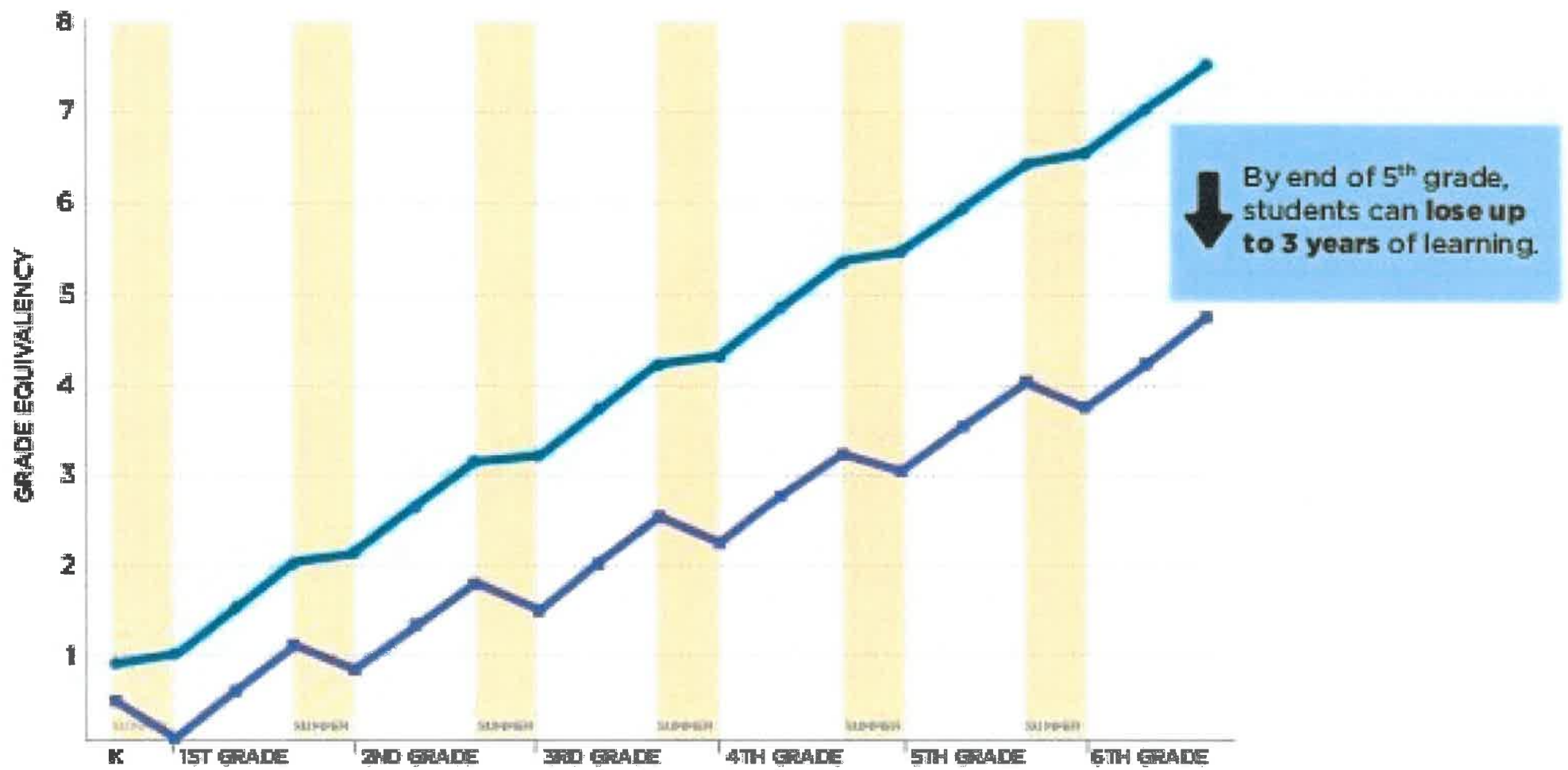
Summer Slide Conversation

KIDS WHO READ BEAT SUMMER SLIDE

Studies show that access to books during the summer prevents a drastic loss in reading skill – especially for kids in need.



SOURCES: 1. Change in scores between end-of-year and following year testing as shown by the California Aptitude Test, (Slates, S. L., Alexander, K. L., Entwistle, D. R., & Olson, L. S. (2012). Counteracting summer slide: Social capital resources within socioeconomically disadvantaged families, *Journal of Education for Students Placed at Risk*, 17(3), 165.)



Source: Alexander, K.L., D. R. Entwistle, and L.S. Olson. 2007. "Lasting Consequences of Summer Learning Gap." *American Sociological Review* 72 (4): 167-80; professional presentation by Dr. Alexander, February 12, 2015.



Verndale Public School

Summer Slide Conversation

- **Real data from our school**



Verndale Public School

All Students Are Ready for Career and College

- ***Earn a National Career Readiness Certificate from ACT at a Bronze level or higher***
- ***Earn a Bridges Academy Certificate***
- ***Score at or above ACT College Readiness Benchmark scores in English, Mathematics, Reading, and Science***



Verndale Public School

All Students Are Ready for Career and College

- ***Goal - 100% of graduating seniors will demonstrate college or career readiness by meeting at least one of the measures***
- ***Result - 38 out of 39 (97%) of graduating seniors were college or career ready in 2018-2019***



Verndale Public School

Update on 2019 Graduates

- **25 Post-Secondary Education**
- **2 Apprenticeships**
- **1 National Guard**
- **11 Workforce**



Verndale Public School

All Students Are Ready for Career and College

College and Career Readiness Supports

- ***Career Counselor***
- ***Academic Counselors***
- ***Accuplacer***
- ***ASVAB***
- ***Personal Learning Plan (PLP)***



Verndale Public School

All Students Are Ready for Career and College

College in the School (CIS) Course Opportunities

- ***Mathematics***
- ***English***
- ***Biology***
- ***Spanish***
- ***Business Computers***
- ***Psychology***
- ***Sociology***



Verndale Public School

All Students Are Ready for Career and College

Other Opportunities

- ***Bridges Career Fair***
- ***Bridges Academies***
- ***Job Shadow***
- ***College Fair***
- ***Work-Based Learning***
- ***Career and Tech Ed Courses***
 - ***Business / FACS / Agriculture / Industrial Arts***



Verndale Public School

All Students Are Ready for Career and College

Additional 2019-2020 Opportunities

- ***Hosting a Reality Fair for Juniors / Seniors***
- ***Adding College Level Band***



Verndale Public School

All Students Are Ready for Career and College

- ***Questions regarding Career and College Readiness***
- ***Concerns regarding Career and College Readiness***
- ***Suggestions for improvement or changes to programs***



Verndale Public School

All Students Graduate from High School

- ***Goal - 95% of the students graduate at the end of the 2018-2019 school year***
- ***Result - 39 out of 40 (98%) seniors attending Verndale High School in 2018-2019 graduated***



Verndale Public School

All Students Graduate from High School

- ***Questions regarding the district's graduation rate***
- ***Concerns regarding the district's graduation rate***
- ***Suggestions for improvement or changes to programs***



Verndale Public School

Final Questions?

Secondary Student Handbook Updates

12/02/19

Dress Code / Grooming

Add Language

Backpacks & other bags are not allowed in classrooms. These items should be in student lockers during the school day. Any backpacks, bags, coats, and other items left in hallway will be brought to the office.

Tardies

Current Language

Students will be considered tardy if they are not in their classroom when the class begins. Students will be considered absent if they miss more than fifteen (15) minutes of the class period due to unexcused tardiness.

Students will receive one hour of detention after ~~the every~~ third unexcused tardy ~~in an individual class of each quarter. They will also be assigned one hour of detention after accumulating more than 10 total tardies in a semester. An additional hour of detention will be assigned for each subsequent tardy thereafter.~~ Excessive tardiness may result in additional consequences.

Updated Paragraph 2

Students will receive one hour of detention after ~~every~~ third unexcused tardy ~~of each quarter. Excessive tardiness may result in additional consequences.~~

November 15, 2019

To: Sourcewell Member Chief Executive Officers

From: Chad Coquette, Executive Director/CEO

Re: Sourcewell Ex-Officio Chief Executive Officers Election Nomination

It is time for the Sourcewell Ex-Officio Nominations. The role of Ex-Officio Chief Executive Officers is advisory participation at all Sourcewell Board Meetings. Membership for Sourcewell is divided into four sub-regions. Sub-Regions I, II, and III are made up of school districts and Sub-Region IV is made up of cities, counties, and other government agencies. Sub-Regions I, II, and III will elect two representatives and Sub-Region IV will elect one representative.

There are three (3) seats available: two (2) two-year terms from Sub-Region I, II, and III
one (1) two-year term from Sub-Region IV

Terms of office which expire on December 31, 2019 are presently held by:

Steve Jones- Little Falls Schools – Sub-Region III

Chris Lindholm- Pequot Lakes Schools- Sub- Region II

Jon Radermacher- City of Little Falls – Sub-Region IV

Please take the enclosed information to your next Board meeting and ask your Board to consider nominating one of your members to serve for the terms indicated. Then complete the nomination form and return it **no later than December 16, 2019**.

Thank you for your help. Look for the ballots soon after December 17, 2019.

Enc: Sourcewell Board of Directors Nomination Form
List of Chief Executive Officer names that qualify for this position in your Sub-Region
Sourcewell Full Voting Sub-Regional Membership

Ex-Officio Chief Executive Officer Nomination Form

Please return

Mail:

Sourcewell

Attn: Danielle Wadsworth

PO Box 219

202 12th St NE

Staples, MN 56479

Or

Email: danielle.wadsworth@sourcewell-mn.gov

No later than December 16th, 2019

_____ would like to place in nomination the following
(Voting Member Name)

person who is presently a Superintendent from a Voting Member district in Sub-Region I, II, or III:

Person Nominated

Term Expires December 31, 2021

Phone Number of Nominee

Email of Nominee

Date

Signature of Government Official

For each person nominated, a brief biographical sketch should be included in the space below which illustrates information on the candidate that would be of value to governmental agency board members in your Sub-Region to consider as a part of the election process.

SUB-REGION I, II, III SUPERINTENDENT LIST

Listed below are the eligible Superintendents from our Sub-Region I, II, and III Membership. Please reference this list in placing your nomination.

Eric Koep, Bertha/Hewitt School District

Laine Larson, Brainerd School District

Scott Vedbraaten, Browerville School District

Rochelle Johnson, Cass Lake/Bena School District

Jamie Skjeveland, Crosby/Ironton School District

Stephen Jones, Little Falls School District

Jon Kringen, Long Prairie/Grey Eagle School District

Kevin Wellen, Menahga School District

Patrick Rendle, Northland Community School District

Chris Lindholm, Pequot Lakes School District

George Weber, Pierz School District

Michael Malmberg, Pillager School District

Dave Endicott, Pine River/Backus School District

John Phelps, Royalton School District

David Fjeldheim, Sebeka School District

Shane Tappe, Staples/Motley School District

Gene Harthan, Swanville School District

Vern Capelle, Upsala School District

Paul Brownlow, Verndale School District

Lee Westrum, Wadena/Deer Creek School District

Eric Pingrey, Walker/Akeley/Hackensack
School District

SOURCEWELL

FULL VOTING SUB-REGIONAL MEMBERSHIP FOR 2019

Sub-Region I		ADM's	Member Number
	Bertha-Hewitt	420	1315
	Browerville	398	1579
	Freshwater Education District	102	14322 (Staples) 59952 (Wadena)
	Long Prairie/Grey Eagle	885	5078
	Menahga	982	5414
	Sebeka	489	7157
	Staples/Motley	1,152	7753
	Verndale	526	33164
	Wadena/Deer Creek	955	10634
	Total: Sub-Region I	5,909	
Sub-Region II			
	Cass Lake/Bena	1,220	11260
	Crosby/Ironton	1,053	2855
	Northland Community	329	6067
	Pequot Lakes	1,624	6449
	Pillager	1005	6503
	Pillager Area Charter School	41	6502
	Pine River/Backus	908	6526
	Walker/Hackensack/Akeley	703	8791
	Total: Sub-Region II	6,883	
Sub-Region III			
	Brainerd	6,471	15688
	Little Falls	2,448	5043
	Mid-State Education District-Little Falls	42	40599
	Pierz	1125	6492
	Royalton	940	6980
	Swanville	306	11398
	Upsala	362	33156
	Total: Sub-Region III	11,694	
Sub-Region IV			
	City of Baxter - 34965	City of Pierz - 89851	Region 5 RDC - 40600
	City of Brainerd - 18227	City of Pine River - 33248	
	City of Breezy Point - 84933	City of Royalton - 92001	Central Lakes College - 26992
	City of Browerville - 36435	City of Sebeka - 40598	MN State Comm. & Tech College - 5559
	City of Clarissa - 2161	City of Staples - 33244	
	City of Crosslake - 16521	City of Verndale - 83290	
	City of Emily - 50069	City of Wadena - 19960	
	City of Little Falls - 490		
	City of Long Prairie - 2306	Cass County - 1784	
	City of Menahga - 40597	Crow Wing County - 2876	
	City of Nisswa - 30664	Morrison County - 5640	
		Wadena County - 8774	

NOTICE AND PROXY STATEMENT

ANNUAL MEETING OF ACTIVE MEMBERS

To Be Held on December 19, 2019


November 5, 2019

To Our Active Members:

The Annual Meeting of the Active Members of the Central Minnesota Educational Research and Development Council (cmERDC) will be held on Thursday, December 19, 2019, at 10:00 a.m. at the cmERDC, 570 1st Street SE, St. Cloud, Minnesota, 56304. The purpose of the meeting is (1) to elect three Directors of the cmERDC for a three-year term, (2) to approve the minutes of the December 20, 2018 annual meeting, and (3) to transact such other business as may properly come before the meeting or any adjournment thereof.

You are cordially invited to attend the meeting; however, attendance is not required. Please complete the enclosed Proxy and return it in the enclosed pre-address and stamped envelope. Please mail your Proxy promptly to ensure that it will be received prior to the date of the meeting. Should you attend the meeting, you may revoke your Proxy and vote in person.

Best regards,

A handwritten signature in black ink, appearing to read "Tracey Fiereck".

Tracey Fiereck

Executive Director

CMERDC



Central Minnesota Educational Research and Development Council

**ANNUAL MEETING
AGENDA
December 19, 2019**

Call to Order

1. **Action** Acceptance of Agenda
2. **Action:** Approval of December 20, 2018, Annual Meeting Minutes
3. **Action:** Election of Directors
 Nominated:

William Tollefson, Business Manager, Crosby-Ironton Public Schools ISD #0182
Robyn Vosberg-Torgerson, Business Manager, Milaca Public Schools ISD #0912
Marie Pangerl, District Assessment Coordinator, Sartell-St. Stephen Public Schools ISD
#0748

4. **Other Matters**
5. **Adjourn**



Central Minnesota
Educational Research & Development

570 First Street SE • St. Cloud • Minnesota • 56304
(320) 202-0992 FAX (320) 252-8569

Web site: cmerdc.org

Peter Eigen, Executive Director

cmERDC ANNUAL MEETING MINUTES
Thursday, December 20, 2018

Board Members Present:

B. Tollefson	J. Powers	R. Vosberg-Torgerson	R. Meyer
C. Schultz	T. Burkholder		

Others Present: P. Eigen, N. Ramler

Meeting called to order by Chair Tollefson at 10:00 a.m.

Motion by J. Powers/R. Meyer to approve the agenda as presented. **Motion carried.**

Motion by J. Powers/R. Vosberg-Torgerson to approve the mail balloting of members accepting the December 21, 2017 Annual Meeting Minutes as presented. **Motion carried.**

Motion by C.Schultz/T. Burkholder to approve the results of the mail balloting of members electing the following nominees for three-year board terms:

Rick Meyer, Technology Director, Pine River-Backus Public Schools ISD #0466

Paul Neubauer, Superintendent of Schools, Foley Public Schools ISD #0051

Tanya Tacker, Special Education Director, Rum River Special Education Cooperative ISD #6079
Motion Carried.

Other Matters: None

Motion by R. Meyer/C. Schultz to adjourn the meeting at 10:03 a.m. **Motion carried.**

PROXY BALLOT

CENTRAL MINNESOTA EDUCATIONAL RESEARCH AND DEVELOPMENT COUNCIL

The undersigned Participant of the Central Minnesota Educational Research and Development Council constitutes and appoints Executive Director Tracey Fiereck as the Proxy Agent of the undersigned Participant (with full power of substitution) on all matters which may be voted on at the Annual Meeting of Participants to be held at 10:00 a.m. on Thursday, December 19, 2019, at the Central Minnesota Educational Research and Development Council, 570 1st Street SE, St. Cloud, Minnesota, and at any and all adjournments thereof, all in accordance with the cmERDC's Notice and Proxy Statement dated November 5, 2019 receipt of which is hereby acknowledged, as follows:

1. Election of Directors Named in Proxy Statement (three-year term). Vote for one.

() Vote for the three nominees listed below for a three-year term

William Tollefson, Business Manager, Crosby-Ironton Public Schools ISD #0182
Robyn Vosberg-Torgerson, Business Manager, Milaca Public Schools ISD #0912
Marie Pangerl, District Assessment Coordinator, Sartell-St. Stephen Public Schools ISD #0748

() Do not vote for the three nominees listed below for a three-year term

William Tollefson, Business Manager, Crosby-Ironton Public Schools ISD #0182
Robyn Vosberg-Torgerson, Business Manager, Milaca Public Schools ISD #0912
Marie Pangerl, District Assessment Coordinator, Sartell-St. Stephen Public Schools ISD #0748

() Vote for three write-in candidate(s) for a three-year term

2. Approval of Annual Meeting Minutes from December 20, 2018. Vote for one.

() Accept Annual Meeting Minutes as Presented

() Accept Annual Meeting Minutes with Corrections as Listed

() Do Not Accept Annual Meeting Minutes

3. Other Matters. In the proxy agent's discretion upon such other matters as may properly come before this meeting.

WHEN PROPERLY EXECUTED, THIS PROXY WILL BE VOTED IN ACCORDANCE WITH THE INSTRUCTIONS SPECIFIED ABOVE. IN THE ABSENCE OF INSTRUCTIONS, THE PROXY WILL BE VOTED IN FAVOR OF THE MOTIONS AS STATED.

Participating School District's Name _____

Signature of Representative of Participating School District: _____

Dated: _____

Please mark, sign, date and return this Proxy promptly using the accompanying envelope.

This Proxy is solicited on behalf of the Board of Directors of the Central Minnesota Educational Research and Development Council.

Please mail to: Tracey Fiereck
cmERDC
570 1st Street SE
St. Cloud, MN 56304

Contract for Cooperation

Beginning with the 2016-17 school year, the Bertha-Hewitt Independent School District #786, the Verndale School District #818, and the Parkers Prairie School District #547 will provide a cooperative program for **Wrestling**.

Terms of the contract:

- **Bertha-Hewitt** will be recognized as the **host school**.
- Each Board of Education will supply and pay coaches according to their respective salary schedules.
 - It is understood that the following coaching staff will be hired for this cooperative program:
 - Varsity Head Coach (1), Assistant Varsity Head Coach (1) and Junior High Coach (1)
 - A second Varsity Assistant Coach will be hired if the participation in grades 7-12 is at least 25.
- Each Board of Education and administration shall have management rights over their respective coaches.
- Cost Sharing: Each School District will maintain and provide accurate, itemized financial records as to the revenues and costs of the program and at the end of the school year total costs will be shared as follows: 50% of the total costs will be shared equally. 50% of the costs will be shared on a prorated basis according to the number of students participating for the season from each school. The student participant count will be taken at the beginning of the third week of the season. Invoices will be provided to each school district by June 30 and all payments will be made by July 31.
 - Allowable Expenses
 - Transportation to “away contests” including regular and postseason tournaments and all associated expenses (hotel rooms and agreed upon meal stipends for state tournament, etc)
 - The mileage reimbursement rate for the 2019-2020 season will be \$1.67. Mileage reimbursement rates for subsequent years will be set by 11/1 or as soon as practicable.
 - Expenses for entry fees
 - Expenses for awards (capped at \$350 for BHVPP Invitational and \$100 for End of Year)
 - Expenses for coaches meetings and workshops
 - Expenses for officials and event personnel (ticket taker, score clock, scorebook)
 - Expenses for supplies (capped at \$1,200 with purchases made by host district)
 - Uniforms on a five-year purchase cycle and capital expenses with prior approval by all three school districts
 - Uniform expenses will be shared as follows:
 - ⅓ Bertha-Hewitt
 - ⅓ Verndale
 - ⅓ Parkers Prairie
 - Uniforms (singlets) will be purchased in 2016, 2021, 2026, 2031, 2036, etc.
 - Non-Allowable Expenses
 - Transportation to practices or Bertha-Hewitt home match(es)
 - MSHSL school participation fees
 - Expenses above the allocated caps for awards and supplies
 - Expenses for concession stand workers or custodial staff
- Gate admission passes or punch cards will be honored at all home wrestling events.

- Student/athletes will be affected by administrative rules and regulations from their home school as well as rules and regulations established by the head coach.
- Any school board must notify the other school boards, in writing, prior to October 30th of any given year if they do not wish to renew this agreement for the **following** year.
- Practices will be held at the Bertha-Hewitt practice facility. However, the head coach reserves the right to practice separately at each site on some occasions.
- Uniforms will be of a neutral color, preferably black and gray.
- The team name shall be Bertha-Hewitt/Verndale/Parkers Prairie Raiders.

Date

Bertha-Hewitt School Board Chairperson

Date

Verndale School Board Chairperson

Date

Parkers Prairie School Board Chairperson



To: Verndale School Board

From: Greg Johnson, Dean of Students/Activities Director

RE: Monthly Report (December)

- 1) The winter sports season is underway..
 - a) Here are our numbers in the following sports.
 - i) Jr High BBB: 18 participants
 - ii) 9-12 GBB: 26 participants (includes JH girls)
 - iii) Wrestling 7-12: 11 participants
 - iv) 9-12 BBB: 21 participants
 - v) Hockey: 3 participants
 - b)
- 2) Craig Orlando was named to the 9-Man All State Football team.
- 3) AAA and Excel applications will be due soon.
- 4)



K-12 Principal / District Assessment Coordinator Report

December 2, 2019

1. Events of the Past Weeks
 - a. K-4 Pirate Pride - November 6 / 5-6 Pirate Pride - November 8
 - i. Elementary Students of the Month
 1. Natalie Roth - 1st Grade - Mrs. Jones
 2. Riley Desrocher - 2nd Grade - Mrs. Adams
 3. Brook Shamp - 6th Grade - Mr. Johnson
 - b. Veterans Day Program - November 11
 - c. Financial Aid Meeting for Seniors / Parents - November 13
 - d. Blood Drive - November 20
2. Upcoming Events / Mark Your Calendars
 - a. National Career Readiness Certificate (NCRC) Testing - Tuesday, December 3
 - i. Starts at 8:30 a.m.
 - b. 2-Hour Late Start - Wednesday, December 4
 - c. Christmas Tea - Wednesday, December 4
 - d. 5-12 Choir / 7-12 Band Concert - Monday, December 9
 - i. Starting with Choir at 6:30 p.m.
 - e. 1st Grade Gingerbread Houses - Wednesday, December 11
 - f. Elementary Music Program Day - Friday, December 13
 - i. Two identical programs
 1. 10:00 a.m. and 1:30 p.m. program
 - ii. All visitors must check in through the main office
 - iii. The parking lot will be cleared for visitors
 - g. Early Release - Friday, December 20
 - i. Students dismissed at 12:30 p.m.
 - h. No School - Christmas Break
 - i. December 23-January 1
 - i. School Resumes - Thursday, January 2



3. High Reliability School Program Update
 - a. Extended District Leadership Team Meeting - November 6
 - b. Northern Cass Site Visit - November 8
 - c. Instructional Rounds Finished (1st rotation out of 3 this year)
 - i. Feedback from teaching staff
 - d. District Leadership Team Meeting - November 20
 - e. HRS Webinar with Phil Warrick - November 22
 - f. PLC Facilitators Meeting - November 22
 - g. Upcoming Dates
 - i. HRS Retreat at Sourcewell - Friday, December 13
 - ii. HRS Webinar with Phil Warrick - Monday, December 16
 - iii. District Leadership Team Meeting - Wednesday, December 18

Superintendent Report
December 2, 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	May 17, 2019	550
September 22, 2011	480	September 6, 2019	556
May 23, 2012	466	October 3, 2019	560
September 18, 2012	486	October 31, 2019	560
May 3, 2013	485	November 25, 2019	560
September 4, 2013	496		
May 30, 2014	502		
September 5, 2014	517	Preliminary budget set at:	547 Students
May 22, 2015	523		

1. **Afternoon Snack** - The afternoon snack has been served on Tuesdays and Thursdays during the month of November. The snacks have included beef sticks, cheese sticks, chips, crackers, and a snack mix. The snacks have been a huge hit for our students. Thanks to the kitchen staff for preparing the snack and the student helpers for delivering it to the classrooms.
2. **Marcus Edin MSBA Recognition** - Marcus Edin will be recognized for his 20 years of service as a school board member for the Verndale School District at the MSBA Leadership Conference. This recognition will take place at the Recognition Luncheon that will be held on Thursday, January 16, 2020.
3. **Water Bill** - The city office contacted me to make we aware of the new water rates that will take effect on January 1, 2020. The new base water rates are increasing by \$1.40 to a total charge of \$23.00. The new water rates will increase by \$3.00 per thousand gallons to a new rate of \$8.80. The sewer rates will remain the same. The new monthly charge will be approximately \$909.90 per month. We will make the necessary adjustments to the budget in our January revision.

4. **Sourcewell Ex-Officio Chief Executive Officers** - Sourcewell is seeking candidates to serve as an Ex-Officio Chief Executive Officers. This position serves as an advisory role to the Sourcewell Board of Directors. This is a great opportunity to ensure the small schools in our region have a voice in the Sourcewell organization
5. **Student Enrollment in 7th Grade** - Our enrollment and needs in the seventh grade class is reaching capacity. I will review state statute to see how the district moves forward with capping open enrollment in this particular grade level. A plan will be prepared and presented at the January board meeting. If approved, the cap would take effect for the second semester.
6. **Christmas Tea** - The Christmas Tea provided by the school board and administration will be held on Wednesday, December 4 from 10:15 am to 1:15 pm in the multimedia room. We will serve festive snacks and treats. A donation of \$30.00 to help cover expenses is appreciated. Please plan to join us if you able.

Upcoming Events

December Two-Hour Late Start	December 4
Christmas Tea	December 4
High School Music Concert	December 9
Health and Safety Committee Meeting	December 12
Elementary Music Program	December 13
Early Dismissal (12:30 pm) for Christmas Break	December 20
Christmas Break	Dec 23 - Jan 1
School Resumes	January 2
Organizational/January Board Meeting	January 6
January Two-Hour Late Start	January 8



Where Minnesota School Boards Learn to Lead

November 2019

Marcus Edin
16568 235th Ave
Staples, MN 56479-3172

Dear Marcus:

When someone sticks with something for 20 years or more, he or she deserves recognition - and that is exactly what MSBA has in mind.

You will be presented with a certificate for your 20 years of service as a school board member at the 2020 MSBA Leadership Conference during the Recognition Luncheon on Thursday, January 16, 2020. I hope you will be able to attend and receive this certificate in person and I encourage your superintendent and entire board to attend the luncheon and share in this event. Luncheon tickets should be ordered by the district office as soon as possible.

If you have any questions, please don't hesitate to call me at the office (800-324-4459). MSBA is looking forward to the presentation and to seeing you at the Leadership Conference.

Sincerely,

Katie Klanderud
MSBA Director of Board Development

cc: Paul Brownlow, Supt.

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459
www.mnmsba.org



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

Water Bill Estimate

1 message

Melissa Current <verncity@scicable.com>

Fri, Nov 22, 2019 at 12:30 PM

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

Mr. Brownlow,

Matt Uselman stated that the school would like to know what to expect their bill to be in 2020. I have looked at the average usage for the school which is 68,000 gallons per month. Using this usage the bill is estimated to be \$909.90 per month. Keep in mind that this is the average; there will be bills that could be higher or lower based on usage. I hope this helps. If you need anything else please let me know.

Thank you,

Melissa Current

City Clerk/Treasurer

218-445-5400

verncity@scicable.com

THE CITY OF VERNDALE IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER