



~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, August 12, 2019
6:00 PM
MEDIA CENTER**

Agenda

- I. Call to Order
- II. Recite Pledge of Allegiance
- III. Determine a Quorum (Roll Call)
- IV. Approve or Amend Agenda
- V. Recognize Visitors/Public Forum
- VI. Consent Agenda
 - a. Approve Minutes from the June 10, 2019 Regular Board Meeting and the August 5, 2019 Board Retreat
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignations/Retirements
 1. Nancy Rudie - Part-Time Custodian
 2. Zach Johnson - Junior High Football Coach
 3. Zach Johnson - Junior High Basketball Coach
 4. Jeff Moore - "B" Team Football Coach
 5. Michelle Stanley - Health Aide
 - ii. Employee Contracts/Notices of Assignment
 1. High School Math Teacher

2. Junior High Football Coach
 3. "C" Team Football Coach
 4. Regular Route Driver
 5. Regular Route Driver
 6. Substitute/Extracurricular Route Driver
- iii. Lane Change Request(s)
 1. Meagan Ferris
 - iv. 2019-2020 Activity Assignments
 - v. Payment Schedules for 2019-2020 School Year
 1. Extra-Curricular Duty Payment Schedule
 2. Substitute Pay Schedule

VII. Report Items

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

VIII. Old Business

- a. Approve the Second Reading of the Following Policies:
 - i. Policy 501 - School Weapons Policy
 - ii. Policy 502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person
 - iii. Policy 503 - Student Attendance
 - iv. Policy 504 - Student Dress and Appearance
 - v. Policy 506 - Student Discipline
 - vi. Policy 514 - Bullying Prohibition Policy
 - vii. Policy 516 - Student Medication
 - viii. Policy 520 - Student Surveys
 - ix. Policy 521 - Student Disability Nondiscrimination
 - x. Policy 522 - Student Sex Nondiscrimination
 - xi. Policy 524 - Internet Acceptable Use and Safety Policy
 - xii. Policy 526 - Hazing Prohibition
 - xiii. Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches
 - xiv. Policy 531 - The Pledge of Allegiance
 - xv. Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
 - xvi. Policy 533 - Wellness
 - xvii. Policy 534 - Unpaid Meal Charges

IX. New Business

- a. Approve Financial Reports/Payment of the Bills
- b. Approve 2019-2020 Chromebook Handbook

- c. Approve 2019-2020 Emergency Plan
 - d. Approve 2019-2020 Teacher Handbook
 - e. Approve 2019-2020 Student Handbooks
 - f. Approve Investment of School District Funds at First National Bank of Ottertail
 - g. Approve Business Manager Jordan Anderson as Authorized Signer on TD Ameritrade Account
 - h. Approve Disposal of Obsolete Technology Equipment
 - i. Approve the following programs/contracts/memberships:
 - i. 2019-2020 School Nursing Contract with Wadena County Public Health
 - ii. Third Party Administrator Agreement with Omni Financial Group
 - iii. Third Party Administrator Agreement with Further
 - j. Review Superintendent Evaluation Summary
- X. Administrative Reports
- a. Dean of Students/Activities Director
 - b. K-12 Principal/District Assessment Coordinator
 - c. Superintendent



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REGULAR MEETING
Monday, August 12, 2019
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MEDIA CENTER**

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 for individual consideration. **Recommend Approval of the Consent Agenda**
 - a. Approve Minutes from the June 10, 2019 Regular Board Meeting and the August 5, 2019 Board Retreat
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignations/Retirements
 1. Nancy Rudie - Part-Time Custodian
 2. Zach Johnson - Junior High Football Coach
 3. Zach Johnson - Junior High Basketball Coach
 4. Jeff Moore - "B" Team Football Coach
 5. Michelle Stanley - Health Aide

- ii. Employee Contracts/Notices of Assignment
 - 1. High School Math Teacher
 - 2. Junior High Football Coach
 - 3. "C" Team Football Coach
 - 4. Regular Route Driver
 - 5. Regular Route Driver
 - 6. Substitute/Extracurricular Route Driver
- iii. Lane Change Request(s)
 - 1. Meagan Ferris
- iv. 2019-2020 Activity Assignments
- v. Payment Schedules for 2019-2020 School Year
 - 1. Extra-Curricular Duty Payment Schedule
 - 2. Substitute Pay Schedule

VII. Report Items

- a. Financial Report
- b. Freshwater Education Report - Scott (minutes from the July 24 FED Board meeting are attached)
- c. Legislative Report - Paul

VIII. Old Business

- a. Approve the Second Reading of the Following Policies: There are no recommended changes from the first reading. **Recommend Approval**
 - i. Policy 501 - School Weapons Policy
 - ii. Policy 502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person
 - iii. Policy 503 - Student Attendance
 - iv. Policy 504 - Student Dress and Appearance
 - v. Policy 506 - Student Discipline
 - vi. Policy 514 - Bullying Prohibition Policy
 - vii. Policy 516 - Student Medication
 - viii. Policy 520 - Student Surveys
 - ix. Policy 521 - Student Disability Nondiscrimination
 - x. Policy 522 - Student Sex Nondiscrimination
 - xi. Policy 524 - Internet Acceptable Use and Safety Policy
 - xii. Policy 526 - Hazing Prohibition
 - xiii. Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches
 - xiv. Policy 531 - The Pledge of Allegiance
 - xv. Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
 - xvi. Policy 533 - Wellness
 - xvii. Policy 534 - Unpaid Meal Charges

IX. New Business

- a. Approve Financial Reports/Payment of the Bills - Enclosed. **Recommend Approval**
- b. Approve 2019-2020 Chromebook Handbook - The handbook is enclosed. The biggest change is the reduced cost in the annual fee. We have charged \$30 in the past, but the recommendation is to charge \$20 for the 2019-2020 school year. The other change of note is that students in grades 5 through 12 will have access to this program.
Recommend Approval
- c. Approve 2019-2020 Emergency Plan - The recommended updates will be available at the meeting on Monday.
- d. Approve 2019-2020 Teacher Handbook - The recommended updates will be available at the meeting on Monday.
- e. Approve 2019-2020 Student Handbooks -The recommended updates will be available at the meeting on Monday.
- f. Approve Investment of School District Funds at First National Bank of Ottertail - The letter authorizing the superintendent and business manager to complete this work is enclosed for review. **Recommend Approval**
- g. Approve Business Manager Jordan Anderson as Authorized Signer on TD Ameritrade Account - The documents to add Jordan Anderson as an authorized signer on the account are enclosed for review. Jordan will need access to this account to complete work for the school district. **Recommend Approval**
- h. Approve Disposal of Obsolete Technology Equipment - Mike Hess has requested quotes from vendors to dispose of our obsolete technology equipment. Only one vendor is willing to purchase our old equipment. **The recommendation is to approve the disposal of our obsolete technology equipment.**
- i. Approve the following programs/contracts/memberships: The documents and agreements are enclosed for your review. **Recommend Approval**
 - i. 2019-2020 School Nursing Contract with Wadena County Public Health
 - ii. Third Party Administrator Agreement with Omni Financial Group
 - iii. Third Party Administrator Agreement with Further
- j. Review Superintendent Evaluation Summary - The summary evaluation report is enclosed for review. The only action necessary is to review and share the summary at the public meeting.

X. Administrative Reports

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

June 10, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a regular meeting on Monday, June 10, 2019 at 6:00pm in the Verndale Media Center. The meeting was called to order by Chairman of the Board, Marcus Edin. The meeting started with the Pledge of Allegiance.

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

Members Absent: None

Others present: Supt. Mr. Brownlow, Principal Mr. Follingstad, Dean of Students Mr. Johnson, Business Manager Jordan Anderson, Trinity Gruenberg-Verndale Sun, and Mary Gronlund.

Roll call was taken. A quorum was determined.

Motion by Scott Veronen, seconded by Chris Youngbauer to approve the agenda as presented by Mr. Brownlow, adding New Business item j. vii. 2019-2020 School Resource Officer Agreement. M/C

Recognition of the public.

Motion by Bill Blaha, seconded by Shyla Hess to approve the following Consent Agenda items:

- Minutes from the May 6, 2019 Regular School Board and May 29, 2019 Finance Committee Meetings
- Payment of Monthly Claims: Checks 45866 – 45982
- Payment of Monthly Claims: Check 45983 - *Motion by Scott Veronen, seconded by Tony Stanley to approve Payment of check 45983. Roll call. Chris Youngbauer abstained as the payment is to his company. M/C*
- Electronic Payroll Transfers
- Resolution to accept donations: *Member Bill Blaha introduced the following resolution and moved its adoption. The motion was duly seconded by Shyla Hess.*

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>
<u>District</u>		
Verndale Lions	Summer Rec	2,500.00
Total District donations		2,500.00
<u>Student Activity</u>		
Viking Coca Cola	Post Prom	1 - 12 pack of Coca-Cola
Viking Coca Cola	Post Prom	1 - 12 pack of Sprite
Viking Coca Cola	Post Prom	2 - 12 packs of Mello Yellow
Viking Coca Cola	Post Prom	4 - 24 packs of Dasani Water

Where upon the Resolution was declared duly passed and adopted by the Verndale Public School Board this 10th day of June 2019.

Signed:

Attest:

Signature
Marcus Edin, Chairperson

Signature
Scott Veronen, Treasurer

- Resignation(s)/Retirements
 - High School Math Teacher and Honor Society Advisor: Sheri Brewer
 - Senior Class Advisor: Matt Jones
- Employee Contracts/Notices of Assignment:
 - Elementary Long-Term Substitute Teacher: Raina Connor
- Report Items:
 - Monthly Financial Report: Jordan Anderson
 - Freshwater Education Report: None
 - Legislative Report: Mr. Brownlow

Old Business:

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the fuel quote from Leaf River Ag. Roll call. MCU

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the milk bid from Dean Foods/Land of Lakes Milk. Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the bread quote from Pan-O-Gold Baking Company. Roll call. MCU

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

- 201 – Legal Status of the School Board
- 202 – School Board Officers
- 203 – Operation of the School Board – Governing Rules
- 203.1 – School Board Procedures; Rules of Order
- 203.2 – Order of the Regular School Board Meeting
- 203.5 – School Board Meeting Agenda
- 203.6 – Consent Agenda
- 204 – School Board Meeting Minutes

New Business:

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the Preliminary FY 2020 Budget. MC

Motion by Chris Youngbauer, seconded by Scott Veronen to approve changes to Committed Funds. MC

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the purchase of 3 Konica Bizhub Copiers from Marco using Sourcewell Purchasing Contract. Roll. MCU

Motion by Bill Blaha, seconded by Shyla Hess to approve meal prices for the 2019-2020 school year. MC

Motion by Scott Veronen, seconded by Chris Youngbauer to approve admission prices for the 2019-2020 school year. MC

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the Long-Term Facilities Maintenance Plan. MC

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the Read Well by Third Grade Local Literacy Plan. MC

The following resolution was moved by Bill Blaha and seconded by Chris Youngbauer

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

THEREFORE, BE IT RESOLVED, that the School Board of Verndale Public School, Independent School District No. 818, directs the district's administration to implement the requirements of Minnesota Session Laws 2019, 1st Special Session, CH. 11, Art. 1, Sec. 5.

The vote on adoption of the Resolution was as follows:

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

Nay: none

Absent: none

Whereupon, said resolution was declared duly adopted.

By: _____

Marcus Edin, Chair

By: _____

Tony Stanley, Clerk

Motion by Chris Youngbauer, seconded by Scott Veronen to approve the First Reading of the Following Policies:

Policy 501 - School Weapons Policy

Policy 502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person

Policy 503 - Student Attendance

Policy 504 - Student Dress and Appearance

Policy 506 - Student Discipline

Policy 514 - Bullying Prohibition Policy

Policy 516 - Student Medication

Policy 520 - Student Surveys

Policy 521 - Student Disability Nondiscrimination

Policy 522 - Student Sex Nondiscrimination

Policy 524 - Internet Acceptable Use and Safety Policy

Policy 526 - Hazing Prohibition

Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches

Policy 531 - The Pledge of Allegiance

Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

Policy 533 - Wellness

Policy 534 - Unpaid Meal Charges

MC

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the following Programs/Contracts/Memberships:

Lakes Country Service Cooperative Business Management Services Contract

Minnesota Rural Education Association (MREA) Membership

2019-2020 Resolution for Membership in the MN State High School League

2019-2020 M-State Concurrent Enrollment Program Memorandum of Agreement

2019-2020 eCampus in the High School Memorandum of Agreement

2019-2020 Central Lakes College (CLC) College in the Schools/Concurrent Enrollment Agreement
2019-2020 School Resource Officer Agreement

Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to designate Superintendent Paul Brownlow as the Identified Official with Authority to Grant Staff Access to Secure Minnesota Department of Education Sites. MC

Motion by Chris Youngbauer, seconded by Scott Veronen to set Monday, August 5, 2019, 5:00pm for the Annual School Board Retreat. MC

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the purchase of furniture for the media center up to, not to exceed \$15,000. Roll call. MCU

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

Motion by Bill Blaha, seconded by Chris Youngbauer to approve a closed session to discuss negotiations strategy. MC

Chairman of the Board, Marcus Edin, pursuant to applicable provisions of Minnesota Statute 471.705, Subd. 13D.03 negotiations, adjourned the regular board meeting at 7:31pm and called the closed meeting to order at 7:35pm. The closed meeting adjourned at 7:54pm.

Respectfully submitted by the Board,

Tony Stanley, Clerk

Mary Gronlund, Secretary

August 5, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a retreat on Monday, August 5, 2019, at 5:00 pm in the Verndale School Boardroom. The meeting was called to order by the Chairman of the Board, Marcus Edin. The meeting started with the Pledge of Allegiance.

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

Members absent: None

Others present: Superintendent Paul Brownlow, Principal Arick Follingstad, and Dean of Students Greg Johnson

Roll call was taken. A quorum was determined.

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

Recognition of the public.

New Business:

The board reviewed and discussed the following items:

- a. Review Mission Statement
- b. Review District Goals
 - i. Optimize Student Achievement
 1. High Reliability Schools (HRS)
 - a. Level 1 Safe and Collaborative Culture
 - i. Relationships
 - ii. Safety Protocols and Procedures
 - b. Level 2 Effective Teaching in Every Classroom
 - i. Professional Development
 1. Common Language to Common Understanding
 - ii. Evaluation System
 - c. Level 3 Guaranteed and Viable Curriculum
 - i. Alignment of Curriculum to Standards
 - ii. Professional Development
 - ii. Manage an Effective School District Budget
 1. Staffing

- a. Negotiations Update
- 2. Buildings and Grounds
 - a. Long-Term Facilities Maintenance Plan
 - b. Media Center Update
- 3. Technology
 - a. 5th-12th Grade 1:1 Technology Initiative
- 4. Partnerships
 - a. Academic
 - b. Athletics/Activities
 - c. Staffing
 - d. Regional
- iii. Retain High Performing Staff Members
 - 1. Negotiations
 - 2. Recruitment
- c. Activities Department
 - i. Why We Play Video
 - ii. Policy Review
- d. Review Superintendent Evaluation
 - i. Review Board Evaluation
 - ii. Determine School Year Goals

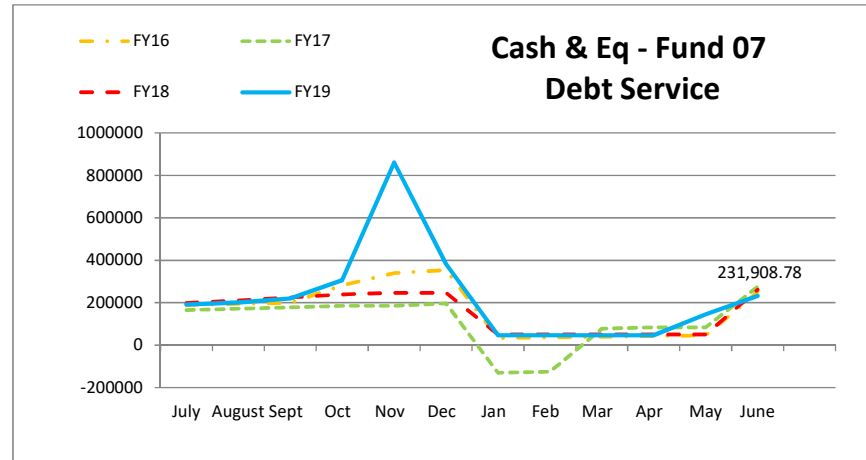
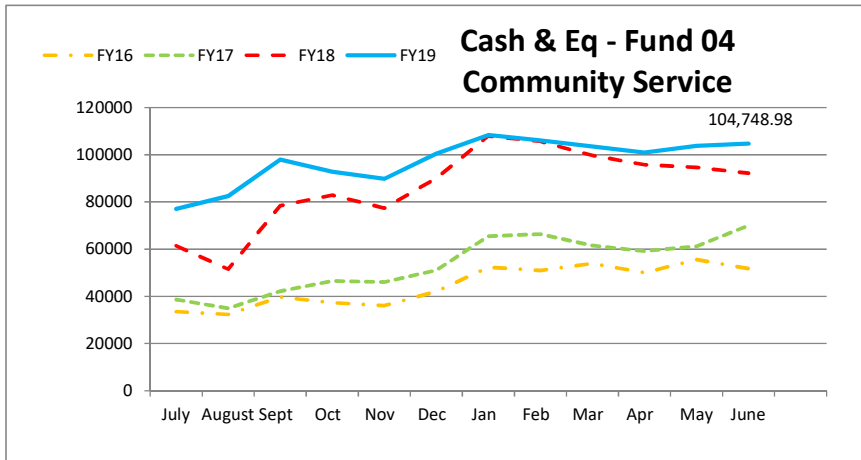
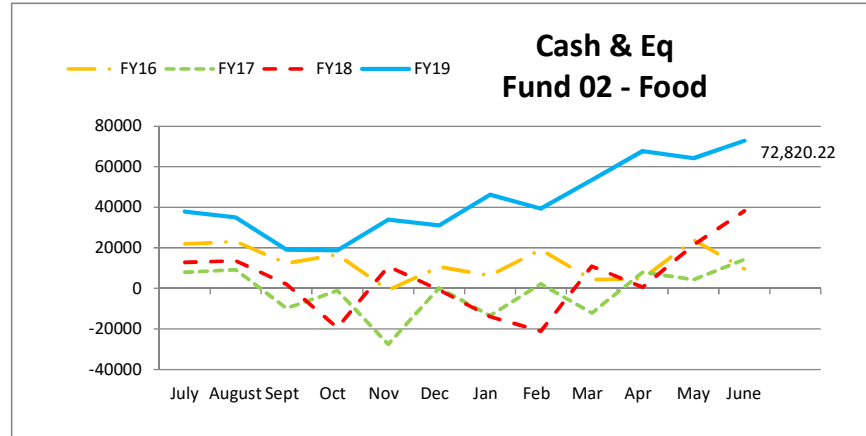
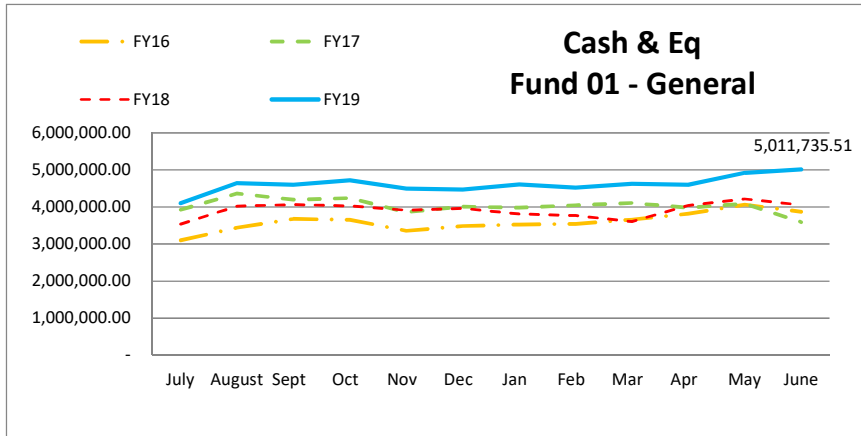
Meeting adjourned at 7:55 pm by Chairman of the Board, Marcus Edin.

Respectfully submitted by the Board,

Tony Stanley, Clerk



VERNDALE PUBLIC SCHOOL
CASH DASHBOARD - JUNE 30TH, 2019





CASH BALANCES & ACTIVITY SHEET

VERNDALE PUBLIC SCHOOL ISD NO. 818

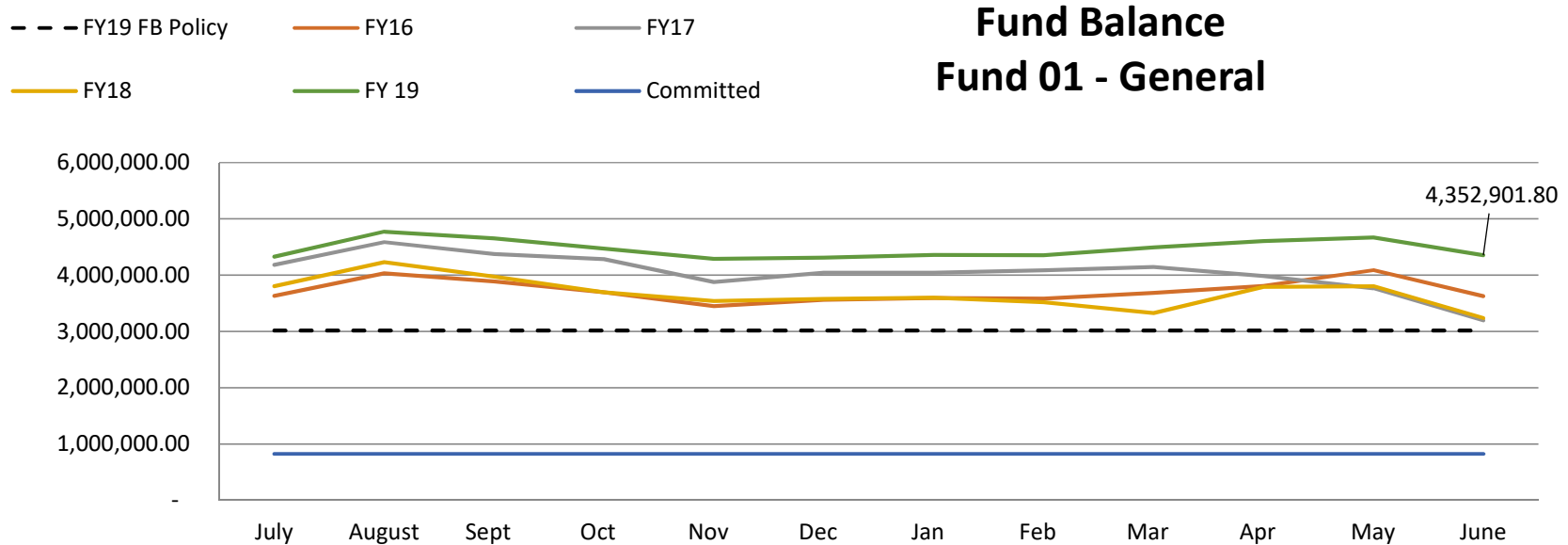
June 30, 2019

FUND	6/1/2019	RECEIPTS	DISBURSEMENTS	PAYROLL	TRANSFERS	6/30/2019 BALANCE
01- Star Bank	\$ 258,675.99	\$ 120,034.33	\$ (239,973.74)	\$ (177,756.47)	\$ 500,000.00	\$ 460,980.11
01- Cash	\$ 820.00	\$ -	\$ -	\$ -	\$ -	\$ 820.00
01 - Ameritrade	\$ 811,200.22	\$ 20,760.76	\$ -	\$ -	\$ -	\$ 831,960.98
01- MSDLAF	\$ 3,850,707.18	\$ 5,079.35	\$ -	\$ -	\$ (500,000.00)	\$ 3,355,786.53
01- PMA ACCOUNT	\$ -	\$ 362,187.89	\$ -	\$ -	\$ -	\$ 362,187.89
01-Total	\$ 4,921,403.39	\$ 508,062.33	\$ (239,973.74)	\$ (177,756.47)	\$ -	\$ 5,011,735.51
02 - Bank	\$ (100,759.26)	\$ 5,606.40	\$ (13,407.93)	\$ (4,724.53)	\$ -	\$ (113,285.32)
02 - Cash	\$ 67.00	\$ -	\$ -	\$ -	\$ -	\$ 67.00
02- MSDLAF	\$ 164,885.82	\$ -	\$ -	\$ -	\$ -	\$ 164,885.82
02- PMA ACCOUNT	\$ -	\$ 21,152.72	\$ -	\$ -	\$ -	\$ 21,152.72
02-Total	\$ 64,193.56	\$ 26,759.12	\$ (13,407.93)	\$ (4,724.53)	\$ -	\$ 72,820.22
04 - Bank	\$ 2,454.49	\$ 11,383.14	\$ (2,345.64)	\$ (8,105.59)	\$ -	\$ 3,386.40
04 - Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04- MSDLAF	\$ 101,276.14	\$ 86.44	\$ -	\$ -	\$ -	\$ 101,362.58
04- PMA ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04 - Total	\$ 103,730.63	\$ 11,469.58	\$ (2,345.64)	\$ (8,105.59)	\$ -	\$ 104,748.98
07 - Bank	\$ 394,951.57	\$ 84,265.08	\$ -	\$ -	\$ -	\$ 479,216.65
07 - MSDLAF	\$ (249,098.77)	\$ 1,790.90	\$ -	\$ -	\$ -	\$ (247,307.87)
07 - PMA ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07- Total	\$ 145,852.80	\$ 86,055.98	\$ -	\$ -	\$ -	\$ 231,908.78
TOTAL	\$ 5,235,180.38	\$ 632,347.01	\$ (255,727.31)	\$ (190,586.59)	\$ -	\$ 5,421,213.49



VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - JUNE 30, 2019



- ◆ **Unassigned** - Amounts in the General fund not reported in any other classification. Unassigned amounts in the General Fund are technically available for expenditure for any purpose.
- ◆ **Assigned** - Amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed.
- ◆ **Committed** - Amounts comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action.
- ◆ **Restricted** - Amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers, creditors, grantors, contributors, voters, or laws and regulations.
- ◆ **Nonspendable** - Amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.
- ◆ **Unrestricted** - Amounts of fund balance left after determining both nonspendable and restricted net resources. This is equal to the sum of the committed, assigned, and unassigned fund balances.



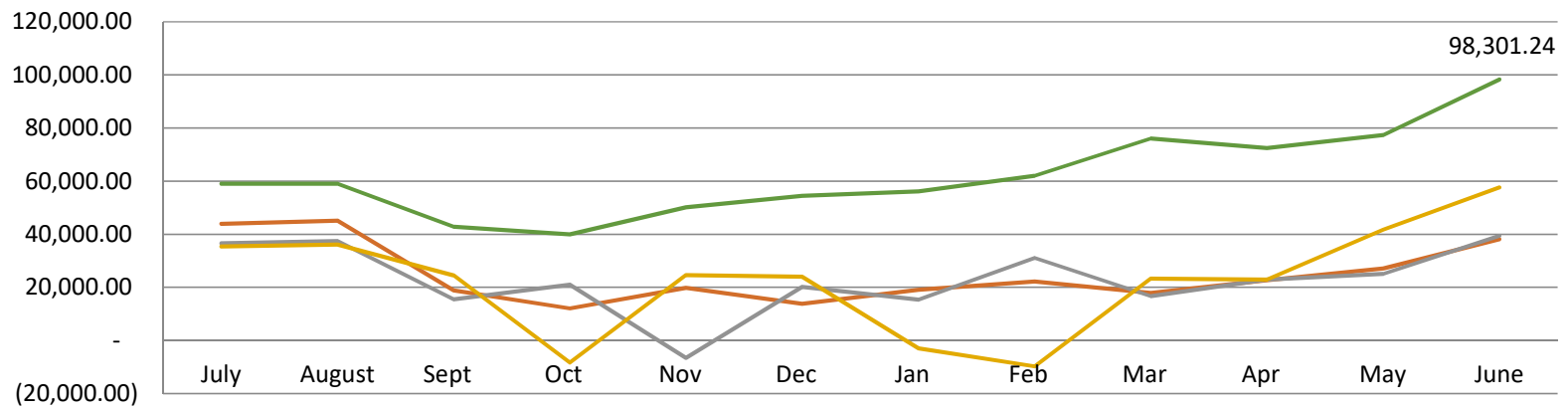
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - JUNE 30, 2019



Fund Balance Fund 02 - Food Service

FY16 FY17 FY18 FY19





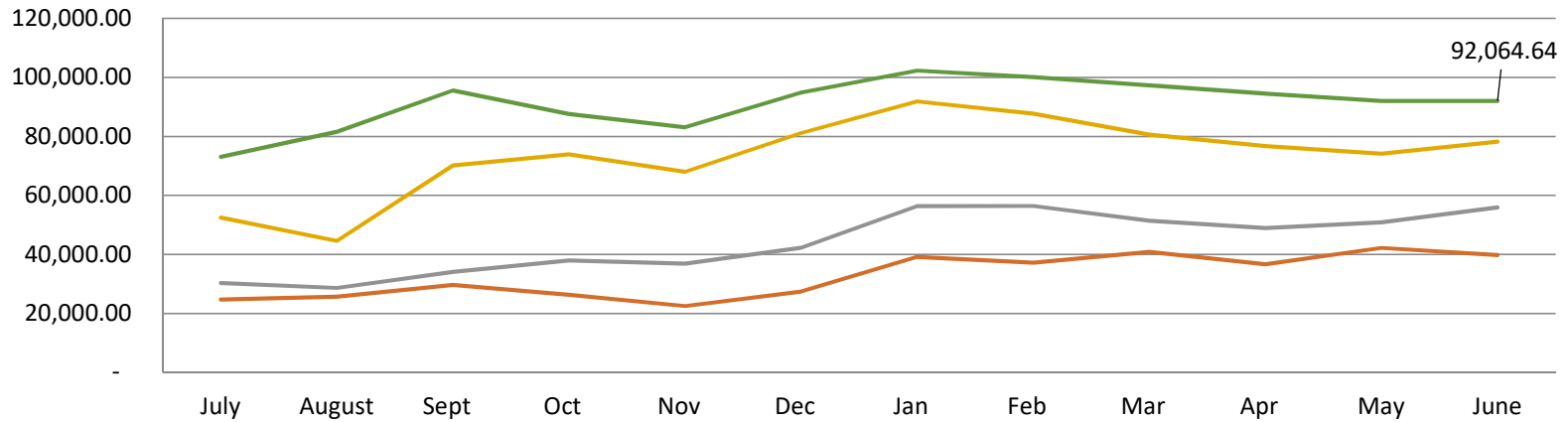
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - JUNE 30, 2019



Fund Balance Fund 04 - Comm. Service

FY16 FY17 FY18 FY 19



VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
August 12, 2019

Check No.	Date	Vendor Name	Amount
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Checks 45984-46086 listed below have been issued and need approval in accordance with board policy.

45984	6/11/2019	CARDMEMBER SERVICE	4,534.24
45985	6/11/2019	VERIZON WIRELESS	915.26
45991	6/15/2019	CAMERON, MARSHA	600.00
45992	6/15/2019	HELDMAN, JENNIFER M	600.00
45993	6/15/2019	OLSON, SHARYL	150.00
45994	6/15/2019	RICHTER, AMANDA	300.00
45995	6/15/2019	SNYDER, KIMBERLY	600.00
45996	6/15/2019	WEGSCHEID, LUCINDA	300.00
45997	6/15/2019	WELLMANN, KATHLEEN V	1,200.00
45998	6/18/2019	CENTRAL MINNESOTA ERDC	87.50
45999	6/18/2019	ECKROTH MUSIC COMPANY	197.90
46000	6/18/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	125.00
46001	6/18/2019	FRESHWATER EDUCATION DISTRICT	24,813.57
46002	6/18/2019	HBI RADIO WADENA	104.00
46003	6/18/2019	HILLYARD/HUTCHINSON	34.66
46004	6/18/2019	JK SPORTS	2,118.75
46005	6/18/2019	JOHN DEERE FINANCIAL	38.50
46006	6/18/2019	LAKES COUNTRY SERVICE COOP.	2,383.33
46007	6/18/2019	MARCO TECHNOLOGIES LLC	3,311.41
46008	6/18/2019	MINNESOTA ENERGY RESOURCES	899.94
46009	6/18/2019	MINNESOTA POWER & LIGHT CO	7,219.58
46010	6/18/2019	MOE, ALEXANDER N	50.00
46011	6/18/2019	ORIENTAL TRADING COMPANY	144.03
46012	6/18/2019	POPPLERS MUSIC STORE	8.95
46013	6/18/2019	SCHMITZ SEPTIC SERVICE	100.00
46014	6/18/2019	SOROKO PAINTING, LLC	1,760.00
46015	6/18/2019	SYNCB/AMAZON	282.62
46016	6/18/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	1,867.10
46017	6/18/2019	WADENA STATE BANK	897.00
46018	6/18/2019	WEBER'S WADENA HARDWARE	10.66
46019	6/27/2019	BEARINGS AND MORE	16.49
46020	6/27/2019	BLICK ART MATERIALS	976.92
46021	6/27/2019	CAROLINA BIOLOGICAL SUPPLY CO.	187.99
46022	6/27/2019	DAILEY ELECTRIC, LLC	220.00
46023	6/27/2019	DEAN FOODS INC	100.46
46024	6/27/2019	FRESHWATER EDUCATION DISTRICT	1,363.83
46025	6/27/2019	GRAHAM REFRIGERATION INC	84.50
46026	6/27/2019	INTERQUEST DETECTION CANINES	465.00
46027	6/27/2019	MINNESOTA ENERGY RESOURCES	352.39
46028	6/27/2019	NATIONAL RECOGNITION PRODUCTS	1,008.19
46029	6/27/2019	NORTHSIDE FLORAL, LLC	75.00
46030	6/27/2019	PAN-O-GOLD BAKING COMPANY	103.00
46031	6/27/2019	PEMBERTON, SORLIE, RUFER	73.50
46032	6/27/2019	PIONEER DRAMA SERVICE	345.00
46033	6/27/2019	SOURCEWELL	42.00
46034	6/27/2019	TRI-COUNTY HEALTH CARE	128.00
46035	6/27/2019	TWIN CITY FILTER SERVICE INC	1,184.99
46036	6/27/2019	VERNDALE AUTO SALES AND SERVICE, LLC	275.18

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
August 12, 2019

Check No.	Date	Vendor Name	Amount
46037	7/15/2019	CAMERON, MARSHA	600.00
46038	7/15/2019	HELDMAN, JENNIFER M	600.00
46039	7/15/2019	OLSON, SHARYL	150.00
46040	7/15/2019	RICHTER, AMANDA	300.00
46041	7/15/2019	SNYDER, KIMBERLY	600.00
46042	7/15/2019	WEGSCHEID, LUCINDA	300.00
46043	7/15/2019	WELLMANN, KATHLEEN V	1,200.00
46044	6/28/2019	AVESIS Third Party Admin., Inc	101.08
46045	6/28/2019	NCPERS Group Life Insurance	32.00
46046	6/28/2019	OPERATING ENGINEERS	83.52
46047	7/10/2019	CITY OF VERNDALE	668.00
46048	7/10/2019	MINNESOTA ENERGY RESOURCES	400.92
46049	7/10/2019	VERIZON WIRELESS	884.38
46050	7/10/2019	WASTE MANAGEMENT	622.86
46051	7/10/2019	WEST CENTRAL TELEPHONE ASSN	318.16
46052	7/15/2019	CARDMEMBER SERVICE	1,414.90
46053	7/15/2019	ROCHESTER TELECOM SYSTEMS INC	30.87
46054	7/17/2019	BENNING PRINTING AND PUBLISHING	102.50
46055	7/17/2019	CENTRAL MINNESOTA ERDC	3,799.13
46056	7/17/2019	CLIMATE MAKERS INC	239.91
46057	7/17/2019	CONTINENTAL CLAY	719.70
46058	7/17/2019	DACOTAH PAPER CO	5,115.20
46059	7/17/2019	DEAN FOODS INC	90.69
46060	7/17/2019	DECKER EQUIPMENT	676.61
46061	7/17/2019	ECKROTH MUSIC COMPANY	4,918.50
46062	7/17/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	113.48
46063	7/17/2019	EHLERS	82,248.75
46064	7/17/2019	ELECTRIC MOTOR SERVICE	122.80
46065	7/17/2019	FRESHWATER EDUCATION DISTRICT	10,658.63
46066	7/17/2019	HERC-U-LIFT	148.36
46067	7/17/2019	J & K TROPHY HOUSE	160.25
46068	7/17/2019	JOBSEQ	167.58
46069	7/17/2019	JOHN DEERE FINANCIAL	38.50
46070	7/17/2019	LAKES COUNTRY SERVICE COOP.	2,791.67
46071	7/17/2019	MASTER TEACHER THE	329.23
46072	7/17/2019	MEDTOX LABORATORIES, INC	46.34
46073	7/17/2019	PRAIRIE FIRE CHILDRENS THEATRE	2,106.96
46074	7/17/2019	REGENTS OF THE UNIVERSITY OF MINNESOTA	577.27
46075	7/17/2019	RIDDELL/ALL AMERICAN SPORTS CORP	628.57
46076	7/17/2019	SCHOOLinSITES, LLC	3,200.00
46077	7/17/2019	SUPER ONE	3.32
46078	7/17/2019	WADENA- DEER CREEK SCHOOLS - ISD #2155	957.63
46079	7/17/2019	WEBER'S WADENA HARDWARE	70.06
46080	7/24/2019	ECKEL, DIANE	1,800.00
46081	7/24/2019	MINNESOTA POWER & LIGHT CO	5,868.19
46082	7/24/2019	NORTH CENTRAL BUS SALES	89,874.63
46083	7/24/2019	RF BACKFLOW	860.83
46084	7/30/2019	JAMES BROWN MASONRY	1,300.00
46085	7/30/2019	MINNESOTA ENERGY RESOURCES	282.11
46086	7/31/2019	OPERATING ENGINEERS	83.52

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
August 12, 2019

Check No.	Date	Vendor Name	Amount
<i>Checks 46087-46131 have not been issued and are presented for payment authorization.</i>			
46087	8/12/2019	AMERICAS BEST VALUE INN	1,127.28
46088	8/12/2019	ANOKA HENNEPIN ISD #11	450.00
46089	8/12/2019	BLAIS MICROSCOPE COMPANY	940.00
46090	8/12/2019	BRIAN D. KOEHN, CPA, PLLC	1,000.00
46091	8/12/2019	CITY OF VERNDALE	322.90
46092	8/12/2019	DAREN'S PLUMBING AND HEATING	2,300.00
46093	8/12/2019	DEAN FOODS INC	34.87
46094	8/12/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	113.48
46095	8/12/2019	FRESHWATER EDUCATION DISTRICT	27,222.14
46096	8/12/2019	GARY'S DIESEL REPAIR INC	588.37
46097	8/12/2019	GRAHAM REFRIGERATION INC	225.85
46098	8/12/2019	GREEN LIGHTS RECYCLING INC.	339.38
46099	8/12/2019	GUARDIAN PEST CONTROL INC	67.04
46100	8/12/2019	HEARTLAND TIRE, INC.	86.00
46101	8/12/2019	HILLYARD/HUTCHINSON	19,353.69
46102	8/12/2019	JK SPORTS	672.80
46103	8/12/2019	MEDTOX LABORATORIES, INC	55.00
46104	8/12/2019	MINNESOTA SCHOOL BOARDS ASSOC.	4,154.00
46105	8/12/2019	MN STATE HIGH SCHOOL LEAGUE	1,870.00
46106	8/12/2019	MREA	1,699.00
46107	8/12/2019	NORTHERN BUSINESS PRODUCTS, IN	17,114.48
46108	8/12/2019	NORTHWEST BUILDING CENTER	93.97
46109	8/12/2019	NORTHWESTERN TRANSIT INC	4,009.00
46110	8/12/2019	OK TIRE STORE	700.96
46111	8/12/2019	PEMBERTON, SORLIE, RUFER	190.00
46112	8/12/2019	REGION 6A - NICK COURNEYA	40.00
46113	8/12/2019	RIDDELL/ALL AMERICAN SPORTS CORP	3,010.18
46114	8/12/2019	ROCHESTER TELECOM SYSTEMS INC	32.06
46115	8/12/2019	RSCHOOLTODAY/DISTRIBUTED WEBSITE CORPORATION	227.63
46116	8/12/2019	SCHOLASTIC MAGAZINES	512.50
46117	8/12/2019	SHI INTERNATIONAL CORP	36,920.49
46118	8/12/2019	SIGNS & DESIGNS C. A. INC.	290.00
46119	8/12/2019	SOURCEWELL	1,000.00
46120	8/12/2019	STAPLES WORLD	57.40
46121	8/12/2019	STUDIES WEEKLY	318.00
46122	8/12/2019	THE SHERWIN-WILLIAMS COMPANY	307.92
46123	8/12/2019	TRUSTED EMPLOYEES	38.58
46124	8/12/2019	VERIZON WIRELESS	915.28
46125	8/12/2019	VERNDALE GROCERY & TREASURES TOO	10.98
46126	8/12/2019	VERNDALE STUDENT ACTIVITIES - GIRLS TRACK	100.00
46127	8/12/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	651.52
46128	8/12/2019	WADENA STATE BANK	72.65
46129	8/12/2019	WASTE MANAGEMENT	737.38
46130	8/12/2019	WEBER'S WADENA HARDWARE	15.18
46131	8/12/2019	WEST CENTRAL TELEPHONE ASSN	318.16
<i>Check 46132 - Board Party Check presented for approval.</i>			
46132	8/12/2019	YOUNGBAUERS INC	1,877.14

GRAND TOTAL	\$	423,247.31
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VERNDALE PUBLIC SCHOOL
STUDENT ACTIVITY CHECKS PRESENTED FOR APPORVAL AND PAYMENT
August 12, 2019

Check No.	Date	Vendor Name	Amount
<i>Checks 1042-1047 listed below have not been issued and need approval and signature in accordance with GASB 84.</i>			
1042	8/12/2019	BENNING PRINTING AND PUBLISHING	318.00
1043	8/12/2019	MILLER KENNY	70.97
1044	8/12/2019	VERNDALE PUBLIC SCHOOL - ISD #818	2,118.75
1045	8/12/2019	VERNDALE STUDENT ACTIVITIES - BOYS TRACK	60.00
1046	8/12/2019	VERONEN PROPERTIES, LLC	540.00
1047	8/12/2019	VISUALEDGE, INC.	4,190.35
GRAND TOTAL			\$ 7,298.07

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

Description	Payroll 5/31/2019	Payroll 6/14/2019	Payroll 6/18/2019	Payroll 6/28/2019	Payroll 7/15/2019	Payroll 7/15/2019	Payroll 7/15/2019
Payroll ACH Debit	\$ 145,306.90	\$ 103,779.08	\$ 1,626.98	\$ 83,179.64	\$ 9,647.92	\$ 62,694.67	\$ 11,315.81
Fed/OASDI/Med	\$ 44,062.32	\$ 30,247.40	\$ 293.34	\$ 25,348.46	\$ 2,123.63	\$ 19,923.20	\$ 3,289.98
State Taxes	\$ 7,277.95	\$ 4,673.40	\$ 0.01	\$ 4,093.21	\$ 199.45	\$ 3,389.96	\$ 478.74
TRA	\$ 19,407.04	\$ 15,132.81	\$ 291.65	\$ 14,491.43	\$ 147.17	\$ 13,230.26	\$ 1,539.82
PERA	\$ 6,750.93	\$ 4,901.13	\$ -	\$ 2,209.69	\$ 1,440.30	\$ -	\$ 594.85
EBC Section 125 cafeteria plan	\$ 267.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EBC 403b/457 annuities	\$ 4,235.69	\$ 3,831.02	\$ -	\$ 3,809.11	\$ 75.83	\$ 3,157.14	\$ 613.32
Other	\$ 4,745.20	\$ -	\$ -	\$ 216.60	\$ -	\$ -	\$ -
AFLAC - employee elections	\$ 322.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Colonial - employee elections	\$ 327.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Delta Dental - employee elections	\$ 738.05	\$ -	\$ -	\$ 591.35	\$ -	\$ -	\$ -
Madison National - employee elections	\$ 1,069.17	\$ -	\$ -	\$ 967.60	\$ -	\$ -	\$ -
Payroll Checks	\$ 399.45	\$ 732.40	\$ 732.40	\$ -	\$ -	\$ -	\$ -
Total Disbursements plus checks	\$ 234,909.73	\$ 163,297.24	\$ 2,944.38	\$ 134,907.09	\$ 13,634.30	\$ 102,395.23	\$ 17,832.52

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.

List of Donations Presented August 12th, 2019, received From July 1, 2019 to July 31, 2019

<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>
District		
Total District donations		-
Student Activity		
Bit of Tack	Raiders Run	\$ 50.00
Hinkle Realty	Raiders Run	\$ 50.00
Sundby Trailer	Raiders Run	\$ 50.00
Madsen Precision	Raiders Run	\$ 50.00
BH Boosters	Raiders Run	\$ 250.00
JR Construction	Raiders Run	\$ 100.00
Todd Wadena Elec Coop	Raiders Run	\$ 100.00
West Central Telephone	Raiders Run	\$ 150.00
Wolf Lake Wolf Pack Baseball	Raiders Run	\$ 500.00
Tri County Health Care	Raiders Run	\$ 100.00
National Insurance Brokers Veronen Agency	Raiders Run	\$ 100.00
Verndale Lions	Raiders Run	\$ 500.00
Star Bank	Raiders Run	\$ 25.00
Total Student Activity donations		2,025.00

Student Activity		
Heartland Tire and Auto	Raiders Run	Two Free Oil changes
Walmart	Raiders Run	\$50 Gift Card
Burger Depot	Raiders Run	Two Combo meal gift cards
Super One	Raiders Run	\$25 gift card
Maasconi's	Raiders Run	\$10 gift card (2)
Eric and Kari Koep Family	Raiders Run	Trophies
Mason Brothers	Raiders Run	Post Race Cookies

Where upon the Resolution was declared duly passed and adopted by the Verndale Public School Board this 12th day of August 2019.

Signed:

Attest:

Signature

Marcus Edin
Chairperson

Signature

Scott Veronen
Treasurer

7/29/19

Mr. Greg Johnson:

Please accept this letter as a formal notification that I am resigning from my position as Junior High Football Coach at the Verndale Public School. Thank you for the opportunity to work in this position. I have greatly enjoyed my time and appreciated the opportunities I have had.

Thank you,

Zach Johnson

7/29/19

Mr. Greg Johnson:

Please accept this letter as a formal notification that I am resigning from my position as Junior High Basketball Coach at the Verndale Public School. Thank you for the opportunity to work in this position. I have greatly enjoyed my time and appreciated the opportunities I have had.

Thank you,

Zach Johnson

August 6, 2019

Greg Johnson, Athletic Director
Verndale Public School

I am resigning my position as the assistant football coach.

Please contact me to discuss the details.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Moore". The signature is written in black ink and is positioned above the printed name and phone number.

Jeff Moore
218-639-1649



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

Michelle's letter

1 message

Tony Stanley <ptony@verndalealliance.org>

Tue, Aug 6, 2019 at 1:55 PM

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

Mr. Brownlow,

I am writing to formally submit my resignation as the school health aid for the upcoming school year. It has been a pleasure to work with so many wonderful people and our students over the past 2 years. I appreciate the opportunity to grow personally and professionally as part of such a positive work environment. Were it not for an opportunity to return to being a "stay home mom" watching a baby I would have looked forward to continuing at the Verndale School. I will be available to help with the transition until 11/9/19 if needed.

Respectfully,

Michelle Stanley

This e-mail message is intended only for the individual (s) to whom it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any unauthorized review, use, disclosure, distribution, or copying is prohibited. If you are not the intended recipient (s), please contact the sender by replying to this e-mail and destroy/delete all copies of this e-mail message.



To: Verndale School Board
From: Arick Follingstad, Principal
Date: August 12, 2019
Re: High School Mathematics Teacher

I recommend the Verndale School District hire David Johnson to fill a 1.0 FTE High School Mathematics teaching position for the 2019-2020 school year. He will be placed at BS, Step 13 on the teacher master agreement payment schedule.

David comes to us with 12 years of experience teaching high school mathematics courses. He also has experience serving in the United States Air Force. David has demonstrated an ability to build positive relationships and a desire to help all students succeed. He will be a strong addition to our teaching staff.

Sincerely,

Arick Follingstad
Principal



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

~Mission Statement~

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

To: Mr. Paul Brownlow and the Verndale School Board

From: Greg Johnson, Dean of Students/Activities Director

Date: August 7, 2019

Re: Junior High Football Coach

I recommend the Verndale School District hire David Drexler to fill the vacant junior high football coaching position. He will be paid at Step 4 of the extracurricular salary schedule.

Mr. Drexler has prior experience as a head football coach at West Central Area school. I believe that Mr. Drexler is an excellent choice for this position.

Sincerely,

Greg Johnson

Dean of Students/Activities Director



~Mission Statement~

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

To: Mr. Paul Brownlow and the Verndale School Board
From: Greg Johnson, Dean of Students/Activities Director
Date: August 8, 2019
Re: Assistant Football Coach ("C" Football)

I recommend the Verndale School District hire Matt Jones to fill the assistant football coaching position ("C" Football). He will be paid at Step 3 of the extracurricular salary schedule.

Mr. Jones has prior experience in our football program as junior high coach and as a volunteer assistant coach at the varsity level. I believe that Mr. Jones is an excellent choice for this position.

Sincerely,

Greg Johnson
Dean of Students/Activities Director



Verndale School Board / Mr. Brownlow,

I recommend hiring Tanner Anderson for a Regular Route driving position, contingent upon providing proper Minnesota Bus Driving credentials.

Thank-you, Wade Kern

Transportation / Building & Grounds



Verndale School Board / Mr. Brownlow,

I recommend hiring Justin Hiltner for a Regular Route driving position, contingent upon meeting a satisfactory background check and providing the proper Minnesota Bus Driving credentials.

Thank-you, Wade Kern

Transportation / Building & Grounds



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

Verndale School Board / Mr. Brownlow,

I recommend hiring Melissa Current for a Sub / Extra-Curricular driving position, contingent upon providing proper Minnesota Bus Driving credentials.

Thank-you, Wade Kern

Transportation / Building & Grounds



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

May 21, 2019

Meagan Ferris
1212 7th St. SW
Wadena, MN 56482

To Whom it May Concern:

I am requesting a lane change on the salary schedule. My present lane position is MA +10, and I am looking to move to MA +20 after completing 10 Graduate Credits from Minnesota State University Southwest. I have attached my official transcripts.

Thank you,

Meagan Ferris



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

Verndale High School

2019-2020 Activity Assignments

August 12, 2019

Fall

Football

Head "A" Football Coach	Mike Mahlen
"B" Football Coach	Greg Johnson
"C" Football Coach	Matt Jones **
Junior High Football Coach	Lance Edin
Junior High Football Coach	David Drexler

Volleyball

Head "A" Volleyball Coach	Alicia Strayer
"B" Volleyball Coach	Katie Bolland
Junior High Volleyball Coach	Angie Wallin
Junior High Volleyball Coach	Dan Johnson

Swimming*****

Tennis*****

Winter

Wrestling ****

Assistant Wrestling Coach	Kody Van Den Eykel
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Girls Basketball

Head "A" Girls Basketball Coach	Art Schluttner
"B" Girls Basketball Coach	Sam Schmitz



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

Girls Basketball Cont'd

"C" Girls Basketball Coach	Katie Bolland **
Junior High Girls Basketball Coach	Dan Johnson

Boys Basketball

Head "A" Boys Basketball Coach	Greg Johnson
"B" Boys Basketball Coach	Lance Edin
"C" Boys Basketball Coach	TBD **
Junior High Boys Basketball Coach	Dan Johnson

Spring

Baseball ***

Softball ***

"A" Softball Coach	Dan Johnson
"B" Softball Coach	Katie Bolland

Track ***

"A" Track (Boys) Coach	Jeff Moore
"B" Track Coach	Kasey Kimber**
Junior High Track Coach	Katherine Ervasti

Multiple Season

Cheerleading Advisor	Angie Orsburn
Summer Band	Stephanie Brownlow
Marching Band	Stephanie Brownlow
Color Guard	Deb Hutson
Marching Band Assistant/ Color Guard	Nick Bunio
School Play Advisor	Kelly Youngbauer
Speech Advisor	TBD



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

Multiple Season Cont'd

Annual Advisor	Kelly Youngbauer
SADD Advisor	Rachel Bounds
Knowledge Bowl Advisor	Kelly Youngbauer
Jr. High Knowledge Bowl Advisor	Sam Schmitz
FCCLA Co-Advisor	Angie Orsburn
FCCLA Co-Advisor	Jamie Adams
Verndale Honor Society	TBD
Student Council Advisor	Sam Schmitz
Senior Class Advisor	TBD
Kelly Youngbauer	Prom Advisor
Robotics Advisor	Matt Jones

** These positions are additional and will only be utilized if the participant numbers merit an additional coach.

*** This sport/activity is shared with the Bertha-Hewitt School District.

**** This sport/activity is shared with the Bertha-Hewitt and Parkers Prairie School Districts.

***** This sport/activity is shared with the Staples-Motley School District.

Scorebook:

Sport	Level	Pay	Sport	Level	Pay
Volleyball	Varsity & B	\$40.00	Volleyball	Varsity & B	\$40.00
Volleyball	7th, 8th, 9th	\$15.00	Football	Varsity	\$35.00
Football	Varsity	\$40.00	Basketball	Varsity & B	\$45.00 Increase \$5
Football	8th & B	\$25.00	Basketball	Doubleheader	\$65.00
Football	7th	\$15.00	Basketball	Varsity Holiday Tournament	\$50.00
Basketball	Varsity & B	\$45.00 Increase \$5.00	Wrestling	Dual	\$40.00
Basketball	Doubleheader	\$65.00	Wrestling	Triangular	\$60.00
Basketball	Varsity Holiday Tournament	\$50.00			
Basketball	9th (half)	\$15.00			
Basketball	9th (full)	\$25.00			
Basketball	7th & 8th	\$15.00			
Wrestling	Dual	\$40.00			
Wrestling	Triangular	\$60.00			

Scorebook:

Sport	Position	Level	Pay	Sport	Position	Level	Pay
Volleyball	Referee	7th & 8th	\$20.00	Volleyball	Referee	7th & 8th	\$20.00
Volleyball	Referee	9th	\$20.00	Volleyball	Referee	9th	\$20.00
Volleyball	Line Judge	Varsity or B	\$15.00	Volleyball	Line Judge	Varsity or B	\$15.00
Volleyball	Libero Tracker	Varsity & B	\$25.00	Volleyball	Libero Tracker	Varsity & B	\$25.00
Volleyball	Libero Tracker	Varsity or B	\$15.00	Volleyball	Libero Tracker	Varsity or B	\$15.00
Volleyball	Libero Tracker	Varsity & B	\$25.00	Volleyball	Libero Tracker	Varsity & B	\$25.00
Football	Referee	B	\$40.00	Football	Referee	B	\$40.00
Football	Referee	7th & 8th	\$20.00	Football	Referee	7th & 8th	\$20.00
Basketball	Referee	7th & 8th	\$25.00	Basketball	Referee	7th & 8th	\$25.00
Basketball	Referee	9th	\$40.00	Basketball	Referee	9th	\$40.00
Softball/Baseball	Umpire	JH	\$35.00	Softball/Baseball	Umpire	JH	\$35.00
Softball/Baseball	Umpire	JH Double Header	\$60.00	Softball/Baseball	Umpire	JH Double Header	\$60.00

Scorebook:

Sport	Level	Pay	Sport	Level	Pay
Volleyball	Varsity & B	\$40.00	Volleyball	Varsity & B	\$40.00
Volleyball	7th, 8th, 9th	\$15.00	Football	Varsity	\$35.00
Football	Varsity	\$40.00	Basketball	Varsity & B	\$45.00 Increase \$5
Football	8th & B	\$25.00	Basketball	Doubleheader	\$65.00
Football	7th	\$15.00	Basketball	Varsity Holiday Tournament	\$50.00
Basketball	Varsity & B	\$45.00 Increase \$5.00	Wrestling	Dual	\$40.00
Basketball	Doubleheader	\$65.00	Wrestling	Triangular	\$60.00
Basketball	Varsity Holiday Tournament	\$50.00			
Basketball	9th (half)	\$15.00			
Basketball	9th (full)	\$25.00			
Basketball	7th & 8th	\$15.00			
Wrestling	Dual	\$40.00			
Wrestling	Triangular	\$60.00			

Scorebook:

Sport	Position	Level	Pay	Sport	Position	Level	Pay
Volleyball	Referee	7th & 8th	\$20.00	Volleyball	Referee	7th & 8th	\$20.00
Volleyball	Referee	9th	\$20.00	Volleyball	Referee	9th	\$20.00
Volleyball	Line Judge	Varsity or B	\$15.00	Volleyball	Line Judge	Varsity or B	\$15.00
Volleyball	Libero Tracker	Varsity & B	\$25.00	Volleyball	Libero Tracker	Varsity & B	\$25.00
Volleyball	Libero Tracker	Varsity or B	\$15.00	Volleyball	Libero Tracker	Varsity or B	\$15.00
Volleyball	Libero Tracker	Varsity & B	\$25.00	Volleyball	Libero Tracker	Varsity & B	\$25.00
Football	Referee	B	\$40.00	Football	Referee	B	\$40.00
Football	Referee	7th & 8th	\$20.00	Football	Referee	7th & 8th	\$20.00
Basketball	Referee	7th & 8th	\$25.00	Basketball	Referee	7th & 8th	\$25.00
Basketball	Referee	9th	\$40.00	Basketball	Referee	9th	\$40.00
Softball/Baseball	Umpire	JH	\$35.00	Softball/Baseball	Umpire	JH	\$35.00
Softball/Baseball	Umpire	JH Double Header	\$60.00	Softball/Baseball	Umpire	JH Double Header	\$60.00

Miscellaneous:

Sport	Position	Level	Pay
Football	Chain Gang	Varsity	\$40.00
All Sports	Ticket Taker	Varsity	\$40.00
Wrestling	Ticket Taker	Triangular	\$60.00
Basketball	Ticket Taker	Doubleheader	\$65.00

Highlighted cells are proposed pays for the 2019-2020 school year pending board approval at 8/12/2019 school board meeting

**Verndale School District
Substitute Rates
2019-2020**

Board Reviewed August 12, 2019

- Substitute Teacher \$110.03/day to \$115.00/day
\$14.67/hour to \$15.33 /hour
- Substitute Education Assistant
Substitute Clerical
Substitute Food Service
Substitute Custodian \$10.75 to \$11.00
- Substitute Route Driver \$42.50 per Route to \$45.00 per Route

MINUTES
REGULAR BOARD MEETING
FRESHWATER EDUCATION DISTRICT # 6004
WEDNESDAY, JULY 24, 2019
Freshwater Education District, Wadena, MN

CALLED TO ORDER by the Chair Scott Veronen at 5:00 pm

Roll Call- Board: Scott Veronen-Verndale, Jodi Hillmer- Browerville, Russ VanDenheuvel-Bertha-Hewitt, Bruce Lund-Staples-Motley, Charles Funk-Sebeka, Chuck Wolf- Long Prairie, Vince Hinojos-WDC. Board Members not present: R. Thalmann and J. Kicker. Others- Superintendent: Dave Fjeldheim-Sebeka Administration: Jerry Nesland, Lori Murdock, Eric Weber; Others in attendance: Bryan Tollefson-FED, Wendy Irons-FED

ADOPTION OF THE AGENDA- MOTION BY Funk and SECONDED BY Wolf to approve the agenda as presented. VOTE- U/C

VISITOR COMMENTS- ABE Report by Bryan Tollefson, ABE Coordinator. L. Murdock joined the meeting at 5:05 pm. B. Tollefson left the meeting at 5:25 pm.

APPROVAL OF PAST BOARD MINUTES- MOTION BY Funk SECONDED BY Lund to approve the April 24, 2019 minutes as corrected. VOTE- U/C

OLD BUSINESS AND COMMUNICATIONS-

RESOLUTION ACCEPTING DONATIONS- The following Resolution is hereby MOVED BY VanDenheuvel and SECONDED BY Hinojos:

WHEREAS, Minnesota Statutes 132B.02, Subd. 6 provides: “The Board may receive, for the benefit of the Freshwater Education District (FED), bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the Board may act as trustee of any trust created for the benefit of the FED, or for the benefit of pupils thereof, including trusts created to provide pupils of the FED with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any City, County, School District or Town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by Resolution of the Governing body adopted by a two-thirds majority of its members, expressing such terms in full”; and

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;

THEREFORE, BE IT RESOLVED, that the School Board of Freshwater Education District, NO. 6004, gratefully accepts the following donations as identified: Anonymous, \$50 for the WALC Wood Project; Pillager Area Fireman's Dept. and Relief Assoc., Pillager, MN ~ \$500 for Reading for the Future Program.

VOTE on adoptions of this Resolution was as follows; ABSTENTIONS: None. AYE: Veronen, Hillmer, VanDenheuvel, Lund, Funk, Wolf, Hinojos. NAY: None. ABSENT: Kicker, Thalmann.

WHEREUPON, said Resolutions was declared duly adopted.

ADMINISTRATIVE REPORTS AND NEW BUSINESS-

SPECIAL EDUCATION REPORT-

MOTION BY Hinojos SECONDED BY Hillmer to approve modified Level IV 19/20 School Calendar by adding an additional Teacher day, from 180 to 181. VOTE- U/C

ALC/TARGETED SERVICES REPORT-

MOTION BY VanDenheuvel SECONDED BY Wolf to approve modified ALC's 19/20 School Calendar with the addition of one Teacher day. VOTE- U/C

MOTION BY Lund SECONDED BY Funk to approve the purchase of service agreement between Staples and Wadena ALC and Northern Pines Mental Health at the rate of \$5,000 per site. VOTE- U/C

TECHNOLOGY REPORT-

Reviewed State Telecomm Reimbursements for the 17-18 SY

ECFE/SCHOOL READINESS-

Reviewed Early Childhood Family Education Spring Session Enrollment and School Readiness Spring Enrollment

EDUCATIONAL PROGRAMS AND EVALUATION-

UPDATE from Parent Advisory Committee Mtg. that was held on 04/18/19
REVIEWED Upcoming Principal Advisory Mtg., Agenda

SUPERINTENDENT REPORT-

REVIEWED the following reports: Real Estate Sale of; US 10 East Adm Bldg. Settlement; federal Century 21 Grant with LP-ALC co-support; September upgrade and overlay of south *Industrial Drive*, adjoining Freshwater entrance, with Freshwater request and joint project contribution to not exceed \$22,000; Single Site Transition progress for business, ALC, and SpEd departments at the new building.

COMMITTEE AND ADMINISTRATION REPORTS-

Reviewed; Letter of Teacher Union Intent to consider PIEP Health Insurance and the 5/29/19 Health Benefits Committee Mtg. Minutes showing joint efforts to review Health Insurance options, as well as 4/16 and 6/19/19 Personnel Committee Mtg. Minutes.

BUSINESS, FINANCE, AND OTHER NEW BUSINESS-

MOTION BY Wolf SECONDED BY Lund to approve the April 20, 2019 through June 30, 2019 cash reports and payments of checks numbered 121889 thru 122197. VOTE- U/C

MOTION BY Funk SECONDED BY VanDenheuvel to accept the February 13, March 13, & April 10, 2019 Superintendent Advisory Council Meeting Minutes as presented. VOTE-U/C

MOTION BY Hillmer SECONDED BY Hinojos to accept the Freshwater Education District HRA Plan Document modifications, as presented, due to the use of a third party claims administrator, Educational Benefit Consultants, effective July, 2019. VOTE- U/C

MOTION BY Hinojos SECONDED BY Wolf to accept the Freshwater Education District Flexible Spending Account (FSA) Plan Document modifications, as presented, due to the use of a third party claims administrator, Educational Benefit Consultants, effective January, 2020. VOTE- U/C

UPDATE on Superintendent Contract plans; Letter resignation, effective June 30, 2020, will follow as well as a FY-21 Administrative Plan to be presented at the January Meeting.

MOTION BY Funk SECONDED BY Lund to approve the July 2019 thru June 2021, Master Agreement between the FED #6004 and the EMFED group #7335 as recommended by the Personnel Committee. VOTE-U/C

MOTION BY VanDenheuvel SECONDED BY Hillmer to approve the adoption and implementation of Payroll Policy 400.10-L, as per April 24, 2019 Board authorization. VOTE-U/C

MOTION BY Hinojos SECONDED BY VanDenheuvel to approve the FY-20 Freshwater ALC Student Handbook as presented. VOTE-U/C

MOTION BY Funk SECONDED BY Wolf to approve the FY-20 Freshwater Leaf River, White Pine, and Elm Tree Student Handbook as presented. VOTE- U/C

MOTION BY VanDenheuvel SECONDED BY Funk to approve the development of a non-profit Education Foundation and to name Eric Weber and Jerry Nesland as the identified administrators to carry out the task of implementing the creation of a 501(c-3) non-profit educational foundation under the name ~ ***Freshwater Education Foundation***. VOTE- U/C

REVIEWED sample area Foundation Logos; The Foundation will be asking for logo suggestions from Staff, Students, and FED Board Members.

MOTION BY Hinojos SECONDED BY Wolf to provide Licensed Community Education service to ISD No. 2170 effective July 1, 2019 thru June 30, 2020 per terms of the Agreement. VOTE- U/C

MOTION BY Lund SECONDED BY Hinojos to accept the Insurance quotation from *Insurance Advisors, Inc.* as presented.

ROLL CALL VOTE- In Favor of accepting: Hillmer, VanDenheuvel, Lund, Funk, Wolf, Hinojos. Abstained: Veronen

MOTION BY Funk SECONDED BY Hinojos to approve the revised Service Agreement between Lakes Country Service Cooperative and Freshwater Education District for Business Manager Services. VOTE-U/C

MOTION BY Hillmer SECONDED BY VanDenheuvel to approve the second/final reading of Policy 515– Protection and Privacy of Pupil Records. VOTE- U/C

MOTION BY Lund SECONDED BY Hinojos to approve the transferring of \$100,000 to the OPEB Reserve Account. VOTE- U/C

MOTION BY Hinojos SECONDED BY VanDenheuvel to approve the transferring of \$100,000 to the Facility Reserve Account. VOTE- U/C

MOTION BY Hinojos SECONDED BY Lund to approve the FY-20 CMERDC Copier Maintenance Agreement. Per copy cost as presented. VOTE- U/C

MOTION BY Funk SECONDED BY Wolf to approve the FY-20 annual Health & Safety Agreement with the Lakes Country Service Cooperative. VOTE- U/C

MOTION BY Funk SECONDED BY Hillmer to approve the two year, July 2019 thru June 2021, Master Agreement between the FED #6004 and the teacher aid EMFED group #7335 as recommended by the Personnel Committee. VOTE-U/C

MOTION BY Hinojos SECONDED BY Lund to approve the FY-20 Employee Handbook as presented. VOTE-U/C

MOTION BY VanDenheuvel SECONDED BY Hinojos to Acknowledge receipt, review, and acceptance of the FY-20 Central Lakes Consortium Carl Perkins grant in the amounts of \$215,248.19 for Secondary Basic Allocation and \$33,899.02 Secondary Reserve Allocation. VOTE- U/C

PERSONNEL TOPICS AND CONSENT AGENDA ITEMS:

MOTION BY Hinojos SECONDED BY VanDenheuvel to approve the items as follows:

SPECIAL EDUCATION:

1. Unpaid Leave Request of Teresa Gould, SpEd Paraprofessional, from 08/26/19 to December 20th, 2019, AND
2. Lane Change Request of Kimberly Thoennes, SpEd Instructor from BA to BA+10, effective September 1st, 2019, AND
3. FMLA Request of Kelsey Brakke, Speech Pathologist, on or around October 19, 2019 to January 11, 2020, AND
4. Resignation of Jaclyn Rice, SpEd Paraprofessional, effective the end of July Summer Session, AND
5. Permission to advertise and hire for two (2) ECSE Paraprofessionals for the Verndale and Bertha-Hewitt Site, effective the 19/20 SY, AND
6. Hiring of Bryce Williams, SpEd Paraprofessional at Step 1, effective the 19/20 SY, AND
7. Hiring of Cassie Westerberg, SpEd Paraprofessional at Step 1, effective the 19/20 SY, AND
8. Hiring of Miranda Lockhart, Speech Language Pathologist Assistant at Grade 13/Step 1, effective the 19/20 SY, AND
9. Hiring of Megan Henry, Speech Language Pathologist Assistant at Grade 13/Step 1, effective the 19/20 SY, AND
10. Hiring of Shelby Speckien, ECSE Instructor at BA2, effective the 19/20 SY, AND
11. FMLA Request of Kaylie Bauck, SPED Paraprofessional, on or around August 26, 2019 and returning on or around November 22, 2019, AND
12. FMLA Request of Whitney Wegscheid, Speech Language Pathologist on or around August 26, 2019 and returning on or around October 11th, 2019, AND
13. Voluntary Reduction in Days for Whitney Wegscheid, Speech Language Pathologist from 180 days to 162 days, effective October 14, 2019, AND
14. Increase in Hours for Angela Eckhoff, Program Assistant, from 1440 hrs. to 1450 hrs., effective the 19/20 SY, AND
15. Hiring of Kathleen Salo, ECSE Instructor at BA60/Step 2, effective August 26, 2019, AND
16. Increase in hours for Marlo Benning, Program Assistant, from 1395 hrs. to 1785 hrs., effective July 1, 2019, AND

TECHNOLOGY:

17. Renaming of Rich Murdock, Senior Technician/RUS Coordinator to School Technician/IT Admin/Tech Manager, effective July 1, 2019, AND

ECFE/SR/TCC:

18. Reassignment of Lisa Wick, ECFE Coordinator/TCC Coordinator/SR Teacher to ECFE Coordinator/TCC Coordinator effective the 19/20 SY, AND

19. Increase in Hours and Reassignment for Susan Dixon, FACTS Facilitator, to FACTS Facilitator/ECFE Instructor, 750 hrs. to 936 hrs., effective the 19/20 SY, AND
20. Increase in Hours for Tabitha Bartels, ECFE Instructor, from 280 hrs. to 1440 hrs., effective the 19/20 SY, AND
21. Increase in Hours for Michelle Wolhowe, ECFE & SR Instructor, from 966 hrs. to 1047.5 hrs., effective the 19/20 SY, AND
22. Increase in Hours for Lisa Wright, ECFE/SR Instructor, from 1238 hrs. to 1440 hrs, effective the 19/20 SY, AND
23. Resignation of Ruth Khamassi, ABE & ECFE Instructor, effective the end of 18/19 SY, AND
24. Voluntary Reduction in hours for Ashley Becker, Paraprofessional, from 850 hrs. to 653 hrs., effective 19/20 SY, AND

AGENCY WIDE:

25. Authorization to advertise and fill a 238 day Facility Maintenance I, effective August 1st, at grade 6, and to name Lee Truax to this vacancy.
26. FMLA Request of Emily Clark, Program Assistant, on or around August 12, 2019 and returning on or around October 7, 2019. VOTE- U/C

ADJOURNMENT: MOTION BY Hillmer SECONDED BY Hinojos to adjourn the meeting at 6:48 pm. VOTE- U/C

RESPECTFULLY SUBMITTED:

Russ VanDenheuvel, Clerk

Policy 500 Series Review
June 10, 2019
First Reading

Policy 501 - School Weapons Policy

- Review of Policy/No Recommended Changes

Policy 502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person

- Review of Policy/No Recommended Changes

Policy 503 - Student Attendance

- Review of Policy/No Recommend Changes

Policy 504 - Student Dress and Appearance

- Add Headgear, including hats or head coverings are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

Policy 506 - Student Discipline

- Minor grammatical changes to the procedures section for removing a student from class

Policy 514 - Bullying Prohibition Policy

- Review of Policy/No Recommended Changes

Policy 516 - Student Medication

- Review of Policy/No Recommended Changes

Policy 520 - Students Surveys

- Minor grammatical changes
- Added - Section on notification of parents and students

Policy 521 - Student Disability Nondiscrimination

- Review of Policy/No Recommended Changes

Policy 522 - Student Sex Nondiscrimination

- Review of Policy/No Recommended Changes

Policy 524 - Internet Acceptable Use and Safety Policy

- Review of Policy/No Recommended Changes

Policy 526 - Hazing Prohibition

- Review of Policy/No Recommended Changes

Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches

- Added - Students may use motor vehicles on the high school campus during the school day only during the student's designated lunch period, senior privilege, or if there is an emergency

and permission has been granted to the student by the principal or designee to use of motor vehicle during the school day.

Policy 531 - The Pledge of Allegiance

- Review of Policy/No Recommended Changes

Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

- Review of Policy/No Recommended Changes

Policy 533 - Wellness

- Significant changes were made to this policy to meet changes in federal guidelines and to accommodate any necessary grammatical revisions.

Policy 534 - Unpaid Meal Charges

- Review of Policy/No Recommended Changes

**VERNDALE PUBLIC SCHOOL
PARENT/STUDENT
CHROMEBOOK HANDBOOK
2019-2020**

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Purpose - Why Should We Use Chromebooks?

1. Cost, speed and management: it is a completely web-based device so there is no need for downloading or installing.
2. Engaging: The Chromebook is a device which could transform the way young people learn.
3. Instant on and all day battery: it's possible to get on the internet very quickly. Boot up time is less than 8 seconds. Battery life on a Chromebook is approximately 8 hours.
4. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like "I forgot to save my homework!"
5. Contextual Learning: the Chromebook is an "anywhere, anytime" learning device. A user can work offline and sync to their Google account when online. This makes it ideal for projects and learning which take place out of the classroom.
6. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Use of Technology

All students in grades 5-12 are issued Google Chromebooks for educational use, to be used in every classroom throughout the curriculum. This document provides students and their parents/guardians with information about the general use of technology, "ownership" of the device, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents and students to complete.

This handbook may be updated, changed and modified at the sole discretion of the Verndale Public School District. We will provide advance notice of any changes through regular school communication. Any changes to policy will be effective for the next school year or semester.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right, and that anything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology may result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in our school's handbook.

OWNERSHIP

Verndale Public School retains sole right of possession of the Chromebook. Verndale School lends the Chromebook to the students for educational purposes only, during the academic year. However, exceptions to this rule may be made by administration in the event that a student has academic need for it over the summer. Additionally, our administrative staff retains the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. **Students should not share their Chromebook with another student or leave the Chromebook unattended.** Chromebooks may be taken home for educational purpose but must come back to school **fully charged** every day.

Receiving Your Chromebook

Orientation

All parents/guardians are required to attend an orientation or meet with school personnel and sign the Verndale Public School Chromebook Agreement before a Chromebook will be issued to their child.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the school's technology staff. Students are responsible for backing up their data to protect from loss. Users of Verndale Public School system technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Chromebook Identification

Records

The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.

Users

Each student will be assigned the same Chromebook for the duration of his/her time at Verndale Public School. Take good care of it! They will be collected at the end of each school year.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The school utilizes an internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks have Internet activity protection and are monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teacher to request the site be unblocked.

Parents/guardians are responsible for filtering and monitoring any internet connection students use, that is not provided by the school and when using their Google Accounts at home.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms).

- All work is stored in the cloud, saves automatically, and can be retrieved from any device.

Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web store with teacher permission.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Monitoring Software

Teachers, school administrators, and the technology department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.

REPAIRING/REPLACING YOUR CHROMEBOOK

Estimated Costs:

The school will cover up to \$100 for the first repair. Any repairs needed after that will be up to the student/parent/guardian to cover.

VHS Chromebook Damage & Loss Policy

- It shall be the responsibility of the student/student's parent/guardian to pay for ANY Chromebook and accessories damage not covered by warranty or outside of the \$100 first repair.
- The IT Team will inform the student, parent/guardian and the Verndale School Business Office of the charges for damage or loss.
- If a Chromebook or Chromebook Charger is missing and/or not returned to the school by the student, the student/student's parents/guardian are responsible for the full replacement cost.
- This repair policy will NOT cover damage that is the result of neglect, or a deliberate action by the student to damage their device.

Educational Use

School-issued Chromebooks are for educational purposes and students are to adhere to the Verndale Public School Acceptable Use Policy and all corresponding administrative procedures at all times.

Using Your Chromebook At School

Students are expected to bring their assigned Chromebook to each class every day, unless specifically advised not to do so by their teacher. Students are responsible for making sure their computers are charged each school day.

Background and Themes

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will rarely print directly from their Chromebooks at school. Any printing that needs to be done can be accomplished by accessing their Google Chrome Accounts in the school lab, printing at home, or occasionally printing to the Media Center printer.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Using Your Google Chrome Account Outside of School

- The majority of student work will be stored in Google Drive or Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile internet devices.
- Students should always remember to save frequently when working on digital media, not all Google tools/apps automatically update/save.
- The school will not be responsible for the loss of any student's work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solution.
- Your Chrome Account is accessible from any computer. Homework will often be tied to the student's google drive account and will need to be accessed at home. Students are bound by the Verndale Public Schools Internet Acceptable Use Policy, administrative procedures, and all other guidelines in this document wherever they use their Google Chrome account.

CHROMEBOOK CARE

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or the Technology Department as soon as possible so it can be resolved.

School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink by the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a Verndale Public School asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged a fee if the asset tag is removed or tampered with.

Chromebooks Left Unattended

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, bathrooms, computer labs, Media Center, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.

DIGITAL CITIZENSHIP

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experience, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Inappropriate Digital Citizenship by Student

The level of inappropriate Digital Citizenship by the student has two levels of infractions and are determined by the seriousness of the act.

1. Minor/Level 1: These are the least serious and will be dealt with on a case by case basis. These infractions include:
 - a. Playing games, without permission from the teacher (first offense).
 - b. Touch someone else's computer.
2. Major/Level 2: The Level 2 infractions are more serious than Level 1 and will require a more formal disciplinary action. Some of these include (but are not limited to):
 - a. Use Chromebook to cyberbully.
 - b. Inappropriate online collaboration, writing or class dialog on the Chromebook/Google account.
 - c. Chronic minor violations.

General guidelines/methods of discipline for all students.

1. First violation:
 - a. Chromebook taken away by school personnel
 - b. Chromebook taken away during study hall
2. Second violation
 - a. Chromebook taken away for a week.
 - b. Student received referral
 - c. Contact parents
3. Third violation
 - a. No use of Chromebook by student until administration or a teacher can meet with parents.
 - b. Restricted use of Chromebook - faculty managed use.
 - c. Restricted use of Google account issued to student.
 - d. Chromebook taken away for a specified duration.
 - e. Other consequences determined appropriate by administration.

CHROMEBOOK AGREEMENT

Before receipt of the Chromebook, please complete and return the attached Chromebook Use and Expectations and User Agreement to the office. With the completion of this document, the student and their parent/guardian agree to follow and accept:

- Pay a \$20 insurance fee
- Internet Acceptable Use and Safety Policy
- The contents of the Chromebook Parent/Student Handbook
- The Website and Social Media Guidelines (below)
- Verndale School owns the Chromebook and software. (You may want to purchase a wireless mouse and ear buds to have on hand).
- In no event shall Verndale school be held liable to any claim of damage, negligence, or breach of duty.
- This handbook may be updated, changed or modified at the sole discretion of Verndale Public School. We will provide advance notice of any changes through regular school communication.

Student Chromebook Use and Expectations

- You may use only school approved backgrounds.
- Profile image may be a picture of yourself or an avatar.
- Use your school email only.
- Lower the lid when the teacher is talking.
- Chromebooks are not allowed in the bathroom, locker room, or during lunch
- Use your Chromebook in the classroom when instructed to use it.
- Do not visit pages or documents that do not follow our Internet Use Agreement policy.
- School-approved games are allowed when teachers have given permission to play.
- Sound should be muted on Chromebook. Use of headphones is permitted, when granted by a teacher.
- In your classroom, carry your Chromebook with the lid closed using two hands.
- When moving between classrooms, carry Chromebook in a safe manner.
- Never throw, slide, drop or press hard on your Chromebook.
- No food or drinks allowed near the Chromebook.
- Sign out of your Chromebook and shutdown at the end of each day.

Chromebook Student/Parent User Agreement.

Part One: Student Information

Please complete the spaces below to identify the student and their assigned device.
Signing indicates you have read and understand the Chromebook policies

Student Name: _____ Grade: _____

Student Signature: _____ Student ID: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Serial Number of Chromebook: _____ Asset #: _____

Internet Use and Chromebook Student/Parent User Agreement

Part Two: Website & Social Media Guidelines

Student Initials	<u>Think before you act because your virtual actions are real and permanent!</u>	Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, is it True, Helpful, Inspiring, Necessary, Kind?)	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is good practice to hyperlink to your sources.	
	Be aware that images may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
	Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.	
	Students will have access to YouTube. They are expected to use it for school provided/related links only.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Any personal devices should ALWAYS use our Guest Wi-fi Network.	

**Emergency Plan
Proposed Updates
August 12, 2019**

1. External Lockdown
 - a. Add - 4. All students will be brought into the school building.
 - b. Modify - 5. Students will not be allowed to leave the building without permission from the Administration.

Teachers' Handbook

Proposed Changes

August 12, 2019

1. Update all references to dates and school year
 - a. 2019-2020 Teacher Handbook
 - b. 2019-2020 Verndale School District Goals (Reviewed August 5, 2019)
 - i. Optimize Student Achievement
 - ii. Manage an Effective School District Budget
 - iii. Retain ~~High-Performing~~
 - c. Change names and titles to appropriate staff:
 - i. Health Aide - TBD
 - d. Press Releases - School District will publish a variety of news releases throughout the school year to keep parents and the public informed. These formats include the ~~Pirate Pride~~ **Effective** Verndale Back to School Newsletter, Pirate Post, and Facebook. Teachers are encouraged to submit news articles promoting programs, events, and information to the **media assistant** for publication.
 - e. Teachers should email or bring announcements/notices to the office ~~secretary (Michelle)~~ by 8:15 A.M. for submission in the daily bulletin.
 - f. Tardiness - Remove third paragraph ~~"A list of progressive discipline protocols for tardiness will be available for staff to post in their classrooms."~~

Student Handbook Updates **2019-2020 School Year**

Elementary and Secondary Student Handbook Updates

- General grammatical / formatting updates
- Updated welcome message on page 2
- Updated School District Goals - Number 3
 - Changed wording from “Retain High-Performing Staff Members” to “Retain Effective Staff Members”
- Update daily schedule times
- Update breakfast/lunch prices
- Update staff names and contact information
- Update school-wide discipline policy information
- Update dress code policy to include headphones and hoods
- Add new District Language Survey

High School Student Handbook Updates

- Update Co-Curricular Activities / Advisors List



~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.

August 12, 2019

Dear Ms. Kaeli Dorn,

At a regular school board meeting held on August 12, 2019, the Verndale School Board authorized the superintendent or designee to conduct financial transactions on behalf of the school district with First National Bank of Ottertail. I have included a copy of the minutes from that meeting for your records. Please recognize the school district's business manager, Jordan Anderson, as the designee.

Thank you for providing the appropriate oversight and security in this matter. If you require additional documentation, please let me know at your earliest convenience.

Sincerely,

Paul Brownlow
Superintendent



Date August 12, 2019

TD Ameritrade Institutional

Ehlers Investment Partners, LLC

Please remove Dawn Anderson and add Jordan Anderson as a authorized signer on account number 938130028 for VERNDALE PUBLIC SCHOOLS ISD #818.

Thank you,

Paul Brownlow
Superintendent



SECRETARY'S CERTIFICATE REGARDING CORPORATE RESOLUTIONS (PROFIT OR NONPROFIT)

Account #: 938130028

Advisor Code: AZ7U

Case #: _____

Agreement

I hereby certify that I am the Secretary of VERNDALE PUBLIC SCHOOLS ISD #818; a corporation duly organized and existing under the laws of the State/Province of Minnesota, and that the following is a true copy of a resolution duly adopted by the board of directors of said corporation at a meeting held the 12th day of August, 2019, at which meeting a quorum was present and acting throughout, or by unanimous consent of the board of directors dated as of the 12th day of August, 2019, and that such resolution has not been rescinded or modified and is in full force and effect:

RESOLVED, that the President, Vice President, and the Treasurer of this corporation, or any one of such officers, are hereby fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over, and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness, or other securities (including short sales) now or hereafter standing in the name of or owned by this corporation, to purchase stocks, bonds, debentures, notes, evidences of indebtedness, and other securities (on margin or otherwise), and to make, execute, and deliver, under the corporate seal of this corporation, any and all written instruments necessary or proper to effectuate the authority hereby conferred.

Investments Permitted

The undersigned agree to the entering of purchases and sales of securities as well as all other transactions in the following types of accounts:

- Cash Margin Options: Writing Covered Creating Spreads
 Purchasing Long Writing Uncovered

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person authorized to trade on an account.

What this means for you: When you are authorized to trade on an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also utilize a third-party information provider for verification purposes and/or ask for a copy of your driver's license or other identifying documents.

I further certify that the authority hereby conferred is consistent with the charter or by-laws of this corporation. Unless indicated below that I am a sole officer, the following is a true and correct list of the officers of this corporation as of the present date and a record of the officers' signatures:

I am the sole officer.

If you are changing the beneficial owner or control person for this entity, please complete the Beneficial Owner/Control Person Entity Update Form.

PRINT INFORMATION

A. OFFICER/MANAGER/PARTNER/AUTHORIZED AGENT		
First Name: Paul	Middle Initial: James	Last Name: Brownlow
Street Address:		
City:	State:	ZIP Code:
Social Security Number:	Date of Birth: 08-24-1973	Phone Number: 218-445-5184
Please specify if you are: <input checked="" type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student		
Employer Name (If self-employed, please provide the name of your business): VERNDALE PUBLIC SCHOOLS ISD #818		
Please choose the occupation and industry of occupation code that most accurately describes your situation, from the list provided on page 4 Occupation: T41 Industry of Occupation: E11		
Employer Street Address: 411 SW BROWN ST		
City: Verndale	State: MN	ZIP Code: 56481



Check here if you are a: <input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Not a U.S. Citizen.	Country of Citizenship (For non-U.S. Citizens and Permanent Residents):
Country of Dual or Secondary Citizenship (if applicable):	Country of Birth (For non-U.S. Citizens and Permanent Residents):
Non-U.S. citizens: Do you hold a current U.S. immigration visa? <input type="checkbox"/> Yes <input type="checkbox"/> No Specify visa type: _____ Visa Number: _____ Expiration: _____ (Nonresident aliens must submit Form W-8BEN and a copy of a current passport. If a U.S. address is listed, then attach a signed "Letter of Explanation for U.S. Mailing Address/U.S. Phone Number Attachment to Form W-8" [Form TDAI 835].)	
<input type="checkbox"/> Check here if you or your spouse, any member of your immediate family, including parents, in-laws, siblings, and dependents, is a member of the board of directors, 10% shareholder, or policy-making officer of a publicly traded company. Specify the company name, address, city, and state:	
<input type="checkbox"/> Check here if you or your spouse, any member of your immediate family, including parents, in-laws, siblings, and dependents is licensed, employed by, or associated with, a broker-dealer firm, a financial services regulator, securities exchange, or member of a securities exchange. If checked, please specify entity below, and provide a copy of the required authorization letter.	
X Signature: <u>Paul Behr</u>	Date: _____

B. OFFICER/MANAGER/PARTNER/AUTHORIZED AGENT

First Name: Dawn	Middle Initial:	Last Name: Anderson
Street Address:		
City:	State:	ZIP Code:
Social Security Number:	Date of Birth: 06-05-1972	Phone Number:
Please specify if you are: <input checked="" type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student		
Employer Name (if self-employed, please provide the name of your business): VERDALE PUBLIC SCHOOLS ISD #818		
Please choose the occupation and industry of occupation code that most accurately describes your situation, from the list provided on page 4. Occupation: A42 Industry of Occupation: F21		
Employer Street Address: 411 SW BROWN ST		
City: Verndale	State: MN	ZIP Code: 56481
Check here if you are a: <input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Not a U.S. Citizen.	Country of Citizenship (For non-U.S. Citizens and Permanent Residents):	
Country of Dual or Secondary Citizenship (if applicable):	Country of Birth (For non-U.S. Citizens and Permanent Residents):	
Non-U.S. citizens: Do you hold a current U.S. immigration visa? <input type="checkbox"/> Yes <input type="checkbox"/> No Specify visa type: _____ Visa Number: _____ Expiration: _____ (Nonresident aliens must submit Form W-8BEN and a copy of a current passport. If a U.S. address is listed, then attach a signed "Letter of Explanation for U.S. Mailing Address/U.S. Phone Number Attachment to Form W-8" [Form TDAI 835].)		
<input type="checkbox"/> Check here if you or your spouse, any member of your immediate family, including parents, in-laws, siblings, and dependents, is a member of the board of directors, 10% shareholder, or policy-making officer of a publicly traded company. Specify the company name, address, city, and state:		
<input type="checkbox"/> Check here if you or your spouse, any member of your immediate family, including parents, in-laws, siblings, and dependents is licensed, employed by, or associated with, a broker-dealer firm, a financial services regulator, securities exchange, or member of a securities exchange. If checked, please specify entity below, and provide a copy of the required authorization letter.		
X Signature: _____	Date: _____	

C. OFFICER/MANAGER/PARTNER/AUTHORIZED AGENT

First Name: Jordan	Middle Initial:	Last Name: Anderson
Street Address:		
City:	State:	ZIP Code:
Social Security Number:	Date of Birth: 12/28/1993	Phone Number:
Please specify if you are: <input checked="" type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student		
Employer Name (if self-employed, please provide the name of your business): VERDALE PUBLIC SCHOOLS ISD #818		
Please choose the occupation and industry of occupation code that most accurately describes your situation, from the list provided on page 4. Occupation: A42 Industry of Occupation: F21		

Employer Street Address:
411 SW BROWN ST

City: Verndale State: MN ZIP Code: 56481

Check here if you are a: U.S. Citizen Permanent Resident Not a U.S. Citizen. Country of Citizenship (For non-U.S. Citizens and Permanent Residents):

Country of Dual or Secondary Citizenship (if applicable): Country of Birth (For non-U.S. Citizens and Permanent Residents):

Non-U.S. citizens: Do you hold a current U.S. immigration visa? Yes No Specify visa type: Visa Number: Expiration:

Check here if you or your spouse, any member of your immediate family, including parents, in-laws, siblings, and dependents, is a member of the board of directors, 10% shareholder, or policy-making officer of a publicly traded company. Specify the company name, address, city, and state:

Check here if you or your spouse, any member of your immediate family, including parents, in-laws, siblings, and dependents is licensed, employed by, or associated with, a broker-dealer firm, a financial services regulator, securities exchange, or member of a securities exchange. If checked, please specify entity below, and provide a copy of the required authorization letter.

X Signature: Date:

D. TRUSTED CONTACT (Optional)

By completing this section, you authorize TD Ameritrade to contact the person(s) named below for the following reasons: if there are questions or concerns about my whereabouts or health status; if TD Ameritrade suspects that I may be a victim of fraud or financial exploitation; if TD Ameritrade suspects that I might no longer be able to handle my financial affairs; to confirm the identity of any legal guardian, executor, trustee, authorized trader, or holder of a power of attorney; or if TD Ameritrade has any other concerns or is unable to contact me about my account(s) held at TD Ameritrade. Please review the Client Agreement for the full terms and conditions regarding how TD Ameritrade uses this information.

NOTE: Your Trusted Contact must be someone other than an account owner and cannot be the Investment Advisor. You may provide more than two Trusted Contact Persons by completing and signing additional Trusted Contact Authorization Forms.

First Name: Middle Initial: Last Name:

Relationship:

Primary Telephone Number: Email Address:

Mailing Address:

City: State: ZIP Code:

First Name: Middle Initial: Last Name:

Relationship:

Primary Telephone Number: Email Address:

Mailing Address:

City: State: ZIP Code:

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said corporation this 12 day of August, 2019.

Secretary's Signature (or sole officer): Date:

Printed Name of Secretary

[PLACE YOUR CORPORATE SEAL HERE]

Mailing Address: TD Ameritrade Institutional PO BOX 650567 Dallas, TX 75265-0567

TDAI 9303 REV. 11/18

Investment Products: Not FDIC Insured * No Bank Guarantee * May Lose Value

Occupation Codes

A42 Accountant/Auditor/Bookkeeper	C82 Compliance/Regulatory Professional	N21 Nurse
A62 Adjuster	C92 Consultant	O11 Office Associate
A82 Advertiser/Marketer/PR Professional	C43 Counselor/Therapist	O21 Other; if Other, include a description in the Occupation box.
A33 Air Traffic Controller	C53 Customer Service Representative	P81 Pharmacist
A43 Ambassador/Consulate Professional	D11 Dealer	P91 Physical Therapist
A53 Analyst	D61 Dentist	P22 Pilot
A63 Appraiser	D31 Distributor	P32 Police Officer/Firefighter/Law Enforcement Professional
A73 Architect/Designer	D41 Doctor/Surgeon/Physician	P42 Politician
A83 Artist/Performer/Actor/Dancer	D51 Driver	P52 Project Manager
A93 Assistant/Executive Assistant	E51 Engineer	R81 Real Estate Professional
A44 Athlete	E71 Exterminator	R71 Researcher
A64 Attorney/Judge/Legal Professional	F71 Factory/Warehouse Worker	S41 Salesperson
A74 Auctioneer	F81 Farmer/Rancher	S51 Scientist
L51 Banker/Lending Professional	F91 Financial Planner/Advisor	S61 Seamstress/Tailor
B21 Barber/Beautician/Hairstylist	F22 Flight Attendant	S71 Security Guard
B31 Broker/Registered Rep	F32 Human Resources Professional	S81 Social Worker
B41 Business Executive (VP, Director, etc.)	I41 Importer/Exporter	T41 Teacher/Professor
B51 Business Owner	I51 Inspector/Investigator	T51 Technician
C81 Caregiver	I81 Investor	T61 Teller
C91 Carpenter/Construction Worker/Contractor	I91 IT Professional/IT Associate	T71 Tradesperson/Craftsperson
C22 Cashier	J31 Janitor	T81 Trainer/Instructor
C32 Chef/Cook	J41 Jeweler	U21 Underwriter
C42 Chiropractor	L31 Laborer	V11 Veterinarian
C52 Civil Servant	L41 Landscaper	W21 Writer/Journalist/Editor
C62 Clergy	M91 Mechanic	
C72 Clerk	M22 Military, Officer or Associated	
	M32 Mortician/Funeral Director	

Industry of Occupation Codes

A11 Accounting	F11 Fashion/Clothing	O31 Other; if Other, include a description in the Industry of Occupation box
A21 Advertising/Marketing	F21 Financial Services	P11 Parking and Car Washes
A31 Aerospace/Defense	F51 Firearms and Explosives	P21 Pawn Shops/Brokers
A41 Agriculture/Forestry	G11 Gaming/Casino/Card Club	P31 Personal Care/Hygiene (Beauty, Salon, Cosmetics, Massage, etc.)
A51 Amusement and Recreation	G21 Government/Public Administration	P41 Pharmaceuticals
A61 Animal Services and Veterinary	G31 Grocery/Supermarket	P51 Printing/Publishing
A71 Architecture/Design	H11 Healthcare/Medical Services	P71 Professional/Civic Organizations (Non-Retail)
A81 Arts/Antiques	H21 Hotel/Hospitality	R11 Real Estate
A91 Athletics/Fitness	I11 Import/Export	R21 Religious Organization
A32 Automotive	I21 Information Technology (IT)	R31 Repair Services - Home, Auto, and Other
B11 Aviation	I31 Insurance	R41 Restaurant/Food Service
C11 Bar/Nightclub/Adult Entertainment Club	J11 Jewelry, Gems, and Precious Metals	R51 Retail Sales/Retail Trade
C21 Childcare	L11 Legal Services/Public Safety	S11 Science and Biotechnology
C31 Cleaning/Janitorial/Housekeeping	L21 Logistics/Supply Chain	S21 Security
C41 Communications/Telecommunications	M11 Manufacturing	T11 Transportation
C51 Construction/Carpentry/Landscaping	M21 Maritime	T31 Travel
C61 Convenience Store/Liquor Store/Gas Station	M31 Media/Entertainment	U11 Utilities (Public)
C71 Customer Service and Support	M41 Mining, Oil, and Gas	W11 Wholesale Sales/Trade
E11 Education	M51 Money Services Businesses (Check Cashing, Money Transmitting, Payday Loans, Currency Exchange)	
E21 Embassy/Consulate	N11 Non-Profit/NGO (Non-Government Agency)/Charity	
E31 Energy		
E41 Engineering		



Hess, Michael <mhess@vps.verndale.k12.mn.us>

How to cash in on your old computers

Jonathan French <jonathan.french@stseducation-us.com>
To: "Hess, Michael" <mhess@vps.verndale.k12.mn.us>

Fri, Jul 12, 2019 at 2:54 PM

Michael,

I can give you \$800, this will include the cost of freight.

Please let me know if you would like to proceed.

[Quoted text hidden]

Your old network/wireless/computer hardware?

Contacts/Recycle

Josh Parker <jparker@relaynetworks.com>

Tue, May 21, 12:05 PM

to me

Hi Mike,

Let me know if you have any projects on the radar and are pulling out any network hardware/telephone/wireless or computer/laptops etc we are looking to buy.

Thank you,

Josh Parker | *Relay Networks, Inc.*

D: [952-698-5621](tel:952-698-5621)

jparker@relaynetworks.com www.relaynetworks.com

Networking/Wireless Solutions for Aruba | Ruckus | Extreme | Juniper | Cisco | Meraki | Enterasys | Motorola Canopy | Alvarion | HP | Alcatel-Lucent/Telica | ShoreTel | Brocade/Foundry | Adtran | Metaswitch and much more..



Hess, Michael <mhess@vps.verndale.k12.mn.us>

Tue, May 28, 2:48 PM

to Josh

Hey Josh, thanks for the email. Yea we're finalizing our transition to our new Ruckus access points, so our old ones are going to be put in a box. I've also got a whole PC lab that I'm going to tear down.

Plenty of old Lenovo N22's in various states of broken.

We're also getting rid of some iPads but we have a guy that usually buys them. I'll be happy to give you info to get a quote as well tho.

Let me know what you need and I'll gather what I can.

Josh Parker <jparker@relaynetworks.com>

Tue, May 28, 3:05 PM

to me

Thanks for getting back to me Mike. Whenever you get a list put together, please shoot it over and I'll see if we can get you an offer.

Model #, quantity's is most important but any other specs or details is very helpful. We are reseller, not a recycler so if it is all broken stuff we won't make an offer but if you have a good amount of working units then we will take the broken to make it easier and then just recycle those, hope that makes sense.

Thanks again,



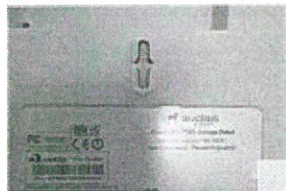
Hess, Michael <mhess@vps.verndale.k12.mn.us>

Fri, Jun 28, 11:28 AM

to Josh

Sorry for the lengthy delay here, Josh. I think the only things that we have that are in working order that are sellable are our Ruckus Access Points. I've counted 19 working units, only replaced during our last upgrade. I've attached a picture of the product below.

We also have plenty Lenovo T420s that we're going to be trashing soon. They're pretty old but thought I'd at least mention it.



Josh Parker

Mon, Jul 8, 2:49 PM

to me

I understand, I was out all last week as well.

Unfortunately you are most likely better off sending all to the recycler, I am unable to make an offer as the value just isn't there anymore on these.

Thanks again, I appreciate you getting back to me!

ASSET VALUE RECOVERY INVENTORY FORM INSTRUCTIONS: In order
Please send this completed AVR Inventory Form to your STS Education techni

CONTACT INFORMATION

First Name	Mike
Last Name	Hess
Position Title	IT Coordinator
School Name	Verndale Public Schools
District Name	Verndale Public Schools
Address	411 SW Brown St., Verndale MN, 56481
Email	mhess@vps.verndale.k12.mn.us
Phone Number	218-445-5184

INVENTORY

	Make (Dell/HP/Lenovo/Apple/ etc.)	Model/Chassis (DT,SFF, Tower, AIO, Laptop, Chromebook, Tablet)	Sample S/N of one unit	Quantity
1	Ruckus	ZoneFlex 7363 Access Point	931404004847	19
2	Lenovo	Chromebook N22	LR005JD62	29
3	HP	Elitebook 8470p	CNU251CXVJ	25
4	Lenovo	Thinkpad T420	R8N2RFH	30+
5				
6				
7				
8				
9				
10				
11				
12				
13				

itions below with as much detail as is known about your hardware.
 get in touch with you within one business day.

Includes working peripherals** / standard accessories?	Comments
Yes	Access points that were replaced after our network upgrade
Yes	Chargers only
No	Battery only
No	battery with chargers

14				
15				
16				
17				
18				
19				
20				

CONDITION DEFINITIONS*

Like new	An item that looks as if it was just taken out of s
Very good	An item that is used but still in very good condit
Good	An item is used but is in good working conditio
Poor	An item is used but is in good working conditio
For parts/Not working	An item with obvious wear and/or damage that r

****PERIPHERALS INCLUDE:** Battery, AC Adapter, Keyboard, Mouse, Video C

Questions to answer for the best value on the equipment:

1	When will the equipment be ready for pick up?	
2	Is the equipment in one location at the school?	
3	Do you have a loading dock or is a liftgate truck needed?	
4	Do you have packing supplies, i.e. boxes, bubble, pallets, shrink wr	
5	For iPads or Chromebooks, were they kept in carts or taken home?	
6	For iPads or Chromebooks, have they been unenrolled or reset to fa	

shrink wrap. No visible wear, and all facets of the item and accompaniment. No damage to the case or cover, no scuffs, scratches cracks, or discoloration. May have minor aesthetic damage to the case including scratches or scuffs. It has major aesthetic damage to the screen or case including scratches or scuffs that negatively impacts the functionality.

Cable and Power Cord, etc.

--

ap, etc.?		

actory settings?		
------------------	--	--

Agreement

THIS AGREEMENT is between the County of Wadena, by and through the Wadena County Public Health, hereinafter referred to as "Public Health" and Verndale School District Number 818, hereinafter referred to as the "Contractor".

WITNESSETH:

WHEREAS, the Contractor has need for School Health Nursing Services; and

WHEREAS, Public Health has qualified staff to provide School Health Nursing Services,

NOW THEREFORE, in consideration of mutual covenants and agreement contained herein, it is agreed, by and between Public Health and the Contractor that:

A. Public Health agrees to:

1. Provide qualified school health nursing services of up to 300 hours direct per year. Direct time will include actual hours spent and travel time to and from the school. Direct time may include hours at another location as requested by the school. Hours above the 300-hour maximum will be prior approved by the school district. Public Health may substitute a nurse if the assigned nurse is not available.

2. Provide directly or indirectly the following requested school services, following written policies and procedures:

a. Individual student follow up.

b. Screening services

- 1) Lice checks as requested
- 2) Vision
- 3) Hearing
- 4) Scoliosis
- 5) Follow up on Early Childhood Screening referrals
- 6) Height and weight

c. Communicable disease control

- 1) Review fall immunization report which is submitted to the Minnesota Department of Health.
- 2) Review student health records.
- 3) Immunization clinics as necessary are arranged.
- 4) Follow up on communicable diseases.

d. Health education

- 1) Resources to teachers as time allows
- 2) Health problems including but not limited to:
 - a. Dental health
 - b. Cancer detection
 - c. Growth and development
 - d. Nutrition

- e. Provide general training sessions for new faculty/staff to meet OSHA Bloodborne Pathogen Standard 29CFR 1919.1030 requirements
- f. Provide Hepatitis B vaccine and administer to faculty/staff according to recommended schedule.
- g. Provide technical assistance to review and update the Exposure Control Plan as required by the OSHA Standard as requested.

3. Reports of school health activities will be made as requested during the school year and an annual report at the end of the school year.

4. Contract services to be provided will follow standards of school nursing as outlined in Goals of School Nursing, a publication of the Minnesota Nurse's Association; the School Health Manual, a publication of the Minnesota Department of Health, and the Nurse Practice Act of Minnesota.

5. Shall bill for services on a monthly basis within 30 days of the end of the month.

B. The Contractor Agrees to:

1. Provide office space, including a desk and phone for the nurse when working in the school.

2. Appoint a school health aide to assist the school nurse.

3. Make available forms, materials and equipment to be used for school records, correspondence and clinics.

4. Provide a contact person through whom teachers and school personnel can make referrals to the nurse.

5. Maintain and provide access to school health records.

6. Recording of clinics and screening results on health records will be done by the designated school health aide. The school nurse will work with the aide to teach proper recording. School Health Aide will keep current list of all students enrolled available for the school nurse.

7. Provide appropriate space for the school nurse to carry out school health activities. (e.g. hearing screening requires a quiet area, vision screening requires proper illumination.)

8. Assist Public Health in school health program development and evaluation by providing data and administrative conferences, if requested.

9. The Contractor may request additional hours of service beyond those specified in A1.

10. Reimburse Public Health for services at \$46.80 per hour for school nurse time.

11. Pay Public Health for services rendered within 30 days of billing.

12. Pay for mileage for school health nursing services on a monthly basis at the prevailing federal mileage rate for miles driven round trip from Public Health to the school and other school health services work related assignments to meet the needs of the school.

Implementation Checklist

Employer Name: Verndale Public School

Total # Employees: 100 # Actively Contributing: 43

Conference Call (Date & Time): 8/13/19 Start Date: 9/15/2019
available all day.

REQUIRED START-UP DOCUMENTATION	
<input type="checkbox"/>	Services Agreement: 403b <input type="checkbox"/> 457 <input type="checkbox"/>
<input checked="" type="checkbox"/>	Plan Document(s): 403b <input checked="" type="checkbox"/> 457 <input checked="" type="checkbox"/> Including Adoption Agreement
<input type="checkbox"/>	Authorization of Agency
<input type="checkbox"/>	Salary Reduction Agreement (SRA) Waiver
<input checked="" type="checkbox"/>	Contact List
<input type="checkbox"/>	Initial Data File (forward via secure email only)
<input type="checkbox"/>	Vendor List w/ "Remit To" Addresses
<input type="checkbox"/>	Payroll Schedule (please include name of payroll software)

Services Agreement

This services agreement is entered into on _____, 20__ by _____, [address] _____ ("Employer"), and the Omni Financial Group, Inc., Water Tower Office Park, 1099 Jay Street, Bldg F, Rochester, New York 14611, ("OMNI").

WHEREAS, Employer sponsors certain retirement plans as specified in the attached Schedule (Plan) and whereas OMNI provides administration services for such plans, the parties agree for OMNI to act as third party administrator for the Plan in accordance with the following provisions.

1. OMNI'S SERVICES

- a) Assistance and training necessary to implement OMNI's services for the Plan.
- b) An OMNI compliance specialist and remittance specialist designated to personally service the Plan.
- c) Call center services to address any plan inquiries.
- d) Plan contribution limit calculation and monitoring.
- e) Maintain records of all transactions processed by OMNI and any records of data preceding OMNI's services as provided by the Employer.
- f) Ensure that all information received by OMNI in performing its services hereunder is used for plan administrative purposes only and is otherwise treated as confidential information.
- g) Provide forms necessary for participants to contribute to the Plan such as the OMNI Salary Reduction Agreement ("SRA") form and plan transaction forms.
- h) Receive SRA's online, via e-mail, fax or mail. OMNI shall communicate plan contribution changes by secure e-mail to Employer's payroll department.
- i) Maintain a distribution account for plan contributions. In no event shall the distribution account funds be commingled with any of OMNI's other accounts, operational or otherwise.
- j) Serve as the common remitter for the Plan and promptly remit all funds to the employee's selected investment provider, according to the timetable set forth in the attached Schedule.
- k) Process all plan transactions such as age/severance/disability/death distributions, contract exchanges, transfers, loans, hardship withdrawals, service credit transfers, rollover contributions and QDRO's provided that Employer has begun to remit, and OMNI has in its possession, all necessary documents such as Employer's written Plan. The Services do not include processing loan repayments through OMNI.
- l) Provide Employer with yearly contribution limits for all contributing employees, including all applicable catch-up provisions.
- m) Verify that investment accounts are ready to receive contributions prior to communicating a contribution change to the Employer.
- n) Enter into Information Sharing Agreements with Investment Providers on behalf of Employer.
- o) Provide a Plan document, and provide amendments to the Plan pursuant to Employer's request or changes in law during the term of this Agreement.
- p) Notify Employer of Federal laws that affect the Employer's Plan.
- q) Manage IRS audits of the Employer's Plan.
- r) Insurance, and Crime Policy:
 - i. Provide and pay the full premiums for errors and omissions insurance coverage issued by a carrier authorized to provide such coverage in the State in which the services are to be performed, insuring against claims made, resulting or emanating from the Services that OMNI is providing the Employer pursuant to this agreement with a limit to \$5,000,000 per claim made, \$5,000,000 in aggregate.
 - ii. OMNI shall also provide and pay the full premiums on a crime policy in the amount of \$10,000,000 by a carrier licensed to issue such policies in the State in which the services are to be performed, covering OMNI's financial and distribution accounts for employee theft, forgery or alteration, and fund transfer fraud. Upon request Employer shall be named as a Loss Payee under said policy.
 - iii. OMNI shall also provide and pay full premiums on a Data Breach and Privacy Security Liability policy issued by a carrier authorized to provide such coverage in the State in which the services are to be performed, insuring against claims and/or breaches made with a limit of \$2,000,000 per each claim/breach made, and \$2,000,000 in aggregate.
- s) When necessary, issue federal tax 1099-R Form(s) for plan participants with respect to plan distributions that do not qualify for tax deferred treatment.

- t) Provide ongoing assistance, guidance, and information to Employers, their officials/administrators, employees, union representatives or investment providers with respect to the Plan including contributions, transactions, documents or any other related issues.

2. EMPLOYER'S OBLIGATIONS, ACKNOWLEDGEMENTS, REPRESENTATIONS

- a) Transfer plan contribution funds via ACH or wire to OMNI's distribution account for distribution to the employee's selected investment provider.
- b) Establish a secure email account with OMNI enabling OMNI to securely transmit confidential data necessary to perform its obligations under this agreement.
- c) Provide OMNI with information relevant to the Plan necessary for OMNI to fulfill its obligations under this Agreement such as employees' dates of severance, disability or start dates.
- d) Select the plan's investment providers from the list of investment providers having an Information Sharing Agreement with OMNI.
- e) Employer is responsible for the proper characterization of any 403(b) Employer non-elective contributions.
- f) Employer is responsible for any other agreement it has relevant to the Plan, such as collective bargaining agreements or agreements directly with the Plan's investment providers.
- g) Employer shall inform OMNI of any other benefit plans that may affect the administration and proper compliance of the Employer's Plan.
- h) Employer shall distribute yearly a notice of its plan to all eligible employees for 403(b) Universal Availability purposes. OMNI shall provide employer with a form for this purpose.
- i) If the Employer fails to comply with any of its obligations, OMNI shall not be liable for any ensuing plan compliance failures and/or errors, omissions, in contract or in tort, or any other matters directly or indirectly arising out of, connected with, or related to the Employer's failures and/or errors. Accordingly, the indemnifications set forth herein will not be applicable.
- j) OMNI's role is to be the Employer's third party administrator for its Plan, and ensure compliance with the U.S. Tax Code and related regulations. OMNI does not intend to replace the Employer's legal counsel, or tax professional, and OMNI's Services under this Agreement do not include legal or tax advice, and that no analysis and/or recommendation made by any employee, agent, officer, or director of OMNI, in fulfilling OMNI's obligations under this Agreement, shall be so construed. Further, Employer understands and acknowledges that OMNI has advised the Employer to consult with Employer's own legal counsel or tax professional with respect to the Employer's Plan, or any related operational concerns, or other agreement(s) in place such as collective bargaining agreement(s).
- k) OMNI shall hold Employer remitted funds without an existing account to be applied to, for only a reasonable period of time or until an account where such funds can be applied to is established, whichever may be sooner. In no event shall OMNI hold any such funds for more than forty five ("45") days from the date of receipt. Accordingly, OMNI will return any such funds promptly to Employer.

3. INDEMNIFICATIONS

- a) Subject to the limitations set forth herein OMNI and Employer, each agree to the extent permitted by applicable law, to indemnify and hold the other party harmless against any and all liabilities, losses, costs or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against the other party at any time to the extent such liability, loss or expense results from the indemnifying party's negligence, breach of the terms hereof, or willful misconduct under this Agreement. Except as specifically provided otherwise in the preceding sentence, and to the extent permitted by applicable law, Employer shall indemnify and hold OMNI harmless against any and all liabilities, losses, costs or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against OMNI at any time in connection with OMNI's having acted upon the directions of Employer hereunder, or OMNI's having failed to act as a result of the absence of Employer directions.
- b) OMNI's duties and liability, if any, to indemnify Employer will become effective when the following conditions are met: OMNI has completed in a timely manner its compliance review of the Employer's Plan; the Employer has implemented all relevant recommendations made by OMNI; and, OMNI has established the distribution account described in the Agreement and has commenced making distributions therefrom.
- c) The indemnifying party shall have sole control of the defense and settlement of such claims and is not responsible for any settlement that it does not approve in writing; and the indemnitee renders all assistance required.

- d) The party seeking to be indemnified agrees to notify the indemnifying party of a claim within a reasonable time period. All notices shall comply with the notice requirements set forth herein.

4. TERM and TERMINATION

This Agreement shall continue until terminated. Either party may terminate this Agreement by giving the other no less than thirty (30) days written notice prior to termination, in which case this Agreement shall terminate on the effective date specified in such notice. Either party may cancel this Agreement immediately, in whole or in part, for material default, material breach, insolvency, bankruptcy, and inability to pay debts, or similar financial circumstances by the other. In the event of any such termination, OMNI shall invoice the Employer for any amounts due and payable for Services rendered to Employer prior to the effective date of termination and Employer shall pay such invoice within ten (10) days of Employer's receipt thereof. Upon payment of such invoice, OMNI shall deliver to Employer all work completed up to the effective date of such termination and neither party shall have any further obligation or liability to the other.

5. GENERAL

- a) Entire Agreement and Amendment. This Agreement, together with any schedules, and exhibits attached hereto, contains the complete and exclusive understanding and agreement of the parties with respect to its subject matter and supersedes, merges, and replaces all prior writings, discussions and understandings relating to such subject matter. This Agreement may only be amended by a written agreement and signed by authorized representatives of both parties.
- b) Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of New York. The Parties hereby consent to the exclusive jurisdiction of any State or Federal court located in Monroe County, New York.
- c) Force Majeure. Neither party shall be responsible to the other party for any loss, damage, compliance error or expense caused by its failure to perform any duty or obligation under this Agreement which is due to causes beyond its control, such as an act of God, fire, flood, explosion, war, insurrection, riot, vandalism, terrorism, strike, power failure, interruption or loss of telephone/telecommunication services, or governmental act of regulation.
- d) Severability. If any term or provision of this Agreement is found to be invalid or unenforceable for any reason, it shall be adjusted rather than avoided, if possible, so as best to accomplish the objective of the parties to the extent possible. In any event, the remaining terms and provisions shall be deemed valid and enforceable. It is expressly understood and agreed that each provision of this Agreement providing for a limitation of liability disclaimer or limitation of warranties, or exclusion of damages is intended by the parties to be severable and independent of any other provisions and to be enforced as such.
- e) Assignment. This Agreement shall be binding on the parties and on their successors and assigns. Except as expressly provided herein, neither party shall transfer, assign or subcontract any right or obligation hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- f) Waiver. The failure of either party any time to require performance by the other party of any provision hereof shall not affect in any way the full right to require such performance at any time thereafter; nor shall the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself.
- g) Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute a single instrument.
- h) Notices. All notices relating to this Agreement shall be in writing, signed by the party providing such notice and shall be delivered by Personal delivery, fax, or certified U.S. Mail, return receipt requested. Notices shall be sent to the address of the other party as set forth above, or such other address as either party may specify in the future.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date or dates written below.

EMPLOYER:
By: _____

OMNI FINANCIAL GROUP, INC.:
By: _____
Robert F. McLean, President/CEO

Print Title: Superintendent

Date: _____

Date: 8/7/19

PLAN & FEE SCHEDULE

Name of Employer	
Plan(s):	<input type="checkbox"/> 403(b) <input type="checkbox"/> 457(b)
Fees: \$36/yr/contributing participant	<input checked="" type="checkbox"/> P3E (Exclusive) <input type="checkbox"/> P3L (Limited) <input type="checkbox"/> P3 Administrative Fee \$ <u>750</u> <input type="checkbox"/> Non-P3 Fee \$ _____ <input type="checkbox"/> Employer Paid / Std. Billing

Investment providers in the Preferred Provider Program (P3) have agreed to cover OMNI's fees for the Employer at the above rate, billed quarterly. In P3E (Exclusive), all future contributions are made to P3 providers; In P3L (Limited), contributions can continue to existing non-P3 provider accounts and new accounts are opened with P3 providers only. Employers agree to pay fees for these accounts as set forth above.

For accounts receiving OMNI invoices, billing will commence upon first remittance.

OMNI'S REMITTANCE

Files Received By	Funds Available For Use By	Day Processed
Wednesday Midnight	Friday 11:00 A.M. EST	Friday
Friday Midnight	Tuesday 11:00 A.M. EST	Tuesday

OMNI processes remittances on Tuesdays and Fridays provided that the Employer adheres to the above. Processing days during holiday weeks may vary.

Signer Initials: _____

Authorization of Agency

(Please PRINT name of Employer) With offices located at _____ ("Employer"), pursuant to the terms and conditions of its Services Agreement with the OMNI Financial Group, with principal offices located at 1099 Jay Street, Watertown Office Park, Bldg F., Rochester, NY, 14611 ("OMNI") hereby appoints OMNI as its duly authorized agent, to have full power and authority, as your Third Party Administrator ("TPA") to act on your behalf in any and all compliance matters pertaining to your 403(b) and/or 457(b) program, including but not limited to entering into Information Sharing Agreements with various service providers, pursuant to Section 1.403(b)-10(b)(2) of the Treasury Regulations.

Accordingly, OMNI is authorized to execute any and all documents in connection with its role as your TPA, and do all things incidental to or in furtherance of compliance with Section 403(b) laws and regulations.

This authorization shall remain in full force and effect until such time as your Services Agreement with OMNI expires or is terminated.

To induce any third party to act in reliance upon this document, you hereby agree that any third party receiving a duly executed copy, facsimile, or electronic form of this document may act in reliance thereon, and that revocation or termination of this document shall be ineffective as to such third party unless and until actual notice or knowledge of such revocation or termination shall have been received by such third party.

The individual whose signature appears below is duly authorized to execute this document.

Employer's Name _____

By: _____ (please print the name of individual signing)

Title: _____

Signature: _____ Date: _____

Address _____

Telephone Number: _____

Email: _____

_____ of _____, 20__

STATE OF)
) SS:
COUNTY OF)

On the ____ day of _____, 20__ before me the undersigned, a notary public in and for said state, personally appeared _____, personally known to me, or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the document, the individual or the person upon behalf of which the individual acted, executed the document.

Notary Public [Affix Stamp or Seal]

Salary Reduction Agreement (SRA) Waiver

To properly implement 403(b) and 457(b) services, it is necessary to obtain information typically found on a participant's Salary Reduction Agreement (SRA). Because the collection of SRA's is a time intensive process, OMNI streamlines the startup phase by receiving this information through the submission of your initial data and first remittance files. Together these files will contain all of the information necessary for OMNI to start remitting on your behalf.

Once remittances have begun, any employee wishing to start, stop, or otherwise change deductions will be required to complete a new SRA form with OMNI.

If you wish OMNI to use your initial data and first remittance files in lieu of obtaining existing SRA forms for current participants, please complete the authorization below.

Employer Authorization

Verndale Public School - ISD 818 authorizes The OMNI Group to rely solely on information provided in the initial data file and the first remittance file to establish the deduction profile for all currently participating employees.

Any future changes in deduction profiles must be accomplished by means of OMNI's SRA form. Verndale Public School - ISD 818 shall remain responsible for all SRA forms and related information until changes are requested by employees after the date of first remittance.

Signature: _____

Printed Name: Paul Brownlow

Title: Superintendent

Date: 8/7/19

Contact List

Employer Name: Verndale Public School - ISD 818
 Address (City, State, Zip) Verndale, MN 56481

Appointed Plan Liaison (Plan Oversight):

Name: Paul Brownlow
 Title: Superintendent
 Phone Number: (218) 445-5184
 Fax Number: (218) 445-5185
 Email: pbrownlow@vps.verndale.k12.mn.us

Secondary Plan Liaison (Plan Oversight):

Name: Kimberly Moske
 Title: Human Resources - Payroll
 Phone Number: (218) 445-5184 ext 305
 Fax Number: (218) 445-5185
 Email: Kmoske@vps.verndale.k12.mn.us

Payroll Contact (SRAs/Fund Changes):

Name: Kimberly Moske
 Title: Human Resources Payroll
 Phone Number: (218) 445-5184 ext 305
 Fax Number: (218) 445-5185
 Email: Kmoske@vps.verndale.k12.mn.us

Secondary Payroll Contact:

Name: Jordan Anderson
 Title: Business Manager
 Phone Number: (218) 445-5184
 Fax Number: (218) 445-5185
 Email: janderson@vps.verndale.k12.mn.us

Accounts Payable/Recipient of OMNI Invoices:

Name: Amy Thompson
 Title: Accts. Payable
 Phone Number: (218) 445-5184
 Fax Number: (218) 445-5185
 Email: athompson@vps.verndale.k12.mn.us

Banking Information:

Banking Name: Star Bank
 ABA/Routing Number: 091206541
 Account Number: 246070501



Formerly SelectAccount®

FLEXIBLE SPENDING ACCOUNT (FSA) PLAN DESIGN GUIDE

Please complete this form and return to Further 45 days before your effective date so we can properly administer your plan. If you have any questions, please call our Sales line at 855-363-2583. When complete either send via secure email only, to Further.Group.Administration@hellofurther.com, fax this form to 1-866-231-0214; or mail it to Further, PO Box 64193, St. Paul, MN 55164. All fields are required, incomplete forms will cause delays setting up your plan.

I. EMPLOYER INFORMATION

Employer's Name Verndale Public School- ISD 818

Employer's Street Address 411 SW Brown St.

City Verndale, State MN Zip Code 56481

Employer's Tax I.D. Number (required) 41-6008239

Type of Corporation S Corporation* C Corporation Partnership* Sole Proprietor*
 Political Subdivision/Church LLC* Non-Profit Other _____

*2% or more shareholders of an S Corporation, along with partners in a partnership, sole proprietors and members of an LLC or PLLP do not have access to an FSA.

Number of Employees Eligible for Plan: 88

Person Responsible For Authorization of Plan Design:

(Responsible for signing the Plan Design Guide and approving the plan design)

Name Paw Brownlow Title Superintendent

Phone Number (218) 445-5184 Fax Number (218) 445-5185

Email Address pbrownlow@vps.verndale.k12.mn.us

Main Contact Person:

(Has access to all plan information when calling Further and will automatically be granted full access to the Online Group Service Center)

Main Contact Person Kimberly Moeke Title Human Resources - Payroll

Phone Number (218) 445-5184 Fax Number (218) 445-5185

Email Address Kmoeke@vps.verndale.k12.mn.us

Additional Contact Person:

(Has access to the plan information indicated below when calling Further. Access to the Online Group Service Center may be granted by the Main Contact who will decide what online access is assigned by logging into the Online Group Service Center)

Additional Contact Person Jordan Anderson Title Business Manager

Phone Number (218) 445-5184 Fax Number (218) 445-5185

Email Address Janderson@vps.verndale.k12.mn.us

Additional Contact Person has access to when contacting Further:

All plan information OR Fee billing information Claim billing information

* Log into the Online Group Service Center to grant access to additional users or to add more contacts.

II. AGENCY/BROKERAGE INFORMATION

Agent/Broker Name (if applicable) _____ Email Address _____
Agent/Broker Code _____ Agent/Broker Phone _____
Agency/Brokerage Name (if applicable) _____ Email Address _____
Agency/Brokerage Code _____ Agency/Brokerage Phone _____
Agency/Brokerage Tax ID _____ - _____
Agency/Brokerage Address _____

III. TRANSFER OF ADMINISTRATION

Is Further taking over administrative services from another FSA administrator? Yes No
With your previous FSA plan, was rollover allowed to carry over from year to year? Yes No
(If yes on either question, Further will contact you)

IV. HEALTH PLAN ADMINISTRATIVE INFORMATION

Health plan carrier _____
A health plan must be offered in order to offer an FSA.
Is your plan fully insured or self insured? Fully Insured Self Insured

V. FLEXIBLE SPENDING ACCOUNT ADMINISTRATIVE INFORMATION

Plan Year

FSA start date _____ FSA end date _____

Plan Options (select all that apply)

- Medical Flexible Spending Account
- Dependent Care Flexible Spending Account
- Premium Reimbursement Account* (Employer sponsored group health plan)
- TaxSaver Health Options PRA* (Employers that do not sponsor a group health plan)

* These plan options are not flexible spending accounts but are covered under the IRS section 125 or 132. Refer to Fee Schedule for any additional charges with these Plans.

Note: The Premium Reimbursement Account and TaxSaver Account allow employees to use pre-tax dollars to pay for their supplemental insurance policies. Major medical premiums are not eligible for reimbursement if employee is actively working.

Cafeteria Plan

You must have a cafeteria plan in place to allow employee pre-tax contributions to the FSA. Please select one of the following:

- I currently have a cafeteria plan with Further. Please update my documents.
- I currently have a cafeteria plan with another vendor.
- I want Further to setup a cafeteria plan. Continue to the eligibility section below.

Eligibility Required for Plan documents (generally matches that of the health plan.)

Employees must work at least _____ hours per week to be eligible

Benefits will begin on: (select **only** one):

- First of the month following date of hire
- Date of hire
- First day after completion of the waiting period 30 days 60 days 90 days Other
- First of the month after completion of the waiting period 30 days 60 days 90 days Other

V. FLEXIBLE SPENDING ACCOUNT ADMINISTRATIVE INFORMATION (continued)

Terminations (applies to Medical FSA only)

Allowing continuation on an after-tax basis is mandatory.

Do you also wish to allow continuation on a pre-tax basis, taken from the employee's last paycheck, with the employee's written permission? Yes No (default)

Minimum and Maximum Employee Contribution Limits

	<u>Minimum</u>	<u>Maximum</u>	
Medical FSA \$ _____		\$ _____	(IRS maximum is \$2,700)
Dependent Care FSA \$ _____		\$ _____	(IRS maximum is \$5,000)
Qualified Parking \$ _____		\$ <u>Defined by IRS</u>	
Vanpooling \$ _____		\$ <u>Defined by IRS</u>	

Does the Employer contribute to any account(s)? Yes No (default)

If yes, indicate which accounts and amount of contribution: (select **all that apply**)

- Medical \$ _____ per participant at the start of the plan year.
- Dependent Care \$ _____ per participant at the start of the plan year.
- Vanpooling \$ _____ per participant at the start of the plan year.
- Parking \$ _____ per participant at the start of the plan year.

Note: The employer can contribute up to \$500 to all eligible workers without the employee contributing. When employer is contributing an amount over \$500, the employer's contribution cannot exceed the employee's election.

Grace Period

The grace period only applies to Medical and/or Dependent Care FSAs. It is the additional time period in which members can incur out-of-pocket expenses in the new plan year if money is left over from the previous plan year. Claims incurred during the grace period may be submitted until the end of the runout period. A grace period is not recommended for dependent care FSA. You may choose grace period or rollover, but not both.

The grace period can be up to two months and 15 days from the end of the plan year. The grace period cannot exceed the runout period end date for a Medical FSA. A grace period is not recommended if you currently offer an HSA or if you are considering adding one in the future.

Would you like to add a grace period to the end of the plan year for **Medical FSA**? Yes No

If yes, please indicate your grace period end date ___/___/_____

Would you like to add a grace period to the end of the plan year for **Dependent Care FSA**? Yes No

If yes, please indicate your grace period end date ___/___/_____

Rollover

You have the option to allow employees to carry over up to \$500 from the current plan year to their FSA for the following plan year. The rollover amount does not count towards the \$2650 FSA contribution limit. Without the rollover or grace period, balances at the end of the plan year are forfeited. You may choose rollover or grace period, but not both. Indicate what happens to unused balances at the end of the plan year:

- Roll over balance up to \$500 to subsequent plan year
- No balance rolls over

Runout Period

The runout period is the deadline for participants to submit claims for the previous plan year. All eligible claims must be received by the end of the runout period. *The suggested runout period selected for a Medical FSA is 3 months from the end of the plan year. A runout period always begins at the end of the plan year, and if a grace period is selected, it runs concurrently with the grace period.*

If you selected **Medical FSA**:

Please indicate the length of the runout period for active Medical FSA employees: _____ (months)
(Length of runout period must be indicated in whole and/or half month increments. Half months equate to 15 days.)

Please indicate how you would like runout to apply to terminated employees (select **only one**)

- The runout period noted above begins at termination date (recommended)
- Same as active employees

If you selected **Dependent Care FSA** please indicate the length of the runout period: _____ (months)

(Length of runout period must be indicated in whole and/or half month increments. Half months equate to 15 days. Runout for terminated and active employees is the same for dependent care.)

VI. FLEXIBLE SPENDING ACCOUNT OPTIONAL FEATURES

Reimbursement Options

You may select any of the features listed below that best meet your needs and those of your participants (see section XIII for more information and definitions):

- Option #1 (debit card)**- participants will automatically be issued a debit card. Participants have the option to discard their debit card and enroll in crossover, if they choose.
- Option #2 (medical crossover)**- participants will be automatically enrolled in medical crossover. They may opt out of the crossover feature and elect a debit card, if they choose. **Additional fees apply with this option; please refer to the pricing sheet.**

Dental Crossover

Do you offer dental coverage through Delta Dental of Minnesota?

- No (default) Yes - complete the dental crossover section below

Select one: Automatically enroll all participants in dental crossover. (Participants may opt out of dental crossover by requesting online or completing the dental crossover form F7854.)
 Offer dental crossover to participants. (Participants may elect crossover by requesting online or completing the dental crossover form F7854.)
 Do not offer dental crossover to participant

Pay-the-Provider *This feature is only available if health plan is with Blue Cross Blue Shield of Minnesota)*

Additional fee applies to all participants regardless of their pay-the-provider election. Please refer to the fee schedule.

Include the Pay-the-Provider (select one)

- Yes - The pay-the-provider election must match the crossover election. (If members are **automatically enrolled** in crossover, then members will also be auto enrolled in the pay-the-provider. Participants may opt out of pay-the-provider by requesting online or completing the pay-the-provider election form F9089. If members choose to **elect** crossover, then members will also be allowed to elect pay-the-provider.)
- No (Do not offer pay-the-provider)

Copay amounts

The copay amounts provided below will allow these amounts to auto-substantiate when the debit card is used. Documentation will not be required for reimbursement.

Please indicate the health plan copay amounts below or attach a separate spreadsheet indicating the copay amounts:

Medical: _____ Vision: _____

Drug: _____

VII. ENROLLMENT DATA

Initial Enrollment Data will be sent via:

- Online Group Service Center. Employer will enroll participants online using the Online Group Service Center at **hellofurther.com**
- Electronic file
(Electronic enrollment file format requirements will be provided via email following the approval of the plan design guide.)

VIII. FSA PAYROLL INFORMATION

Further is required to post payroll deduction information throughout the year for all employees choosing to participate in the plan. Funds should **not** be sent with any deduction information.

You have the option to send your enrollment deduction data to Further in the following three ways (select one):

- Online Group Service Center (recommended):** You can create and upload a file directly in the Further system or manually enter contribution amounts.
- Electronic File:** This option requires employers to create a file using Further format requirements. (Contact the group leader line for file format requirements.)
- Paper Report:** This option is a report that the employer creates each payroll date and sends to Further via fax or mail. This option may only be used for employers with fewer than 50 participants. **Additional fees apply. Please refer to the pricing sheet.**

IX. CLAIM REIMBURSEMENT PROCESSING

You will receive an automated e-mail notification with the claim reimbursement totals. Sign into the Online Group Service Center to view and print your complete invoice detail under Claim Reimbursement Invoices.

Automated Clearinghouse Information (completion of this section is mandatory)

I hereby authorize Further to charge our bank account through Automated Clearinghouse for **claim reimbursements** made to our employees. The following bank account information is provided to Further for initiation of this procedure.

Bank Name _____

Type of Account: Checking Savings

Bank ABA Number _____

(The ABA number is the nine-digit number located in the lower left corner of your check or savings deposit slip)

Bank Account Number _____

X. ADMINISTRATIVE FEES

You will receive an automated e-mail notification when your detailed billing information is available and another e-mail notification two business days in advance of the scheduled ACH transaction confirming the amount of funds to be transferred. Sign into the Online Group Service Center to view and print your complete invoice detail under Administrative Fee Invoices.

Automated Clearinghouse Information

I hereby authorize Further to charge our bank account through Automated Clearinghouse for **Administrative Fees**. The following bank account information is provided to Further for initiation of this procedure.

Please select **one**:

Use same bank account as indicated for claim reimbursements; OR

Use bank account information indicated below:

Bank Name _____

Type of Account: Checking Savings

Bank ABA Number _____

(The ABA number is the nine-digit number located in the lower left corner of your check or savings deposit slip)

Bank Account Number _____

(Funds will be drawn from your bank account on or after the 20th of each month.)

XI. PLAN DOCUMENTS

Will Further be preparing your Plan Document and Summary Plan Description (SPD)?

- Yes** (Plan Documents and SPDs will be sent to the group contact within 60 days of receipt of the completed Plan Design Guide.)
- No** (If no, please forward a copy of your plan documents to Further.)

XII. ADMINISTRATIVE TIPS AND DEFINITIONS

ONLINE ACCESS: hellofurther.com

With Further, your employees have access to a powerful tool for managing their FSA. By registering with hellofurther.com, your employees can:

- Enroll in direct deposit
- Create and view a customized statement
- View recent claims or reimbursement requests
- Manage their personal profile

You can also access forms and enrollment materials at hellofurther.com.

LOCATIONS: Multiple Further locations are available for 51+ groups only. If you want multiple Further locations, please complete and attach the Locations Addendum (F8928). Locations must be the same across all products administered by Further. If you wish to have different ACH accounts by location, please complete the Group ACH Authorization Agreement Form (X9055).

COORDINATING WITH AN HSA: For participants that have an FSA and an HSA, the FSA provides reimbursement for permitted benefits such as vision and dental care benefits until the health plan deductible is met. Once the health plan deductible is met, all Section 213(d) expenses, excluding deductible expenses, are eligible for reimbursement.

This affects only those participants who are eligible to contribute to their HSA. Participants who are not eligible to contribute to an HSA will have a general purpose (Full) FSA.

Please note: If the HSA is not administered by Further or the health plan is not with Blue Cross and Blue Shield of Minnesota, the group is required to manually notify Further which employees are contributing to the HSA. Participants are accountable for submitting the Deductible Verification Form (F8978) to Further to indicate that the deductible has been satisfied prior to receiving reimbursement for 213(d) eligible expenses.

COORDINATING WITH AN HRA:

- * If the HRA allows reimbursement for health plan eligible expenses only, the HRA is primary and the FSA is secondary.
- * If the HRA allows all 213(d) expenses to be reimbursed, the FSA is primary and the HRA is secondary because unused FSA funds are forfeited if not used for the applicable plan year.

ACCOUNT FEES: For participants who have an HRA stacked with a Further FSA, only one monthly participant fee will apply. Participant fees are billed monthly via mail and are payable by check or ACH. You will receive one bill for the entire group including the billed amount for each location (if applicable).

PLAN DOCUMENTS: Further will be preparing your Plan Document and Summary Plan Descriptions (SPD). The documents will be sent to the group contact within 60 days of receipt of the completed Plan Design Guide.

REIMBURSEMENT OPTIONS:

DEBIT CARD: This feature allows a participant to use a debit card to access their medical FSA at point of service. Members with an FSA and an HSA will be automatically issued a debit card.

MEDICAL CROSSOVER: Eligible health expenses (i.e. deductible and/or coinsurance) as indicated on the health plan Explanation of Benefits will be electronically transferred to Further. Claims will be processed and reimbursed according to the participant's available balance.

Please note: Crossover is not appropriate for participants who have secondary health coverage. Contact Further for a list of partners where crossover is available.

Along with medical crossover, any available account balance(s) are accessed when purchasing a prescription drug at the pharmacy point of service. This feature is only applicable when Prime Therapeutics is the pharmacy benefit manager and prescription drug benefits are allowed with the spending account plan.

DENTAL CROSSOVER: Eligible dental plan expenses (i.e. deductible and/or coinsurance) as indicated on the dental Explanation of Benefits, plus other patient responsibility amounts will be electronically transferred from Delta Dental of Minnesota to Further. Claims will be processed and reimbursed according to the participant's available balance. Please note that dental crossover is not appropriate for any participants that have secondary dental insurance coverage.

PAY-THE-PROVIDER: This feature allows a participant to have their medical claim reimbursements sent directly to their provider rather than to their home address or directly deposited into their bank account. This is only available for participants who have elected crossover.

XIII. SIGNATURES

It is agreed that necessary information concerning current and future employees or employees and/or their dependents who participate in this Plan and employees whose participation is to be changed or discontinued, shall be provided to Further on a timely basis.

I HAVE READ AND UNDERSTAND THE CHOICES WITHIN THIS PLAN DESIGN GUIDE. INFORMATION ON THE PLAN DESIGN GUIDE AND ANY ANCILLARY INFORMATION PROVIDED FOR THE PURPOSE OF ENROLLING IN THIS PLAN ARE, TO THE BEST OF MY KNOWLEDGE, CORRECT AND COMPLETE.

Signature _____ Date 8/12/2019

Printed Name Paul Brownlow Title Superintendent

XIV. OFFICE USE ONLY

Further Group Number _____

Market Segment _____

Health Plan Account Manager _____

Distribution Partner _____

Distribution Partner Account Manager _____

Sales Exec _____

Further Account Manager _____

Client Manager _____

Enrollment Specialist _____

Please complete this form and return to Further 45 days before your effective date so we can properly administer your plan.
 If you have any questions, please call our Sales Line at 855-363-2583. When complete, email this form to Further.Group.Administration@hellofurther.com or fax it to 1-866-231-0214; or mail it to Further, PO Box 64193, St. Paul, MN 55164.
All fields are required, incomplete forms will cause delays setting up your plan.

I. EMPLOYER INFORMATION

Employer's Name Verndale Public School - ISD 818
 Employer's Street Address 411 SW Brown St.
 City Verndale State MN Zip Code 56481
 Employer's Tax I.D. Number (required) 41-6008239
 Type of Corporation S Corporation* C Corporation Partnership* Sole Proprietor*
 Political Subdivision/Church LLC* Non-Profit Other _____

*2% or more shareholders of an S Corporation, along with partners in a partnership, sole proprietors and members of an LLC or PLLP do not have access to an FSA.

Number of Employees Eligible for Plan: 88

Person Responsible For Authorization of Plan Design:

(Responsible for signing the Plan Design Guide and approving the plan design)
 Name Paul Brownlow Title Superintendent
 Phone Number (218) 445-5184 Fax Number (218) 445-5185
 Email Address Pbrownlow@vps.verndale.k12.mn.us

Main Contact Person:

(Has access to all plan information when calling Further and will automatically be granted full access to the Online Group Service Center)

Main Contact Person Kimberly Maske Title Human Resources - Payroll
 Phone Number (218) 445-5184 Fax Number (~~005218~~) 445-5185
 Email Address Kmaske@vps.verndale.k12.mn.us

Additional Contact Person:

(Has access to the plan information indicated below when calling Further. Access to the Online Group Service Center may be granted by the Main Contact who will decide what online access is assigned by logging into the Online Group Service Center)

Additional Contact Person Jordan Anderson Title Business Manager
 Phone Number (218) 445-5184 Fax Number (218) 445-5185
 Email Address Janderson@vps.verndale.k12.mn.us

Additional Contact Person has access to when contacting Further:

All plan information OR Fee billing information Claim billing information

* Log into the Online Group Service Center to grant access to additional users or to add more contacts.

II. AGENCY/BROKERAGE INFORMATION

Agent/Broker Name (if applicable) _____ Email Address _____
 Agent/Broker Code _____ Agent/Broker Phone _____
 Agency/Brokerage Name (if applicable) _____ Email Address _____
 Agency/Brokerage Code _____ Agency/Brokerage Phone _____
 Agency/Brokerage Tax ID _____ - _____ Agency/Brokerage Address _____

III. TRANSFER OF ADMINISTRATION

Is Further taking over administrative services from another HSA administrator? Yes No

If yes, participants who wish to transfer dollars are required to complete the Transfer Request Form (F7320) after the account is established.

IV. HEALTH PLAN ADMINISTRATIVE INFORMATION

Health Plan Administrator

Health plan carrier _____ Effective date _____

Is your plan fully insured or self insured? Fully insured Self insured

V. HEALTH SAVINGS ACCOUNT PLAN OPTIONS

HSA effective date _____

Further offers five different options for HSA Accounts. (The fees for each option are listed on the pricing sheet.)

Please select one HSA plan option:

Further Premium HSA Further Value HSA Further Select HSA

(Members can choose a different plan option and they will be billed the difference out of their HSA account directly)

VI. ADMINISTRATIVE FEES

For participants who have an HSA stacked with a second Further product like an FSA or HRA, only the highest fee will apply. The lower participant fee will be waived.

Participant Fees

Employer Paid (If your group offers another medical account with Further, the fees must be paid on a monthly basis.)
Indicate billing frequency: monthly annually (recommended for 10 or less participants)

Participant Paid (Billed monthly and taken from participant's account balance.)

Please indicate the contact person for administrative fees, if different from main contact person:

Name _____ Title _____

Phone Number () _____ Email Address _____

You will receive an automated e-mail notification when your detailed billing information is available and another e-mail notification two business days in advance of the scheduled ACH transaction confirming the amount of funds to be transferred. Sign into the Online Group Service Center to view and print your complete invoice detail under Administrative Fee Invoices.

Automated Clearinghouse Information

I hereby authorize Further to charge our bank account through Automated Clearinghouse for Administrative Fees. The following bank account information is provided to Further for initiation of this procedure.

Bank Name _____ Type of Account: Checking Savings

Bank ABA Number _____
(The ABA number is the nine-digit number located in the lower left corner of your check.)

Bank Account Number _____
(Funds will be drawn from your bank account on or after the 20th of each month.)

VII. ENROLLMENT DATA

Initial Enrollment Data will be sent via:

- Online Group Service Center. Employer will enroll participants online using the Online Group Service Center at **hellofurther.com**
- Participants will enroll online at **hellofurther.com**
- Electronic File *(Electronic file format requirements are provided via email following the approval of the plan design guide.)*

VIII. CONTRIBUTION INFORMATION

Select one of the following contribution methods:

1. **Online Group Service Center:** If you are using the Further Online Group Service Center, there are two ways to make online contributions:
 - a. Schedule an ACH pull and Further will initiate an electronic transfer from your company's bank account _____ to the designated employee's HSAs. With this method, you use the Online Group Service Center to identify employee accounts and contribution amounts for each pull transaction.
 - b. From the Online Group Service Center, you can create and upload a contribution file directly into our system. This data is then used to generate an ACH pull transaction.
2. **Direct Deposit/ACH Push:** An ACH push is a customer or member initiated transaction of an electronic transfer of funds. Further will notify you to provide the information needed to set up the Direct Deposit/ ACH Push program.
3. **Secure File Transfer with ACH pull:** This option allows a group to create and upload a contribution file to a secure site. An ACH pull will not be initiated unless a contribution file is received. Further will notify you to provide the information needed to set up this contribution method.

Account funding must be initiated by you through the standard electronic file format before each ACH transaction can occur. (Required if electronic file is selected)

If you selected option 1 or 3, complete the banking information below:

I hereby authorize Further to charge our bank account through Automated Clearinghouse for **HSA contributions**. The following bank account information is provided to Further for initiation of this procedure.

Bank Name _____ Type of Account: Checking Savings

Bank ABA Number _____
(The ABA number is the nine-digit number located in the lower left corner of your check.)

Bank Account Number _____

Employer Contributions: Will the employer contribute to the accounts? Yes No

IX. CAFETERIA PLAN INFORMATION

Please indicate the plan year effective date: _____

You must have a cafeteria plan in place to allow employee pre-tax contributions to the HSA. Select one of the following:

- Pre-tax contributions are allowed. (If checked, select one of the following):
 - I currently have a cafeteria plan with Further. Please update my documents.
 - I currently have a cafeteria plan with another vendor.
 - I want Further to set up a cafeteria plan.

Pre-tax contributions are not allowed. Skip to Section XI Administrative Tips

Eligibility Required for Plan documents (generally matches that of the health plan.)

Employees must work at least _____ hours per week to be eligible

Benefits will begin on: (select **only** one):

- First of the month following date of hire
- Date of hire
- First *day* after completion of the waiting period 30 days 60 days 90 days Other _____
- First of the *month* after completion of the waiting period 30 days 60 days 90 days Other _____

X. ADMINISTRATIVE TIPS

ONLINE ACCESS: hellofurther.com

With Further, your employees have access to a powerful tool for managing their HSA. By registering with Further.com, your employees can:

- Open an HSA
- Make withdrawals from their account
- Enroll in direct deposit
- Make online contributions
- View recent claims or reimbursement requests
- Create and view a customized statement
- Manage their personal profile
- Request a debit card for a dependent(s)

You can also access forms and enrollment materials at **hellofurther.com**.

LOCATIONS: Multiple Further locations are available for 51+ groups only. If you want multiple Further locations, please complete and attach the Location Addendum (F8928). Locations must be the same across all products administered by Further. If you wish to have different ACH accounts by location, please complete the Group ACH Authorization Agreement Form (X9055).

COORDINATING WITH AN FSA: For participants that have a FSA and a HSA, the FSA provides reimbursement for permitted benefits such as vision and dental care benefits until the health plan deductible is met. Once the health plan deductible is met, all Section 213(d) expenses, excluding deductible expenses, are eligible for reimbursement.

This affects only those participants who are eligible to contribute to their HSA. Participants who are not eligible to contribute to an HSA will have a general purpose (Full) FSA.

Please note: If the HSA is not administered by Further or the health plan is not with Blue Cross and Blue Shield of Minnesota, the group is required to manually notify Further which employees are contributing to the HSA. Participants are accountable for submitting the Deductible Verification Form (F8978) to Further to indicate that the deductible has been satisfied prior to receiving reimbursement for 213(d) eligible expenses.

PLAN DOCUMENTS: Further sends a Summary Plan Description (SPD) only if part of a cafeteria plan. The documents will be sent to the group contact within 60 days of receipt of the completed Plan Design Guide.

XI. SIGNATURES

It is agreed that necessary information concerning current and future employees and/or their dependents who participate in this Plan, and employees whose participation is to be changed or discontinued, shall be provided to Further on a timely basis.

I HAVE READ AND UNDERSTAND THE CHOICES WITHIN THIS PLAN DESIGN GUIDE. INFORMATION ON THE PLAN DESIGN GUIDE AND ANY ANCILLARY INFORMATION PROVIDED FOR THE PURPOSE OF ENROLLING IN THIS PLAN ARE, TO THE BEST OF MY KNOWLEDGE, CORRECT AND COMPLETE.

Signature _____ Date _____

Printed Name _____ Title _____

XII. For Office Use Only:

Further Group Number _____

Market Segment _____

Health Plan Account Manager _____

Distribution Partner _____

Distribution Partner Account Manager _____

Sales Exec _____

Further Account Manager _____

Client Manager _____

Enrollment Specialist _____

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT between **Verndale School District # 818**, hereinafter referred to as "**Verndale School District # 818**" and Northern Pines Mental Health Center, Inc. hereinafter referred to as "NPMHC, is in force for a period from July 1, 2019 through June 30, 2020.

WITNESSETH

WHEREAS, it is to the **Verndale School District # 818**'s best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family based-component in order for children with disabilities to satisfactorily progress emotionally, socially, and educationally; and

WHEREAS, NPMHC is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, NPMHC is prepared to assume the responsibility of providing the specialized services as follows;

1. Provide direct individual, group, and family mental health services to qualified students in the **Verndale School District # 818**. ***Mental health services include, but are not limited to the following individual and group skills training (eligible for CTSS reimbursement), individual and group psychotherapy (eligible for CTSS reimbursement), diagnostic assessment (eligible for CTSS reimbursement). Mental Health Services written into the IEP are covered in Appendix A.***
2. Provide direct services to the parents (guardians) and families of the identified children through parent education, family therapy, and mental health consultation. ***Mental health services include, but are not limited to the following: family skills training and family psychotherapy (eligible for CTSS reimbursement).***
3. Serve as a support liaison between home, school, and community agencies. Mental health professional/practitioners will participate in **Verndale School District # 818** child study and IEP team meetings as requested to consider the special needs and develop appropriate services for each student. In addition to providing general clinical input the mental health professionals/practitioners will complete evaluations and make recommendations for program placement and transitions. ***Aforementioned services are to be contractual costs and not eligible for CTSS reimbursement.***
4. Serve as support liaisons to the school and students during situations deemed as mental health crises. ***Aforementioned services are to be contractual costs and not eligible for CTSS reimbursement.***
5. Provide mental health consultation to special education staff, mainstream education staff,

school administrators as well as other **Verndale School District # 818** and NPMHC personnel as appropriate. ***Aforementioned services are to be contractual costs and not eligible for CTSS reimbursement.***

NOW THEREFORE, it is agreed, by and between the **Verndale School District # 818** and NPMHC and conditions of the contract as follows:

1. Licensed mental health professionals/practitioners will be employed by NPMHC for the length of the contract. Personnel will hold and maintain appropriate licensure issued by their perspective licensing board, as well as remain in good standing as deemed by their professional code of ethics. All mental health practitioners and professionals employed by NPMHC will document hours of supervised experience to qualify as mental health practitioners.
2. Direct services will be provided on days when school is in session as needed. IEP services are covered under Appendix A.
3. Schedule flexibility will be allowed so that evening parent education and family services may be provided and any mental health component can be integrated and coordinated with the educational component.
4. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the **Verndale School District # 818**.
Aforementioned services are to be contractual costs and not eligible for CTSS reimbursement.
5. All records generated by NPMHC, including, but not limited to all prior and current clinical notes since the inception of school based mental health services, shall be considered to be records of NPMHC. ***All HIPAA and FERPA rules apply for PHI (protected health information).***
6. The **Verndale School District # 818** agrees to provide NPMHC appropriate space for the provision of mental health services. The classrooms and other facilities in which students receive instruction, related services, and supplementary aids as well as services shall be essentially equivalent to regular education programs; shall provide an atmosphere conducive to learning and shall meet students' special physical, sensory, and emotional needs.
7. The rates for ancillary services and otherwise reimbursable mental health programming will be as follows:

90734 Diagnostic Assessment per Session \$210.00

90832-UA Individual Psychotherapy per 30 minute Session \$80.00

90834-UA Individual Psychotherapy per 45 minute Session \$150.00

90837-UA Individual Psychotherapy per 60 minute Session \$180.00

90846-UA Family Psychotherapy w/o Patient per Session \$130.00

90847-UA Family Psychotherapy w/Patient per Session \$140.00

90853-UA Group Psychotherapy per Session \$60.00

H2014-UA Individual-Skills Training per 15 min. \$25.00

H2014-HR Family- Skills Training per 15 min. \$25.00

H2014-HQ Group-Skills Training per 15 min. \$15.00

Ancillary Services, Professional per 15 min. \$25.00

Ancillary Services, Practitioner per 15 min. \$15.00

8. The cost of mental health programming provided under this contract shall be \$10,000. A monthly invoice in the amount of \$1,111 will be submitted for services rendered. The total for both this Professional Service Agreement and the Appendix A for IEP services will not exceed \$15,000 total for the 2019-20 school year. A service report will be added at the end of each month, detailing the number of hours for Non-IEP based services (direct and ancillary), NPMHC billed charges for these services and NPMHC third party billing summary for these services and uncompensated services.
9. A service report will be added at the end of each month, detailing the number of hours of IEP based services (direct and ancillary) under Appendix A.
10. **All CTSS claims will be submitted to DHS by NPMHC.**
11. **The *Verndale School District # 818* will submit appropriate expenditures to the State of Minnesota for initial Aid.**
12. *Either Party may terminate this Agreement with 60-day written prior notice.*
13. **The Superintendent for the *Verndale School District # 818* shall be responsible for oversight of the contracted services. *Reimbursable non-IEP services are provided with the permission and for the convenience of parents involved and are permitted but not governed by this agreement.***
14. Since our staff work in the school they serve, it is important they are able to maintain access to our secure systems. As a healthcare system, we are required to comply with HIPAA, HITECH and other federal regulations. In order to avoid complications during the school year, and minimize time spent in general, please make sure your information technology team can provide co-located Northern Pines staff with the following.
 - a. Access to an internet connection.
 - b. Allowing the following ports:
 - o VPN: TCP 5443
 - o Dameware Remote Support: TCP 6127 and 6130

- o Secure Scan to Email: TCP 465
- c. Exclude deep packet inspection from
 - o procentive.com
 - o npmh.org
 - o qualifacts.org
- d. Provide an IP address for one secure scan to email device per building that NP staff are co-located in.

Detail and explanation for the list above:

Since our electronic health record and other systems contain client information for non-school clients as well, we need to maintain a secure connection to our records. If the school/district is doing any kind of deep packet inspection (SSL decryption), we will need an exclusion for the domains listed above. We will install your security cert if required so that you can scan other data as you normally do, as long as exclusions are in place for compliance.

Providing an IP address for a printer/scanner in each school our staff works in allows us to send protected health information securely, and comply with applicable laws.

The port exclusion list above can be further refined by IP address. The connections are to 69.168.254.72 and 69.168.254.76. Our staff use the VPN and the remote support request to get help with technical issues. If you have any questions, please contact support@npmh.org

Northern Pines Mental Health Center/NPMHC

Date

Verndale School District # 818

Date

Minnesota State Community and Technical College

Vernadale

TO: School District Representative

FROM: Kristy Wagar, Central Accounts Receivable Office
Minnesota State Community & Technical College
Phone: 218-299-6509

Please find enclosed a post-secondary administration contract for the 2019-2020 school year.

The Central Accounts Receivable Office at Minnesota State Community & Technical College (M State) campus manages the contracting with the school districts and manages the semester billing for the Post-Secondary Option students at the M State campuses - **Detroit Lakes, Fergus Falls, Moorhead, Wadena and Distance Ed Online**.

You have two options in regard to the billing process:

- Your school district will be billed directly by Minnesota State Community & Technical College for the student costs of attending under the PSEO option
- OR -
- The college will receive reimbursement directly from the Dept of Education for the student costs of attending under the PSEO option

PLEASE MARK THE PAYMENT OPTION THAT YOUR HIGH SCHOOL CHOOSES:

BILL THE HIGH SCHOOL DIRECTLY

If you choose this option, read the enclosed contract carefully. Complete the signature line, date line, and billing address at the bottom of the contract and return in the envelope provided. You will be receiving a billing approximately 6 weeks into the semester.

RECEIVE REIMBURSEMENT DIRECTLY FROM THE DEPT OF ED

If you choose this option, complete the information below and return this letter in the envelope provided. **Do NOT return the enclosed contract!**

NAME OF SCHOOL DIST Vernadale

City Vernadale

Date 5/12/19

School Dist Rep Signature _____

Detroit Lakes
900 Highway 34 East
Detroit Lakes MN 56501-2698
218.846.3794 fax

Fergus Falls
1414 College Way
Fergus Falls MN 56537-1000
218.736.1510 fax

Moorhead
1900 28th Avenue South
Moorhead MN 56560-4899
218.299.6810 fax

Wadena
405 Colfax Avenue Southwest
Wadena MN 56482-1447
218.631.7901 fax



A member of the Minnesota State system
and an Equal Opportunity Educator / Employer.

Toll Free: 877.450.3322

minnesota.edu

Minnesota State Community and Technical College
PSEO ADMINISTRATION CONTRACT/ FY2020

Minnesota State Community and Technical College and Verndale School District (I.S.D.) have determined that secondary students who have attained junior or senior rank benefit from a post-secondary educational experience and, therefore, have entered into this contract for services. It is understood that this contract in no way limits the liability of the high school as the primary educational provider.

The cost to provide this educational service will be determined as follows:

1. Tuition shall be billed at the rate of \$195.85 per credit, which includes a \$.35 per credit association fee.
2. Books, supplies, uniform fees, etc shall be billed at the normal college or bookstore rates. In addition, all other established course charges shall be the responsibility of the school district. Tools will not be billed as part of this contract.
3. The school district will ensure that any student taking courses that require a laptop computer will have adequate computing resources provided to them by the I.S.D. or through their own resources to meet the course requirement.
4. Students may not register for a number of credits that would cause an overload status.
5. Tuition, books and supplies will be billed out on a semester basis and shall be paid by the I.S.D. within 30 days of billing.
6. Expenses associated with providing disability accommodations are not reflected in the above costs. The cost of providing these accommodations will be handled on a student-by- student basis via a separate agreement.
7. Students will be subject to the policies and procedures of Minnesota State Community and Technical College.
8. The student must complete and submit the POST-SECONDARY ENROLLMENT OPTIONS PROGRAM FORM with the assistance of the appropriate high school staff to the Admissions Office at the appropriate MSCTC Campus.

The above named school district authorizes Minnesota State Community and Technical College to provide educational services for the school year beginning July 1, 2019 and ending June 30, 2020.

School District Authorized Representative

Date

f/12/19

Minnesota State Comm. and Tech. College Representative

Date

School District Billing Address:

Verndale School District
411 SW Brown St
Verndale, MN 56481
ATTN: Amy Thompson

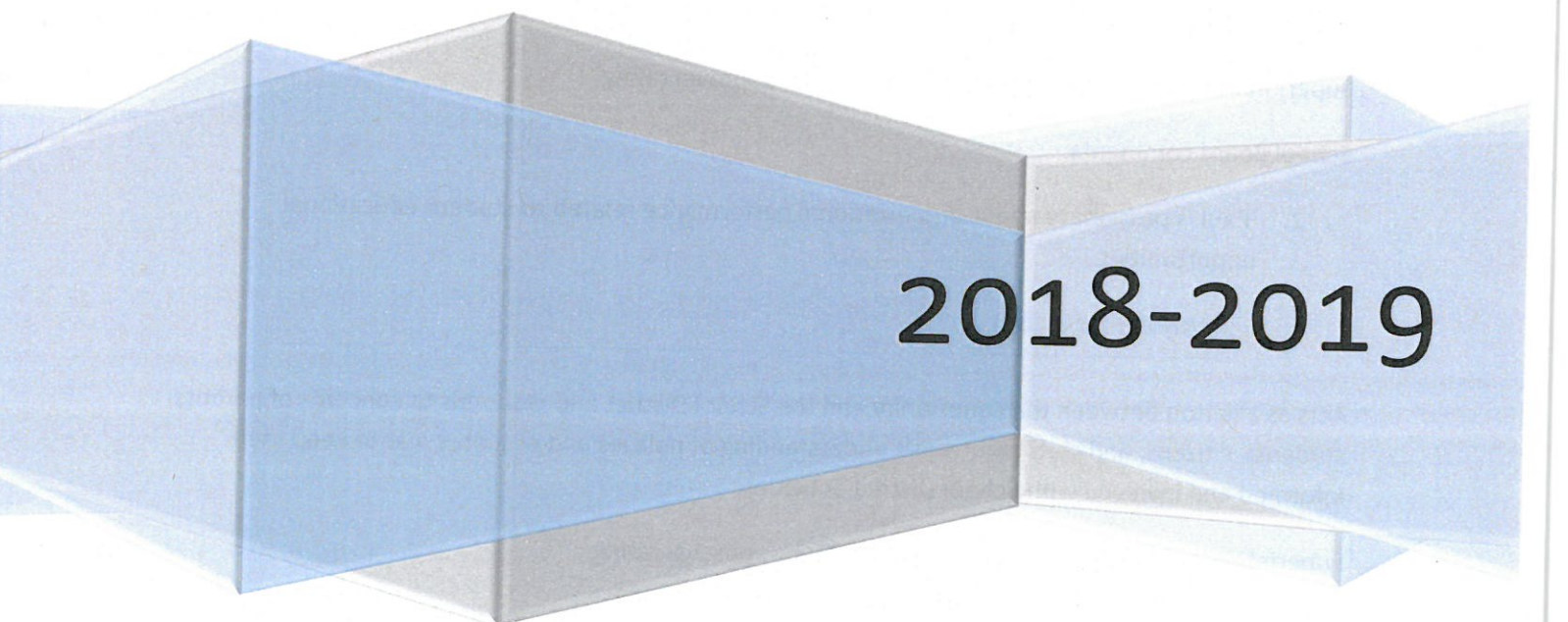
RETURN TO: Minnesota State Community
and Technical College
Central Accounts Receivable
1900 28th Avenue South
Moorhead, MN 56560

Verndale Public School

Superintendent Evaluation Summary

Paul Brownlow, Superintendent

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



2018-2019

Summaries of Individual Performance Areas.

Performance Area 1.

Provides leadership for the School District's educational programs, staff development programs, and curriculum development to provide the best possible learning environment for the students.

Mr. Brownlow achieved a 97.5% approval rating.

School Board comments: None

Performance Area 2.

Informs and advises the School Board about programs, practices, and problems of the school district and keeps the School Board informed of the activities operating under the School Board.

Superintendent Paul Brownlow achieved a 95.6% approval rating.

School Board comments:

1. Paul does a great job of keeping us informed and is prompt to answer any questions we may have.
2. Paul is very transparent with his board communications and provides timely information updates as appropriate.

Performance Area 3.

Explains the educational needs of the School District to the School Board, recommending necessary new or revised policies and staff changes for School Board action.

Superintendent Paul Brownlow achieved a 97.3% approval rating.

School Board comments:

1. Paul is passionate about organizational performance related to student educational opportunities.

Performance Area 4.

Acts as a liaison between the community and the School District and responds to concerns of parents, students, citizens, and staff to increase understanding of policies and practices and to keep them informed and involved with School District activities.

Superintendent Paul Brownlow achieved a 98.3% approval rating.

School Board comments:

1. Paul is a great organizational represented and is careful to articulate clear and accurate messaging.

Performance Area 5.

Oversees all financial operations of the School District and prepares, presents, and recommends the various budgets to the School Board.

Superintendent Paul Brownlow achieved a 98% approval rating.

School Board comments:

1. Paul is very engaged with our finance committee and is diligent to maintain accuracy with our budget projections and accounting oversight.

Performance Area 6.

Interprets employee proposals for the School Board and recommends adjustments of employee policies and salary structures.

Superintendent Paul Brownlow achieved a 100% approval rating.

School Board comments:

1. Paul is careful to understand board negotiations position and consistently represents the district according to those criteria.

Performance Area 7.

Institutes and updates a comprehensive strategic planning process, including short-term and long-term planning, School District goals, and instructional goals.

Superintendent Paul Brownlow achieved a 95.3% approval rating.

School Board comments: None

Performance Area 8.

Establishes and maintains good relationships with agencies and personnel outside the School District to promote the best interests of the School District through contact with legislators, other superintendents, local governmental leaders, etc.

Superintendent Paul Brownlow achieved a 98.7% approval rating.

School Board comments:

1. Paul is active in all areas of agency interactions.

Performance Area 9.

Maintains and improves effective School Board-Superintendent relations by periodically reviewing and upgrading performance through seminars and training sessions.

Superintendent Paul Brownlow achieved a 94% approval rating.

School Board comments: None

Performance Area 10.

Delegate's responsibility and authority to School District employees as appropriate, defines the authority and responsibilities of department supervisors, and effectively evaluates them.

Superintendent Paul Brownlow achieved a 95.6% approval rating.

School Board comments:

1. Paul is a great Superintendent and we appreciate the hard work he does for the district.

Summary of Evaluation:

Superintendent Paul Brownlow achieved a 97% approval rating. Mr Brownlow meets and or exceeds our expectations.

Marcus Edin
Chairman of the Board

Date

Paul Brownlow
Superintendent

Date



~Mission Statement~

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

To: Verndale School Board
From: Paul Brownlow, Superintendent
Date: August 12, 2019
Re: School District Mission Statement and Goals

Please review the school district mission statement and proposed goals for the 2019-2020 school year.

~Verndale School District 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 School District Goals

1. Optimize Student Achievement
2. Maintain an effective school district budget
3. Retain ~~high-performing~~ effective staff members

Sincerely,

Paul Brownlow
Superintendent



To: Verndale School Board

From: Greg Johnson, Dean of Students/Activities Director

RE: Monthly Report (August 2019)

- 1) The fall sports season began today with the first day of practice.
- 2) The Volleyball team will scrimmage at Brainerd on August 21 and at Concordia on August 24. They will open their season on Monday August 26 hosting Parkers Prairie.
- 3) The football team will host a scrimmage on Saturday August 24 at 9:00 am. They will open their season at Wheaton on Friday August 30 at 7:00 pm.



K-12 Principal / District Assessment Coordinator Report

August 12, 2019

1. Events of the Past Weeks
 - a. Summer Community Education Programming Ends
 - b. Marching Band Performances
 - i. Wadena Parade - June 13th
 - ii. Verndale Parade - July 27th
 - iii. Valley Fair - July 28th
 - c. Kindergarten Screening Day - August 6th
2. Upcoming Events / Mark Your Calendars
 - a. Fall Sports Practices Begin – Monday, August 12th
 - b. **Back to School Open House** – Wednesday, August 28th from 4:00-7:00 p.m.
 - i. Preschool Plus open house from 3:30-5:30
 - ii. Chrome Book Orientation at 4:30, 5:30, and 6:30
 - iii. 7th Grade and New Student Orientation at 6:30
 - iv. Burger Bash from 4:00-7:00
 - c. **First Day of School for 2019-2020**
 - i. Tuesday, September 3rd
 1. For students in grades K-7 and grade 12
 - a. We will plan to have our 7th grade orientation again this year
 - ii. Wednesday, September 4th
 1. For students in kindergarten and grades 8-11
(all students in k-12 will attend this day)
3. Summer Trainings Completed
 - a. Leading a High Reliability School - June 5th-6th
 - b. Leadership Retreat – June 24th-26th
 - c. HRS National Summit – July 9th-11th
 - i. 28 staff members attended the National High Reliability Schools Summit in Denver
 - ii. The Verndale School District was recognized as one of the districts receiving certification in Level 2 - Effective Teaching in Every Classroom of the HRS Framework
 - d. Reach Training - July 25th
 - e. JMC Training – August 6th
 - f. Multi Tiered System of Support Institute – August 7th-9th



g. Multiple Other Trainings Completed by Teaching Staff



4. High Reliability School Program Update
 - a. Dates are already set for trainings, webinars, and visits from Marzano Resources staff
 - b. We will combine with WHA staff at least two times this year (August 27th and January 20th) for professional development.
 - c. Focus of the 2019-2020 school year will be Level 3 - Guaranteed and Viable Curriculum
 - i. Continued monitoring of both levels of achieved certification
(Level 1 - March 2018, Level - May 2019)
5. Goal Areas for 2019-2020
 - a. World's Best Workforce Goal Areas
 - i. All children are ready for school
 - ii. All third-graders can read at grade level
 - iii. All racial and economic achievement gaps between students are closed
 - iv. All students are ready for career and college
 - v. All students graduate from high school
 - b. Attendance
6. 2019-2020 School Year Ramping Up
 - a. New Teacher Workshop Days – August 12th and 15th
(intentionally scheduled around the Sourcewell Summit Maddens Resort)
 - b. Minnesota Summit for Learning and Leading – August 13th-14th
 - c. Fall Workshop Days – August 26th-28th
 - i. All teachers will attend a training day with Phil Warrick on August 27th at Sourcewell



High Reliability Schools Leading Indicators

Level 1 - Safe, Supportive, and Collaborative Culture Indicators

1. The faculty and staff perceive the school environment as safe and orderly.
2. Students, parents, and the community perceive the school environment as safe and orderly.
3. Teachers have formal roles in the decision-making process regarding school initiatives.
4. Teacher teams and collaborative groups regularly interact to address common issues regarding curriculum, assessment, instruction, and the achievement of all students.
5. Teachers and staff have formal ways to provide input regarding the optimal functioning of the school.
6. Students, parents, and the community have formal ways to provide input regarding the optimal functioning of the school.
7. The success of the whole school, as well as individuals within the school, is appropriately acknowledged.
8. The fiscal, operational, and technological resources of the school are managed in a way that directly supports teachers.

Level 2 - Effective Teaching in Every Classroom Indicators

1. The school leader communicates a clear vision as to how instruction should be addressed in the school.
2. Support is provided to teachers to continually enhance their pedagogical skills through reflection and professional growth plans.
3. Predominant instructional practices throughout the school are known and monitored.
4. Teachers are provided with clear, ongoing evaluations of their pedagogical strengths and weaknesses that are based on multiple sources of data and are consistent with student achievement data.
5. Teachers are provided with job-embedded professional development that is directly related to their instructional growth goals.
6. Teachers have opportunities to observe and discuss effective teaching.

Level 3 - Guaranteed and Viable Curriculum Indicators

1. The school curriculum and accompanying assessments adhere to state and district standards.
2. The school curriculum is focused enough that it can be adequately addressed in the time available to teachers.
3. All students have the opportunity to learn the critical content of the curriculum.
4. Clear and measurable goals are established and focused on critical needs regarding improving overall student achievement at the school level.
5. Data are analyzed, interpreted, and used to regularly monitor progress toward school achievement goals.
6. Appropriate school- and classroom-level programs and practices are in place to help students meet individual achievement goals when data indicate interventions are needed.

Superintendent Report

August 12, 2019

1. **Sourcewell MN Summit** The summit will be held this Tuesday and Wednesday at Madden's Resort on Gull Lake. The focus of the summit will continue to be on the High Reliability Schools framework. Our teaching staff will travel to Sourcewell on Tuesday, August 27 to work with Phil Warrick on HRS components that are specific to our school district for this school year.
2. **Back to School Newsletter** - The Verndale Back to School Newsletter will be mailed out this week. It contains very important information regarding the start of the school year. An instant alert will also be sent out to parents to make sure each family in our district receives this newsletter. The format is a great way to send a great deal of information in a condensed manner.
3. **Summer Programs** - The summer programs finished on Friday, August 2. Many different activities and opportunities were available to our students. We will review our numbers to see what programming changes need to be made for next year. A suggestion was made to possibly have community education coordinate community trips to the Chanhassen Dinner Theater, MN State Fair, and a professional sporting event.

We were fortunate to have Friendly Rider provide transportation to our activities at no cost to families. It is noted in the attached letter that Friendly Rider provided 138 rides to our students. This service helped remove the barriers that prevent some children from participating in our activities.

4. **Fall Sports** - Fall sports practices started today. The annual all-sports meeting will not be held this year. We will provide all the information online using our school website. The information that will be available will include our school policies, MSHSL eligibility requirements, the MSHSL *Why We Play* video, and the concussion protocols. The baseline concussion testing was held on August 9th from 9:00 to 11:00 am and today from 11:00 am to 5:00 pm.
5. **Leadership Conference** - The MSBA Leadership Conference is scheduled for January 16-17, 2020. MSBA is celebrating 100 years of existence. We will make arrangements for attending when the date gets closer. It has been mentioned that the district should present on the district's exemplary project fund. We could do this at a roundtable discussion or in a scheduled presentation session. All submissions must be made by September 23, 2019.
6. **Student Enrollment** - The district's enrollment has held steady over the summer. Currently, kindergarten enrollment is at 39 students. The preliminary budget for this school

year was set with a K-12 enrollment of 547 students. As we know, we still have several days that can have an impact on student enrollment.

Upcoming Events

Sourcewell Summer Summit	August 13-14
District Staff Workshop	August 26
Dr. Phil Warrick Teacher Training @ Sourcewell	August 27
Teacher Workshop Day/Open House	August 28
First Day of School (Grades K-7 and 12)	September 3
First Day of School (Grades K and 8-11)	September 4
September School Board Meeting	September 9

Dear Summer Recreation Supporter:

During the summer months of 2019 (June, July & August (8/6/19), Wadena County-Friendly Rider provided approximately 1,700 rides to youth for Summer Recreation and General Recreation (camps) opportunities in the Deer Creek, Wadena, Verndale, and Staples areas. This service continued to be FREE for youth this summer with funding provided by sponsors. Providing transportation for youth during the summer months has continued to grow since it began in 2015. Majority of the rides have been given, but there still are some (minimal) Summer School/Camp rides that your funding is continuing to contribute. From June 1st 2019 to August 6th 2019 here are some statistics:

Wadena Area had:	1043 youth rides
Staples Area had:	315 youth rides
Verndale Area had:	138 youth rides
Deer Creek Area had:	127 youth rides
Total: 117 separate youth road.	

-Total Miles Driven: 7,251.00

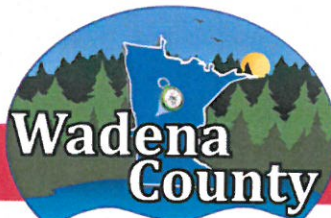
-Average of 212 rides a week and still counting

*****To Put This Into Perspective: 2.5% of our ridership happens in these 8 weeks. This is AWESOME!**

The driving hours alone was around 320 hours driven. Not to mention each week the parents needed to call in and "reserve" a ride and time. From there our dispatchers scheduled those individuals into our dispatching system. Parents commented numerous times with the satisfaction of feeling their sons or daughters will be picked up safely and on time, to the activities. As mentioned before numbers continue to grow keeping our staff busy during the summer with Summer Recreation. We at Wadena County- Friendly Rider are honored to be given this task. Objectives were met: FREE Summer Recreation rides were given at no expense to the kids or their parents. We would like to thank our sponsors: Staples Lions, Bluffton Lions, Walter Goedel Foundation, Tri County Health Care Foundation, Staples/Motley Community Foundation, Sourcewell, Jack and Alvida Browne Foundation, Public Transit support from our Board of Commissioners, as well as our Transit Advisory Committee.

Thank you to all supporters,

Randy Jahnke
Wadena County Transit Director





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

MSBA's 2020 Leadership Conference Participation Opportunities and Award Nomination Forms

1 message

Minnesota School Boards Association <msba@mnmsba.org>

Mon, Aug 5, 2019 at 1:02 PM

Reply-To: msba@mnmsba.org

To: pbrownlow@verndale.k12.mn.us



Dear Paul,

The Minnesota School Boards Association (MSBA) **2020 Leadership Conference** will be held **January 16-17, 2020**, at the Minneapolis Convention Center.

This email is being sent to your district as an opportunity to submit:

- * A **Call for Presentations** application(s) (workshop and/or round table)
- * An **All-State School Board** award nomination form
- * A **Rising Star** award nomination form
- * A **School Excellence Showcase** application(s)

All Call for Presentation and School Excellence Showcase applications must be submitted electronically. The completed All State School Board award and Rising Star award nomination forms must be either mailed, faxed, or emailed as indicated on the form.

The deadline dates for each are as follows:

Call for Presentations application(s): **September 23, 2019**

All-State School Board nomination form: **October 14, 2019**

Rising Star award nomination form: **October 14, 2019**

School Excellence Showcase application(s): **November 4, 2019**

Call for Presentations application:

<https://www.surveymonkey.com/r/2020MSBACallForPresentations>

All-State School Board nomination form:

<http://www.mnmsba.org/Portals/0/ASSBCriteria2019.pdf>

Rising Star Award nomination form:

<http://www.mnmsba.org/Portals/0/RisingStarAward2019.pdf>

School Excellence Showcase application:

<https://www.surveymonkey.com/r/2020MSBASchoolExcellenceShowcase>

We hope to hear from you soon!

Sincerely,

Your MSBA Staff

Minnesota School Boards Association, 1900 West Jefferson Avenue, St. Peter, MN 56001

SafeUnsubscribe™ pbrownlow@verndale.k12.mn.us

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