



**~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, November 5, 2018  
6:30 PM  
MEDIA CENTER**

**Agenda**

- I. Call to Order
- II. Recite Pledge of Allegiance
- III. Determine a Quorum (Roll Call)
- IV. Approve or Amend Agenda
- V. Recognize Visitors/Public Forum
- VI. Approve Consent Agenda and Report Items
  - a. Approve Minutes from the September 27, 2018 Regular Board Meeting
  - b. Freshwater Education Report
  - c. Legislative Report
  - d. Spanish Trip Presentation - Amy Ashbaugh
  - e. Donation(s)
- VII. Old Business
  - a. Approve Snow Removal Quote for 2018-2019
- VIII. New Business
  - a. Approve Financial Reports/Payment of the Bills
  - b. Consider/Approve the Following Personnel Items:
    - i. Resignation(s)/Retirement(s)
    - ii. Employee Contract(s)/Notice(s) of Assignment

1. Education Assistant

- c. Approve Assurance of Compliance and Mandated Reporting Application
- d. Approve Community Education Report
- e. Set Meeting Date to Canvass School District General Election Votes
- f. Consider/Approve Nomination for Sourcewell Board of Directors Election
- g. Approve the Following Program(s)/Contract(s)/Membership(s)
  - i. Bemidji State University Memorandum of Agreement for Student Training Experience-Internship
  - ii. 2018-2019 Rural Minnesota CEP Contract for Career Advising Services

IX. Administrative Reports

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



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**SCHOOL BOARD AGENDA  
REGULAR MEETING  
Monday, November 5, 2018  
6:30 PM  
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. Approve Consent Agenda and Report Items
  - a. Approve Minutes from the September 27, 2018 Regular Board Meeting - Enclosed.  
**Recommend Approval**
  - b. Freshwater Education Report - Scott
  - c. Legislative Report - Paul
  - d. Spanish Trip Presentation - Amy Ashbaugh
  - e. Donation(s) - Resolution enclosed. **Recommend Approval**
- VII. Old Business
  - a. Approve Snow Removal Quote for 2018-2019 - Wade's recommendation is enclosed.  
**Recommend Approval**
- VIII. New Business
  - a. Approve Financial Reports/Payment of the Bills - Enclosed. **Recommend Approval**
  - b. Consider/Approve the Following Personnel Items:

- i. Resignation(s)/Retirement(s)
- ii. Employee Contract(s)/Notice(s) of Assignment
  - 1. Education Assistant - Recommendation enclosed. **Recommend**

**Approval**

- c. Approve Assurance of Compliance and Mandated Reporting Application - The Assurance of Compliance and Mandated Reporting Application assures that the school district is in compliance with all state and federal requirements prohibiting discrimination. This is necessary for the district to receive state and federal funds. **Recommend Approval**
- d. Approve Community Education Report - The report will be presented at the meeting for approval.
- e. Set Meeting Date to Canvass School District General Election Votes - I recommend the meeting date be set for Thursday, November 15 at 6:00 pm. **Recommend Approval**
- f. Consider/Approve Nomination for Sourcewell Board of Directors Election - Information has been enclosed regarding the Sourcewell board of directors election. Nominations can be considered and recommended at the November or December meeting.
- g. Approve the Following Program(s)/Contract(s)/Membership(s)
  - i. Bemidji State University Memorandum of Agreement for Student Training Experience-Internship - Contract enclosed. The MOA provides opportunities for student teachers to work under the supervision of teachers in our school district. There is some financial remuneration for staff members who supervise these teachers. Hopefully, this program will give the district a supply of new teachers to fill future vacancies. **Recommend Approval**
  - ii. 2018-2019 Rural Minnesota CEP Contract for Career Advising Services - Rural MN CEP provides two career counselors in our high school to advise our students on future plans. The state mandates that each student has an Individual Learning Plan (ILP) to guide them through their high school career. We are fortunate to have financial support through Sourcewell's Innovative Funds to make this program affordable to our school district. **Recommend Approval**

IX. Administrative Reports

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



September 27, 2018

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a regular meeting on Thursday, September 27, 2018 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 Dawn Anderson, Trinity Gruenberg-Verndale Sun, Katie Tackmann, Deanna Mattson-Millar, Darla Hoemberg, and Mary Gronlund.

Pizza supper was provided by the Verndale Education Association.

Verndale - High Reliable School video was shown.

Roll call was taken. A quorum was determined.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the amended agenda as presented by Mr. Brownlow. Motion carried.

Recognition of the public.

Motion by Chris Youngbauer, seconded by Bill Blaha to approve the minutes from the August 9 and 23, 2018 Special School Board Meetings. Motion carried.

Freshwater Education Report: None

Legislative Report: Mr. Brownlow

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>Student Activity</u>	<u>Purpose</u>	<u>Amount</u>
Verndale Lions	Wrestling	\$ 500.00

Where upon the Resolution was declared duly passed and adopted by the Verndale Public School Board this 27<sup>th</sup> day of September, 2018.

Signed:

Attest:

\_\_\_\_\_  
Signature

Marcus Edin  
Chairperson

\_\_\_\_\_  
Signature

Scott Veronen  
Treasurer

Deanna Mattson-Millar and Darla Hoemberg presented a Career Advisor Program Report.

Old Business:

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

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

Motion carried.

New Business:

Motion by Scott Veronen, seconded by Shyla Hess to approve Financial Reports/Payment of the following Board Checks:

44949-44987

44989-45030

45077-45079

Roll call. Motion carried unanimous.

Motion by Tony Stanley, seconded by Bill Blaha to approve payment of Board check 44988. Roll call. Chris Youngbauer abstained. Motion carried.

Mr. Brownlow reviewed the 2018-2019 Student Enrollment.

Motion by Bill Blaha, seconded by Tony Stanley to certify the proposed 2018 payable 2019 levy at \$131,498.82 with the stipulation set by Tony Stanley for the board to have a conversation in the future to allocate funds to Safe Schools. Roll call. Motion carried unanimous.

Motion by Tony Stanley, seconded by Shyla Hess to approve the Revised Memorandum of Understanding with VEA for 2018-2019 Alternative Career Pathways Program. Roll call. Scott Veronen and Chris Youngbauer abstained. Motion carried.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the resignation of Allie Anson as Education Assistant/Media Assistant. Motion carried.

Motion by Bill Blaha, seconded by Shyla Hess to approve hiring Kody Van Den Eykel as Assistant Wrestling Coach. Roll call. Motion carried unanimous.

Motion by Scott Veronen, seconded by Chris Youngbauer to approve hiring Rachel Bounds as SADD Advisor. Roll call. Motion carried unanimous.

Motion by Chris Youngbauer, seconded by Bill Blaha to approve Teacher on Special Assignment for Rachel Johnson – Technology Integrationist/ Title I Teacher. Motion carried.

Motion by Bill Blaha, seconded by Shyla Hess to approve Teacher on Special Assignment for Heather Arroyo – Elementary Intervention Teacher. Motion carried.

Motion by Shyla Hess, seconded by Chris Youngbauer to approve Teacher on Special Assignment for Katie Bolland-K-12 Special Education Evaluation Specialist. Motion carried.

Motion by Bill Blaha, seconded by Shyla Hess to approve the resolution of sponsorship for the Wadena County Community Concern for Youth (CCY) Program. Roll call. Motion carried unanimous.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the District Sponsored Fundraiser Requests for the 2018-2019 School Year. Motion carried.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the resolution of School Board supporting Form A Application to MN State High School League Foundation. Motion carried.

Motion by Bill Blaha, seconded by Scott Veronen to call for Snow Removal Quotes for 2018-2019. Motion carried.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the 2018-2019 City of Verndale School Resource Officer Agreement. Roll call. Motion carried unanimous.

Motion by Chris Youngbauer seconded by Shyla Hess to approve FY 2019 MN State & Community Technical College PSEO Administration Contract. Roll call. Motion carried unanimous.

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

Meeting adjourned at 7:32pm by Chairman of the Board, Marcus Edin.

Respectfully submitted by the Board,

---

Tony Stanley, Clerk

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Mary Gronlund, Secretary

# **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.

<b><u>Donor</u></b>	<b><u>Purpose</u></b>	<b><u>Amount</u></b>
<b>DISTRICT:</b>		
St. John's Lutheran Church	Adopt a Classroom	\$ 100.00
Naeir	Office & Resource Room Supplies	\$ 4,400.00
Verndale Lions	Title 1 Family fun Night	\$ 100.00
Verndale Lions	Community Ed Festival of Lights	\$ 100.00
		<b>\$ 4,700.00</b>

Where upon the Resolution was declared duly passed and adopted by the Verndale Public School Board this 5th day of November 2018.

Signed:

Attest:

\_\_\_\_\_  
Signature

Marcus Edin  
Chairperson

\_\_\_\_\_  
Signature

Scott Veronen  
Treasurer



Paul Brownlow / Verndale School Board,

I would like to recommend accepting the quote from Youngbauers Landscaping for snow removal for the 2018-2019 school year.

Thank-you,

Wade Kern

Transportation / Building and Grounds

## QUOTE NOTICE

The Verndale School District will be accepting quotes for snow removal for the 2018-2019 school year.

Please give your quote prices for the following:

Grade Price per hour \$ 75.00

Skid Loader Price per hour \$ 75.00

Hauling Price per hour \$ 75.00

Salting and Sanding Price per hour \$ N/A

~~Dump Trailer~~ Truck Load Size 6 yd.

Please state what equipment will be used for snow removal, truck, skid steer, pick-up, blade length, sand and salt equipment:

TRUCK w/ 8ft Blade , SKID STEER w/ 84" SNOW BUCKET  
6 YD Dump TRAILER

The following conditions must be part of your commitment to the quote:

1. Proof of Liability Insurance
2. Snow must be removed from the front of the bus garage and west parking lot by 6:30 AM on school days.
3. Snow must be removed from the south lot by 7:30 AM on school days.
4. Contractor's log : Contractor shall keep an accurate daily log of hours spent for services provided. All of the Contractor's records pertaining to services performed and hours spent shall be available for the Verndale School District's inspection immediately following a snow event.
5. No salting or sanding services, whatsoever, shall be provided unless they are approved in advance by an authorized employee of the school district.
6. The quote deadline is 3:00pm on Friday, October 19th, 2018. Please mail your quotes to Wade Kern Transportation/Building and Grounds, 411 SW Brown Street, Verndale, MN 56481

THE VERNDALE SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTES.



# CERTIFICATE OF LIABILITY INSURANCE

YOUNG-3

OP ID: SV

DATE (MM/DD/YYYY)

09/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Veronen Insurance Agency Insurance Advisors Inc PO Box G 105 Farwell St S Verndale, MN 56481 Ins. Adv. Veronen Agency, Inc.	218-445-5562	CONTACT NAME: Ins. Adv. Veronen Agency, Inc. PHONE (A/C, No, Ext): 218-445-5562 FAX (A/C, No): 866-666-0621 E-MAIL ADDRESS: s.veronen@iaimn.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: State Auto Insurance Co.		25127
INSURER B: Technology Insurance Co		42376
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			BOP2761313	09/07/2018	09/07/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP2386021	09/07/2018	09/07/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	TWC3734502	09/07/2018	09/07/2019	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 BUILDING \$ 272,528 PROPERTY \$ 18,856

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Verndale Public Schools  
411 SW Brown St  
Verndale, MN 56481

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kelly Pickar

# QUOTE NOTICE

The Verndale School District will be accepting quotes for snow removal for the 2018-2019 school year.

Please give your quote prices for the following:

Grade Price per hour \$ \_\_\_\_\_  
*Truck prices are 85 hr*  
 Skid Loader Price per hour \$ 100

Hauling Price per hour \$ 85 + 80

Salting and Sanding Price per hour \$ 85 + salt

Truck Load Size 24/20 vd.

Please state what equipment will be used for snow removal, truck, skid steer, pick-up, blade length, sand and salt equipment:

*Truck 9 1/2' / 10'*  
*Skid loader*  
*Traction if needed*

The following conditions must be part of your commitment to the quote:

1. Proof of Liability Insurance
2. Snow must be removed from the front of the bus garage and west parking lot by 6:30 AM on school days.
3. Snow must be removed from the south lot by 7:30 AM on school days.
4. Contractor's log : Contractor shall keep an accurate daily log of hours spent for services provided. All of the Contractor's records pertaining to services performed and hours spent shall be available for the Verndale School District's inspection immediately following a snow event.
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THE VERNDALE SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTES.





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: TP

DATE (MM/DD/YYYY)

10/16/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ebner Insurance 20 Jefferson Street So. Wadena, MN 56482 Jenny J Pederson		<b>CONTACT NAME:</b> Jenny Pederson <b>PHONE (A/C, No, Ext):</b> 218-631-3274 <b>FAX (A/C, No):</b> 218-631-1994 <b>E-MAIL ADDRESS:</b> jenny.pederson@ebnerinsurance.com <b>PRODUCER CUSTOMER ID #:</b> PICKA-1	
<b>INSURED</b> Pickar Lagoon Pumping 25641 221st Ave Sebeka, MN 56477		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Auto Owners <b>INSURER B:</b> Owners Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 18988 32700	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		004606-08027232-18	06/04/2018	06/04/2019	EACH OCCURRENCE \$ 300,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 300,000 GENERAL AGGREGATE \$ 600,000 PRODUCTS - COMP/OP AGG \$ 600,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Comp 100 Deduct		41-319-467-00	10/03/2018	04/03/2019	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 100,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (PER ACCIDENT) \$ 100,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	111706 08059417	06/01/2018	06/01/2019	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 100,000 E L DISEASE - EA EMPLOYEE \$ 100,000 E L DISEASE - POLICY LIMIT \$ 500,000
B	<b>COMM INLAND MARINE</b>		004606-08027232-18	06/04/2018	06/04/2019	<b>SCHEDULED DEDUCTIBL</b> 291,000 500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

<b>Sample Certificate</b>	<b>SAMPLEC</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		<b>AUTHORIZED REPRESENTATIVE</b> 

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**VERNDALE PUBLIC SCHOOL**  
**BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT**  
**NOVEMBER 5, 2018**

Check No.	Date	Vendor Name	Amount
<i>Checks 45081-45209 listed below have been issued and need approval in accordance with board policy.</i>			
45081	10/1/2018	ECKLUND, REBECCA	\$ 100.00
45082	10/1/2018	KASSUBE, DONALD	\$ 100.00
45083	10/1/2018	RUNYAN, NATHAN	\$ 25.00
45084	10/4/2018	AQUARIUS HOME SERVICES	\$ 140.00
45085	10/4/2018	BRIAN D. KOEHN, CPA, PLLC	\$ 3,525.00
45086	10/4/2018	CASH - CHANGE FUND	\$ 50.00
45087	10/4/2018	CDW-G	\$ 612.00
45088	10/4/2018	CENTRAL MINNESOTA ERDC	\$ 525.00
45089	10/4/2018	CITY OF VERNDALE	\$ 1,064.40
45090	10/4/2018	CLIMATE MAKERS INC	\$ 1,322.88
45091	10/4/2018	DEAN FOODS INC	\$ 913.45
45092	10/4/2018	EARLY LEARNING LABS, INC.	\$ 337.50
45093	10/4/2018	EDUCATORS BENEFIT CONSULTANTS, LLC	\$ 110.93
45094	10/4/2018	FRESHWATER EDUCATION DISTRICT	\$ 2,391.80
45095	10/4/2018	GARY'S DIESEL REPAIR INC	\$ 2,944.45
45096	10/4/2018	GENERAL PARTS LLC	\$ 617.44
45097	10/4/2018	GRAHAM REFRIGERATION INC	\$ 404.58
45098	10/4/2018	HBI RADIO WADENA	\$ 78.00
45099	10/4/2018	HERZOG ROOFING, INC.	\$ 464.83
45100	10/4/2018	HOBART EQUIPMENT	\$ 963.46
45101	10/4/2018	J.W. PEPPER AND SON, INC.	\$ 3.00
45102	10/4/2018	LEAF RIVER AG SERVICE	\$ 1,178.00
45103	10/4/2018	MEISSNER, ALICIA	\$ 100.00
45104	10/4/2018	MEISSNER, LORI	\$ 100.00
45105	10/4/2018	MIDWEST BUS PARTS INC	\$ 133.95
45106	10/4/2018	NICKLASSON ATHLETIC	\$ 198.20
45107	10/4/2018	NORTHERN BUSINESS PRODUCTS, IN	\$ 155.92
45108	10/4/2018	O K TIRE STORE INC	\$ 714.78
45109	10/4/2018	PAN-O-GOLD BAKING COMPANY	\$ 131.60
45110	10/4/2018	ROCHESTER TELECOM SYSTEMS INC	\$ 61.43
45111	10/4/2018	RUNYAN, NATHAN	\$ 25.00
45112	10/4/2018	STEPHEN KRUEGER'S PIANO SERVICE	\$ 150.00
45113	10/4/2018	SUPREME SCHOOL SUPPLY COMPANY	\$ 37.59
45114	10/4/2018	THERAPY SHOPPE	\$ 78.84
45115	10/4/2018	TRUSTED EMPLOYEES	\$ 68.01
45116	10/4/2018	UPPER LAKES FOODS	\$ 4,450.82
45117	10/4/2018	VERIZON WIRELESS	\$ 875.25
45118	10/4/2018	WADENA COUNTY AUDITOR/	\$ 1,015.50
45119	10/4/2018	WADENA MACHINING AND WELDING	\$ 92.16
45120	10/4/2018	WASTE MANAGEMENT	\$ 803.24
45121	10/4/2018	WEST CENTRAL TELEPHONE ASSN	\$ 345.53
45122	10/8/2018	NORTHERN MN MATH CONTEST	\$ 228.00

**VERNDALE PUBLIC SCHOOL**  
**BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT**  
**NOVEMBER 5, 2018**

Check No.	Date	Vendor Name	Amount
45123	10/11/2018	BROCKPAHLER, ALEX	\$ 95.00
45124	10/11/2018	FREUDENBERG, JERED	\$ 100.00
45125	10/11/2018	HEINO, MIKE	\$ 95.00
45126	10/11/2018	KAISER, REGGIE	\$ 95.00
45127	10/11/2018	LILLQUIST, JON	\$ 95.00
45128	10/11/2018	NELSON, ERIC	\$ 95.00
45129	10/11/2018	THORSETT, MARK	\$ 100.00
45130	10/16/2018	CARDMEMBER SERVICE	\$ 2,095.21
45131	10/16/2018	MINNESOTA ENERGY RESOURCES	\$ 604.97
45132	10/16/2018	MnSTA TREASURER	\$ 250.00
45133	10/16/2018	UNDERWOOD PUBLIC SCHOOL - ISD #550	\$ 200.00
45134	10/22/2018	CENTRAL MINNESOTA ERDC	\$ 130.00
45135	10/22/2018	CHARLES GODDARD CONSTRUCTION, INC.	\$ 2,264.32
45136	10/22/2018	DICK BLICK	\$ 453.65
45137	10/22/2018	DISCOUNT SCHOOL SUPPLY	\$ 39.99
45138	10/22/2018	ECKROTH MUSIC COMPANY	\$ 8.39
45139	10/22/2018	FRESHWATER EDUCATION DISTRICT	\$ 38,404.96
45140	10/22/2018	GARY'S DIESEL REPAIR INC	\$ 219.52
45141	10/22/2018	HAND 2 MIND	\$ 1,889.99
45142	10/22/2018	HEARTLAND TIRE, INC.	\$ 118.00
45143	10/22/2018	HUMAN KINETICS	\$ 66.26
45144	10/22/2018	IEA, INC	\$ 4,038.75
45145	10/22/2018	JMC COMPUTER SERVICE, INC	\$ 125.00
45146	10/22/2018	LAKES COUNTRY SERVICE COOP.	\$ 2,383.33
45147	10/22/2018	LEAF RIVER AG SERVICE	\$ 4,454.75
45148	10/22/2018	MIDWEST BUS PARTS INC	\$ 85.09
45149	10/22/2018	MINNESOTA T'S INC.	\$ 164.00
45150	10/22/2018	NAPA CENTRAL MN	\$ 196.91
45151	10/22/2018	NASCO	\$ 59.85
45152	10/22/2018	NORTHWESTERN TRANSIT INC	\$ 706.00
45153	10/22/2018	PIONEER DRAMA SERVICE	\$ 382.50
45154	10/22/2018	POLMAN TOWING SERVICE	\$ 150.00
45155	10/22/2018	PROTECTION SYSTEMS INC	\$ 358.00
45156	10/22/2018	REALLY GOOD STUFF	\$ 129.16
45157	10/22/2018	RENAISSANCE	\$ 2,897.50
45158	10/22/2018	SCHOLASTIC INC	\$ 221.38
45159	10/22/2018	SCHOOL NURSE SUPPLY, INC.	\$ 567.18
45160	10/22/2018	SIGNS & DESIGNS C. A. INC.	\$ 270.00
45161	10/22/2018	SUPER ONE	\$ 235.53
45162	10/22/2018	VERNDALE AUTO SALES AND SERVICE, LLC	\$ 547.40
45164	10/22/2018	VERNDALE STUDENT ACTIVITIES	\$ 45.00
45165	10/22/2018	VIKING COCA-COLA BOTTLING CO	\$ 220.00
45166	10/22/2018	WADENA COUNTY PUBLIC HEALTH DEPT.	\$ 1,984.09
45167	10/22/2018	WAYNE'S DISCOUNT	\$ 631.56

**VERNDALE PUBLIC SCHOOL**  
**BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT**  
**NOVEMBER 5, 2018**

Check No.	Date	Vendor Name	Amount
45168	10/25/2018	CENTRAL MINNESOTA ERDC	\$ 2,176.88
45169	10/25/2018	CULINEX	\$ 194.37
45170	10/25/2018	DEAN FOODS INC	\$ 897.31
45171	10/25/2018	EAI EDUCATION	\$ 66.37
45172	10/25/2018	ECKROTH MUSIC COMPANY	\$ 275.55
45173	10/25/2018	FUERSTENBERG, ALAN	\$ 150.00
45174	10/25/2018	HAND 2 MIND	\$ 251.90
45175	10/25/2018	HILLYARD/HUTCHINSON	\$ 699.26
45176	10/25/2018	IEA, INC	\$ 564.95
45177	10/25/2018	IXL LEARNING	\$ 498.00
45178	10/25/2018	LEAF RIVER AG SERVICE	\$ 2,653.25
45179	10/25/2018	MIDWEST BUS PARTS INC	\$ 23.97
45180	10/25/2018	MINNESOTA ENERGY RESOURCES	\$ 435.68
45181	10/25/2018	MINNESOTA POWER & LIGHT CO	\$ 8,554.28
45182	10/25/2018	NORTHERN BUSINESS PRODUCTS, IN	\$ 23.82
45183	10/25/2018	PAN-O-GOLD BAKING COMPANY	\$ 236.00
45184	10/25/2018	PC PARTS PLUS	\$ 19.99
45185	10/25/2018	PLAUTZ, TRICIA	\$ 75.00
45186	10/25/2018	PROTECTION SYSTEMS INC	\$ 551.90
45187	10/25/2018	REGION 6A MSHSL	\$ 1,592.00
45188	10/25/2018	SHI INTERNATIONAL	\$ 851.20
45189	10/25/2018	UPPER LAKES FOODS	\$ 6,993.15
45190	10/25/2018	VERNDALE AUTO SALES AND SERVICE, LLC	\$ 78.34
45191	10/25/2018	VERNDALE STUDENT ACTIVITIES	\$ 47.00
45192	10/25/2018	WIESER EDUCATIONAL	\$ 36.48
45193	10/25/2018	VERNDALE STUDENT ACTIVITIES	\$ 3,027.32
45194	10/26/2018	JUNGELS, DAVE	\$ 150.00
45195	10/26/2018	POEGEL, MARVIN	\$ 75.00
45196	10/26/2018	REGION 5A MSHSL	\$ 773.00
45197	9/30/2018	230201 - NCPERS MINNESOTA	\$ 32.00
45198	9/30/2018	AVESIS Third Party Admin., Inc	\$ 101.08
45199	9/30/2018	LEGALSHIELD	\$ 95.42
45200	9/30/2018	OPERATING ENGINEERS	\$ 810.55
45201	9/30/2018	VERNDALE EDUCATION ASSN	\$ 3,588.72
45202	10/30/2018	CASH - CHANGE FUND	\$ 150.00
45203	10/30/2018	REGION 5A MSHSL	\$ 1,448.00
45204	10/31/2018	REGION 5A MSHSL	\$ 3,020.00
45205	11/1/2018	MASLOWSKI WELLNESS & RESEARCH CENTER	\$ 375.00
45206	11/1/2018	MOBYMAX, LLC	\$ 99.00
45207	11/1/2018	PRAIRIE FIRE CHILDRENS THEATRE	\$ 400.00
45208	11/1/2018	VERIZON WIRELESS	\$ 1,085.31
45209	11/1/2018	DEPT. OF LABOR & INDUSTRY	\$ 82.70

**VERNDALE PUBLIC SCHOOL**  
**BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT**  
**NOVEMBER 5, 2018**

Check No.	Date	Vendor Name	Amount
<i>Checks 45210-45239 have not been issued and are presented for payment authorization.</i>			
45210	11/5/2018	BERTHA-HEWITT PUBLIC SCHOOLS - ISD #786	\$ 85,928.74
45211	11/5/2018	CENTRAL LAKES RESTAURANT SUPPLY OF ALEXANDRIA INC.	\$ 376.20
45212	11/5/2018	CENTRAL MCGOWAN INC	\$ 125.10
45213	11/5/2018	CITY OF VERNDALE	\$ 4,448.50
45214	11/5/2018	DAILEY ELECTRIC, LLC	\$ 572.00
45215	11/5/2018	DEAN FOODS INC	\$ 996.88
45216	11/5/2018	ECKROTH MUSIC COMPANY	\$ 72.00
45217	11/5/2018	ELECTRIC MOTOR SERVICE	\$ 149.00
45218	11/5/2018	EXAMWORKS, LLC	\$ 1,829.11
45219	11/5/2018	FRESHWATER EDUCATION DISTRICT	\$ 969.82
45220	11/5/2018	GARY'S DIESEL REPAIR INC	\$ 1,642.93
45221	11/5/2018	HARREN TRUCKING, INC.	\$ 947.65
45222	11/5/2018	HOCKERT'S CLEANERS	\$ 435.00
45223	11/5/2018	J & K TROPHY HOUSE	\$ 33.45
45224	11/5/2018	LEAF RIVER AG SERVICE	\$ 1,303.95
45225	11/5/2018	MASON BROTHERS FOODS INC	\$ 54.32
45226	11/5/2018	MCGRAW-HILL EDUCATION, INC.	\$ 40,584.37
45227	11/5/2018	MEI TOTAL ELEVATOR SOLUTIONS	\$ 141.69
45228	11/5/2018	NARDINI FIRE EQ. COMPANY	\$ 336.68
45229	11/5/2018	NORTHERN BUSINESS PRODUCTS, IN	\$ 154.50
45230	11/5/2018	NORTHERN PINES MENTAL HEALTH CENTER	\$ 1,111.10
45231	11/5/2018	NORTHWESTERN TRANSIT INC	\$ 782.00
45232	11/5/2018	PAN-O-GOLD BAKING COMPANY	\$ 135.90
45233	11/5/2018	PARKERS PRAIRIE HIGH SCHOOL - ISD #547	\$ 8,325.32
45234	11/5/2018	PC PARTS PLUS	\$ 499.90
45235	11/5/2018	PEMBERTON, SORLIE, RUFER	\$ 900.50
45236	11/5/2018	RURAL MINNESOTA CEP, INC.	\$ 2,563.00
45237	11/5/2018	SUPER ONE	\$ 370.14
45238	11/5/2018	UPPER LAKES FOODS	\$ 2,918.80
45239	11/5/2018	VERNDALE STUDENT ACTIVITIES	\$ 45.00
<b>GRAND TOTAL</b>			<b>\$ 297,924.08</b>

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

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<b>Description</b>	<b>Payroll 9/28/2018</b>	<b>Payroll 10/15/2018</b>
Payroll ACH Debit	\$ 119,274.66	\$ 126,502.76
Fed/OASDI/Med	\$ 36,587.23	\$ 38,508.48
State Taxes	\$ 6,017.96	\$ 6,369.88
TRA	\$ 15,907.02	\$ 15,768.57
PERA	\$ 5,987.58	\$ 6,508.05
EBC Section 125 cafeteria plan	\$ 1,908.35	\$ 1,908.35
EBC 403b/457 annuities	\$ 4,491.21	\$ 4,491.21
Other		
AFLAC - employee elections	\$ 322.26	
Colonial - employee elections	\$ 163.56	
Delta Dental - employee elections	\$ 855.90	
Madison National - employee elections	\$ 1,020.89	
Total Disbursements plus checks	<b>\$ 192,699.18</b>	<b>\$ 200,150.66</b>
payroll - checks	\$ 162.56	\$ 93.36
Net payroll	\$ 119,437.22	\$ 126,596.12



# VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

## ~Mission Statement~

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

To: Verndale School Board  
From: Paul Brownlow, Superintendent  
Date: October 29, 2018  
Re: Education Assistant Position

I recommend the Verndale School District hire Tanya Merk to fill the vacant education assistant position. She will be paid at the base pay for an education assistant. This position started on October 5, 2018, because of an unexpected vacancy.

Tanya has prior experience as an educational aide in another state. Her experience and training make her a great candidate for the education assistant position.

Sincerely,

Paul Brownlow  
Superintendent

**Contact Us**  
Virginia Davis

E-mail:  
[mde.compliance-assistance@state.mn.us](mailto:mde.compliance-assistance@state.mn.us)

Phone: 651-582-8338

Address:  
1500 Highway 36 West, Roseville, MN  
55113

## Assurance of Compliance

0818-01 Verndale Public School District  
-INFORMATION NEEDED TO EVIDENCE COMPLIANCE-  
School Year: 18-19

\* - indicates required fields.

### Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
Name*	Katie Tackmann	Arick Follingstad	Katie Bolland
Telephone Number*	(218) 445-5184	(218) 445-5184	(218) 445-5184
Fax Number*	(218) 445-5185	(218) 445-5185	(218) 445-5185
E-Mail Address*	<a href="mailto:ktackmann@vps.verndale.k">ktackmann@vps.verndale.k</a>	<a href="mailto:afollingstad@vps.verndale.k">afollingstad@vps.verndale.k</a>	<a href="mailto:kbolland@vps.verndale.k">kbolland@vps.verndale.k</a>

### Mandated Reporter Training

Minnesota Statutes, section 626.556, subd. 12. Districts must inform all mandated reporters of the duties.

☒ I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

#### Date of Verification

08/30/2018

### Document Submittal Verification

Does MDE have current and accurate copies of the following documents?  
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document
Harassment and Violence policy	11/09/2016	Select file: <input type="button" value="Choose File"/> No file chosen

### District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date).

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the person are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

#### Federal Laws:

☒ Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

☒ Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

☒ Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).

☒ Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.



- ☒ The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).
- ☒ Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.
- ☒ The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.
- ☒ Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).
- ☒ The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).
- ☒ The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).
- ☒ Prohibition of Discrimination Based on Blindness (20 USC § 1684).

**State Laws:**

- ☒ The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
- ☒ Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.
- ☒ Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religious harassment and violence which applies to students, teachers, administrators and other school personnel.
- ☒ Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.
- ☒ Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.
- ☒ Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate and that you have the authority to submit this assurance on behalf of the district.

**NOTE: When data entry is complete, click "Submit" to send data to The State Department of Education.**

Submit

Cancel

October 17, 2018

To: Sourcewell Member Chief Executive Officers

From: Chad Coauette, Executive Director/CEO

Re: Board of Directors Election Nomination

It is time for the Sourcewell Annual Board Election Nominations. As you know, Membership for Sourcewell is divided into four sub-regions. Sub-Regions I, II, and III are made up of school districts and Sub-Region IV is made up of cities, counties, and other government agencies. Each Sub-Region elects two of its elected officials to serve on the Sourcewell Board of Directors.

There are two (2) seats available: one (1) four year term from Sub-Region I  
one (1) four year term from Sub-Region II

**Terms of office which expire on December 31, 2018 are presently held by:**

Sub-Region I	Scott Veronen- Verndale Schools
Sub-Region II	Sara Nagel- Pillager Schools

Please take the enclosed information to your next Board meeting and ask your Board to consider nominating one of your members to serve for the terms indicated. Then complete the nomination form and return it **no later than December 17, 2018**.

Thank you for your help. Look for the ballots soon after December 18, 2018.

Enc: Sourcewell Board of Directors Nomination Form  
Sourcewell Board Member Job Description  
Sourcewell Full Voting Sub-Regional Membership

## POSITION DESCRIPTION & EXPECTATIONS

**Position Title:** Board Member

**Immediate Supervisor's Position Title:** Minnesota State Legislature and Governor

Essential Duties and Powers of the Board are defined in the Sourcewell By-Laws, Article III, Subd.F.

1. Submit an Annual Evaluation Report and an Annual Plan to the Membership.
2. Provide adequate office, service center and administrative facilities.
3. Employ staff and other personnel as necessary to provide and support the agreed upon programs and services.
4. Appoint special advisory committees as needed.
5. Employ licensed staff pursuant to licensure and certification standards.
6. Enter into contracts with school boards of local education agencies, including school districts outside Sourcewell's area.
7. Enter into contracts with other public and private agencies and institutions.
8. Be governed by the Sourcewell By-Laws and applicable laws of the state.
9. Establish cooperative, working relationships and partnerships with post-secondary educational institutions, other public agencies, business, and industry.
10. Appoint an Executive Director and other such necessary personnel and fix their salary and conditions of employment.
11. Meet at the call of the Chair or any three (3) members of the Board.
  - a. Expected to attend monthly Board meetings. Supper is served.
  - b. Expected to attend an Annual Board Retreat in the Spring running from the evening of the first day through the early afternoon of the following day. This event is typically held at a local Hotel.
  - c. Invited to attend one National Convention each FY at the expense of the Sourcewell.
12. May select advisory councils or committees to give advice and counsel to the board.
13. Shall make technical assistance for long-range planning available to member government agencies upon request.
14. May establish a Rebate Program only available to Full-voting Members.

## Work Requirements and Characteristics

- a. Directly supervises the following Positions:
  - i. Executive Director
- b. Indirectly supervises:
  - i. None
- c. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others. Physical requirements:
  - i. Stand occasionally
  - ii. Walk occasionally
  - iii. Sit continuously
  - iv. Reach with arms and hands rarely
  - v. Climb or balance rarely
  - vi. Stop/kneel/crouch or crawl rarely
  - vii. Talk or hear continuously
  - viii. Taste or smell rarely
  - ix. Lift and carry up to 10 pounds rarely
  - x. Lift and carry up to 25 pounds rarely
  - xi. Lift and carry up to 50 pounds rarely
- d. Occasional air travel with multiple overnight stays possible.

## Core Competencies

- a. Experience on a Board of Directors

## Required Qualifications

- a. Must currently hold the office of elected official of a member school board, city, county, or other governmental unit and subsequently be elected to serve on the Sourcewell Board of Directors.

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

	<b>SOURCEWELL</b>		
	FULL VOTING SUB-REGIONAL MEMBERSHIP FOR 2018		
<b>Sub-Region I</b>		<b>ADM's</b>	<b>Member Number</b>
	Bertha-Hewitt	409	1315
	Browerville	399	1579
	Freshwater Education District	105	14322 (Staples) 59952 (Wadena)
	Long Prairie/Grey Eagle	877	5078
	Menahga	955	5414
	Sebeka	472	7157
	Staples/Motley	1,165	7753
	Verndale	520	33164
	Wadena/Deer Creek	968	10634
	<b>Total: Sub-Region I</b>	<b>5,870</b>	
<b>Sub-Region II</b>			
	Cass Lake/Bena	1,164	11260
	Crosby/Ironton	1,069	2855
	Northland Community	346	6067
	Pequot Lakes	1,610	6449
	Pillager	959	6503
	Pillager Area Charter School	45	6502
	Pine River/Backus	902	6526
	Walker/Hackensack/Akeley	712	8791
	<b>Total: Sub-Region II</b>	<b>6,807</b>	
<b>Sub-Region III</b>			
	Brainerd	6,427	15688
	Little Falls	2,490	5043
	Mid-State Education District-Little Falls	35	40599
	Pierz	1139	6492
	Royalton	909	6980
	Swanville	321	11398
	Upsala	376	33156
	<b>Total: Sub-Region III</b>	<b>11,697</b>	
<b>Sub-Region IV</b>			
	City of Baxter - 34965	City of Pierz - 89851	Region 5 RDC - 40600
	City of Brainerd - 18227	City of Pine River - 33248	
	City of Breezy Point - 84933	City of Royalton - 92001	MN State Comm. & Tech College - 5559
	City of Browerville - 36435	City of Sebeka - 40598	
	City of Clarissa - 2161	City of Staples - 33244	Central Lakes College Brainerd - 26992
	City of Crosslake - 16521	City of Verndale - 83290	Central Lakes College Staples - 536
	City of Emily - 50069	City of Wadena - 19960	
	City of Little Falls - 490		
	City of Long Prairie - 2306	Cass County - 1784	
	City of Menahga - 40597	Crow Wing County - 2876	
	City of Nisswa - 30664	Morrison County-5640	
		Wadena County - 8774	



## Sourcewell Board of Directors Nomination Form

**Please return:**

**Mail:**

Sourcewell  
*Attn: Danielle Wadsworth*  
PO Box 219  
202 12<sup>th</sup> Street NE  
Staples, MN 56479

**Or**

**Email:**

danielle.wadsworth@sourcewell-mn.gov

**NO LATER THAN December 17, 2018**

\_\_\_\_\_ would like to place in nomination the following  
(Government Agency Name)

person who is presently serving on our governing board, council, or commission to serve for a four-year term representing Sub-Region I on the Sourcewell Board of Directors:

**Term Expires December 31, 2022**

\_\_\_\_\_  
Person Nominated

\_\_\_\_\_  
Phone Number of Nominee

\_\_\_\_\_  
Email of Nominee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Government Official

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

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DEPARTMENT OF PROFESSIONAL EDUCATION

October 9, 2018

Paul Brownlow, Superintendent  
Verndale Public Schools  
411 SW Brown Street  
Verndale, MN 56481

Dear Superintendent Brownlow,

Bemidji State University Professional Education would like you to review the attached renewal of Memorandum of Agreement for Student Training Experience-Internship.

This agreement covers the student teaching experiences that may take place, at your discretion, over the next five years. It also allows our institution to provide your designated employees with a small honorarium for guidance of BSU student teachers.

**Please review the agreement, print and sign two (2) copies of the signature page 5, and return both copies to me.**

**BSU does not accept scanned signatures so these documents must be *mailed* to the following address:**

Sabrina Erickson  
BSU Professional Education  
1500 Birchmont DR NE #35  
Bemidji, Minnesota 56601

I will return one of the contracts to you once all of the signatures have been obtained. Thank you for your time and attention to this matter. Please contact me if you have any questions.

Sincerely,

Sabrina Erickson  
Assistant to Clinical Experiences, BSU Professional Education  
[sabrina.erickson@bemidjistate.edu](mailto:sabrina.erickson@bemidjistate.edu) 218-755-2930

**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BEMIDJI STATE UNIVERSITY**

**MEMORANDUM OF AGREEMENT  
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP  
FOR NON-ALLIED HEALTH PROGRAMS**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **Bemidji State University, Professional Education Department, 1500 Birchmont Drive NE, #35, Bemidji, Minnesota 56601** ( "the College/University") and **Verndale Public School, ISD # 818, 411 SW Brown Street, Verndale, MN 56481** ("the Facility"). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

*The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.*

**A. THE PARTIES UNDERSTAND THAT:**

1. The College/University has a Professional Education Program (the "Program") for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

**B. RESPONSIBILITIES OF EACH PARTY**

1. **The College/University agrees to:**
  - a. make arrangements with the Facility for a training experience at the Facility, which includes determining the supervision/honorarium model, that will support the student's occupational goals and meet any applicable Program requirements.



- b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student or any site supervisor at the Facility, as needed.
- c. discuss with the Facility any problems or concerns arising from the student's participation.
- d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
- e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
- f. assist in the evaluation of the student's performance in the training experience.

**2. The Facility agrees to:**

- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
- b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
- d. sign the weekly work report to verify the student's attendance.
- e. complete, on behalf of the student, the agreed-upon forms necessary to the submission of a Minnesota State professional teacher licensing application.

**3. LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

**4. TERM OF AGREEMENT**

This Agreement is in effect from **September 1<sup>st</sup>, 2018** or when fully executed, and shall remain in effect until **August 31<sup>st</sup>, 2023**. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

**5. FINANCIAL CONSIDERATION**

- a. **Traditional Cooperating Teacher Honorarium:** In consideration of the above, the University will pay an honorarium not to exceed \$225 for each full time student teacher. Honorariums for placements less than 16 weeks will be prorated. This honorarium will be paid to the Facility OR to the cooperating teacher, for each student assigned as a student teacher. The distribution of these funds will be determined by the current Facility and MNSCU policies and procedures. Distribution will be made by the Facility, unless District policy requires another

arrangement. Honorariums shall be encumbered by a purchase order before the beginning of each student teaching assignment. Payment shall be made after the Bemidji State University verifies the student has completed the student teaching assignment and notifies Accounts Payable to make payment.

- b. **Embedded Cooperating Teacher and Mentor Coach Honorariums:** In consideration of the Facility responsibilities and the capacity and agreement of the Facility to provide an on-site mentor-coach or allow student teacher supervision to be conducted by University-contracted State of Minnesota Regional Service Cooperative employees, the University will pay an honorarium in accordance with the breakdown set forth below:

Total weeks of supervision provided per individual student teacher.	Honorarium paid to Embedded Mentor-Coach Employed by Facility	Honorarium paid to Embedded Cooperating Teacher Employed by Facility
16 Weeks	\$ 570	\$ 380
12 Weeks	\$ 382	\$ 255
8 Weeks	\$ 285	\$ 190
4 Weeks	\$ 187	\$ 125

This honorarium will be paid to the Facility OR to the cooperating teacher and mentor coach, for each student assigned as a student teacher. The distribution of these funds will be determined by the current Facility and MNSCU policies and procedures. Distribution will be made by the Facility, unless District policy requires another arrangement. Honorariums shall be encumbered by a purchase order before the beginning of each student teaching assignment. Payment shall be made after the Bemidji State University verifies the student has completed the student teaching assignment and notifies Accounts Payable to make payment.

- c. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

#### 6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

#### 7. **ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

#### 8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS

NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. **DATA PRIVACY**

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ["the Act"]) that classify the College/University's written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

10. **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

11. **NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

The rest of this page intentionally left blank. Signature page to follow.



*In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.*

**Verndale Public Schools  
ISD # 818**

Name: \_\_\_\_\_

Authorized Facility Representative

Title: \_\_\_\_\_

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

**Minnesota State Colleges and Universities  
BEMIDJI STATE UNIVERSITY**

By: Dr. Jim Barta \_\_\_\_\_

Title: Dean, College of Arts, Education, & Humanities

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

**AS TO FORM AND EXECUTION**

\_\_\_\_\_  
By: (authorized College/University signature)

Title: Dr. G. Anthony Pepper, Provost & Vice President for  
Academic & Student Affairs

or

Dr. Randy Westhoff, Associate vice President for Academic  
Affairs (Interim)

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

**Routing Instructions**

**Facility/School District Responsibility**

1. \_\_\_\_\_ Obtain facility/school district authorized signature.
2. \_\_\_\_\_ Return document to  
*Clinical Office, Professional Education  
Bemidji State University  
1500 Birchmont Drive NE #35  
Bemidji, MN 56601*

**Bemidji State University Responsibility**

3. \_\_\_\_\_ Obtain signature from Dean, College of Education, Arts, and Humanities (#27).
4. \_\_\_\_\_ Obtain signature from Office of Academic Affairs (#3).
5. \_\_\_\_\_ Return document to Clinical Office Professional Education (#35).
6. \_\_\_\_\_ Clinical Office will send fully signed agreement to facility/school district.

## ***EXAMPLE OF STUDENT DOCUMENT***

### **ATTACHMENT A STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

Name of College/University: \_\_\_\_\_  
Name of College/University Program ("the Program"): \_\_\_\_\_  
Type of Training Experience/Internship: \_\_\_\_\_  
Dates of Training/Internship: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Average number of hours to be worked by the Student each week: \_\_\_\_\_  
Facility Name and Address: \_\_\_\_\_  
Location Where Training will Occur (if different from Facility's Address above): \_\_\_\_\_

Facility Representative's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Activities/Job tasks and skills the Student will learn:

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Tools and Equipment the Student will use:

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#### **STUDENT RESPONSIBILITIES**

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and

4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: \_\_\_\_\_

Student's Name (please print): \_\_\_\_\_

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

Name of Student's Parent (required for students under 18 years of age) (please print):

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

Bemidji State University, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.

## CONTRACT FOR PURCHASE OF SERVICES

This agreement is made and entered between Independent School District 818 (ISD 818 Verndale), hereinafter referred to as the "CONTRACTOR," and Rural Minnesota CEP, Inc. (RMCEP), hereinafter referred to as the "PROVIDER."

### WITNESSED:

WHEREAS, the PROVIDER represents itself to the CONTRACTOR as qualified and willing to perform the services herein agreed to,

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the PROVIDER and the CONTRACTOR agree as follows:

#### 1. PROVIDER Duties:

- a. PROGRAM: The PROVIDER shall implement the responsibilities described in the Career Advisor Services Proposal and incorporated into this service agreement. In brief, RMCEP will provide staffing services for career exploration, career counseling, job seeking strategies, college information and assistance with financial aid applications to youth and families in the district.
- b. Provide trained staff to implement services.

#### 2. Term of Contract:

This Service Contract shall be effective on September 1, 2018, or upon such date as it is executed, whichever occurs later, and shall remain in effect until June 30, 2019, or until all obligations set forth in this Service Contract have been satisfactorily fulfilled, whichever occurs later. (Also see Section 4, a and b)

#### 3. Cost and Delivery of Purchased Services:

- a. The total amount to be paid for such purchased services shall not exceed \$2563.00. The PROVIDER will provide trained staff and relevant supervision to implement and provide services.
- b. Purchased Services will be provided at ISD 818.

#### 4. Payment for Purchased Services:

- a. Payment: Payment shall be made within 30 days of receipt of invoice from PROVIDER.

5. Deliverables and Strategies:

RMCEP will:

1. Provide Career Exploration
2. Provide Job Search Assistance
3. Provide Information on Training Programs

School District will:

The school district will be responsible for providing the RMCEP staff person with an orientation to school policies; use of school equipment; access to students; guidance on scheduling; and the protocol for working with students. The school will provide the following resources: Office space, brochure racks for displays, video player/DVD, computer lab, area in the library to display career-planning resources, Interest Inventories.

6. Audit and Record Disclosures:

The PROVIDER shall:

- a. Report number of students receiving services as described in Section 5 above on a bi-yearly basis, with a final report at the end of the project.
- b. Maintain all records pertaining to this contract for six years for audit purposes.

7. Safeguard of Client Information:

The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the CONTRACTOR's or PROVIDER's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney, or the client's responsible parent or guardian.

8. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

PROVIDER agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e), including Executive Order No. 11246, and Title VI (42 USC 2000d), and the Rehabilitation Act of 1973, as amended by Section 504.

9. Indemnity, Insurance, and Audit Clause:

- a. Indemnify: The PROVIDER and the CONTRACTOR agree that it will at all times indemnify and hold harmless each party to this contract from any and all liability,



loss, damages, costs or expenses which may be claimed against the CONTRACTOR or PROVIDER regarding the provision of services as identified in this contract.

- b. Insurance: The PROVIDER further agrees, in order to protect itself and the CONTRACTOR under the indemnify provisions set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$500,000 for bodily injury or property damage to any one person and \$1,000,000 for total injuries or damages arising from any one incident.

10. Conditions of the Parties' Obligations:

- a. This agreement may be canceled by either party at any time, with or without cause, upon 30 days notice, in writing, delivered by mail or in person.
- b. Before the termination date specified in Section 2 of this agreement, the CONTRACTOR may evaluate the performance of the PROVIDER in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- c. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- d. No claim for services furnished by the PROVIDER, not specifically provided in the agreement, will be allowed by the CONTRACTOR, nor shall the PROVIDER do any work or furnish any material not covered by the agreement, unless this is approved in writing by the CONTRACTOR. Such approval shall be considered to be a modification of the agreement.
- e. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.

11. Subcontracting:

The PROVIDER shall not enter into subcontracts for any of the goods and services contemplated under this agreement without written approval of the CONTRACTOR. All subcontracts shall be subject to the requirements of this contract.

- 12. The PROVIDER agrees that all participants are made aware of their rights under the Minnesota Right-to-Know Act.
- 13. The PROVIDER agrees that no religious based counseling shall take place under the auspices of this agreement. Participants will not be employed in the construction,

operation or maintenance of a facility used for religion instruction or worship. The PROVIDER further agrees that no funds shall be expended for sectarian worship, instruction or proselytization.

14. In the event that any dispute arises solely between the CONTRACTOR and the PROVIDER, in a situation involving a claim other than for indemnification, cost allowability and/or funds allocation, such disputes will be resolved through negotiation.

PROVIDER certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency.

15. Entire Agreement:

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the PROVIDER and CONTRACTOR relating to the subject matter hereof.

In WITNESS WHEREOF, the CONTRACTOR and PROVIDER hereby execute this agreement.

BY   
Executive Director, RURAL MINNESOTA CEP, INC.

DATED August 31, 2018

BY \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE, ISD 818

DATED \_\_\_\_\_, 2018



**K-12 Principal / District Assessment Coordinator Report**

**November 5, 2018**

**1. Events of the Past Weeks**

- a. Kindergarten Grandparent's Day – September 28<sup>th</sup> from 10:00-11:30
- b. Picture Day (2<sup>nd</sup> Try Due To Power Outage) – October 9<sup>th</sup>
- c. Elementary Fire Hall Visit – Wednesday, October 10<sup>th</sup>
- d. Elementary Walk the Plank – Wednesday, October 17<sup>th</sup>
- e. No School – Education Minnesota Break – October 18<sup>th</sup>-19<sup>th</sup>
- f. Bemidji State University Math Contest – October 23<sup>rd</sup>
- g. SADD Red Ribbon Week – October 29<sup>th</sup> – November 2<sup>nd</sup>
- h. High School Student of the Quarter Recognition – October 31<sup>st</sup>
- i. Elementary Pirate Pride – November 1<sup>st</sup>
  - i. Students of the Month
    - 1. Jayden Eckel – Kindergarten – Mrs. Strayer
    - 2. Sara Mensinger – 6<sup>th</sup> Grade – Mr. Johnson
- j. Title I Family Fun Night at the Maslowski Center – November 1<sup>st</sup>
- k. Picture Retake Day – November 1<sup>st</sup>
- l. School Play Public Performance – November 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>
  - i. Performed for all 7-12 students on October 31<sup>st</sup>

**2. Upcoming Events / Mark Your Calendars**

- a. Parent / Teacher Conferences
  - i. November 5<sup>th</sup> and 8<sup>th</sup> from 3:30-7:00 each night
  - ii. E-Cigarette / Vaping presentation for 5-12 students and parents November 5<sup>th</sup> at 7:00 in the auditorium
- b. Book Fair – November 5<sup>th</sup> – 8<sup>th</sup>
- c. Lunch with Loved Ones
  - i. K-2 – November 6<sup>th</sup>
  - ii. 3-4 – November 7<sup>th</sup>
  - iii. 5-6 – November 8<sup>th</sup>
- d. 2-Hour Late Start – November 7<sup>th</sup>
- e. Veteran's Day Program / Breakfast – November 8<sup>th</sup> – Open to the Public
  - i. Breakfast at 9:00
  - ii. Program at 10:00
- f. No School – November 9<sup>th</sup>



- g. Fall Sports Updates
  - i. Section Swimming on
    - 1. Thursday and Saturday (November 8<sup>th</sup> and 10<sup>th</sup>) in Sartell
  - ii. State Football Quarterfinals
    - 1. Friday, November 9<sup>th</sup> at 7:00 p.m. at Buffalo High School
- h. No School – Thanksgiving Break – November 22<sup>nd</sup> and 23<sup>rd</sup>
- i. NHS Blood Drive – November 29<sup>th</sup>
- j. NCRC Assessment for Seniors – December 4<sup>th</sup>
- k. 2-Hour Late Start – December 5<sup>th</sup>
- 3. High Reliability School Program Update
  - a. Phil Warrick visited on Tuesday, October 2<sup>nd</sup>
    - i. Reviewed Level 1
    - ii. Check-in on Level 2 Work
  - b. Instructional Rounds were held on October 25<sup>th</sup> and 26<sup>th</sup>
  - c. Staff Development Day – November 5<sup>th</sup>
  - d. Webinar with Phil Warrick on Tuesday, November 6<sup>th</sup>
  - e. Mr. Follingstad Presents HRS Process at Minnesota Rural Education Association Conference – November 12<sup>th</sup>
  - f. Elementary Data Meetings – November 15<sup>th</sup>
  - g. World's Best Workforce / Curriculum Advisory Meeting – November 19<sup>th</sup> at Maasconi's

**Superintendent Report**  
**November**  
**November 5, 2018**

**Verndale School Enrollment Update – Students K-12**

September 2007	425	September 5, 2014	517
May 2008	431	May 22, 2015	523
September 2008	465	September 1, 2015	530
May 22, 2009	462	May 20, 2016	522
September 23, 2009	485	September 6, 2016	537
May 19, 2010	468	September 23, 2016	536
September 8, 2010	483	May 31, 2017	547
May 18, 2011	486	September 8, 2017	542
September 22, 2011	480	September 26, 2017	542
May 23, 2012	466	May 18, 2018	543
September 18, 2012	486	September 25, 2018	566
May 3, 2013	485	<b>October 30, 2018</b>	<b>563</b>
September 4, 2013	496		
May 30, 2014	502	<b>Preliminary budget set at:</b>	<b>540 Students</b>

1. **School Board/General Election** - The Verndale School District has three seats up for election this fall. The three incumbents (Bill Blaha, Tony Stanley, Scott Veronen) are the three candidates on the ballot. The election will be held on Tuesday, November 6th in conjunction with the general election. There can be no school activities from 6:00 to 8:00 pm.
2. **Title I Family Engagement Night** - The elementary staff and administration hosted a Title I Family Engagement Night at the Maslowski Wellness Center on Thursday, November 1. There were approximately 80 students and parents in attendance to swim in the pool, play games in the gym, and learn about the school's Title I programs. Thank you to the elementary classroom teachers, PE department, Title I and intervention teachers, and National Honor Society volunteers for making this event a success.
3. **FED Legislative Day** - The Freshwater Education District will hold their annual Legislative Day at 9:00 am on Wednesday, December 5, 2018 at the CLC campus in Staples. This is a great opportunity to meet legislators from our region and get an update on the upcoming legislative session. All board members are invited to attend.

4. **Christmas Tea** - The Christmas Tea will be held on Thursday, December 6 from 10:30 am to 1:15 pm in the multimedia room. We will serve festive snacks and treats. A suggested donation of \$30 is appreciated.
5. **MSBA Leadership Conference** - The MSBA Leadership Conference is scheduled for January 17-18 in Minneapolis. I need to reserve rooms for the conference as soon as possible. Please let me know by Wednesday if you plan to attend.

**Upcoming Events**

School Board/General Election	November 6
Parent-Teacher Conferences	November 5 & 8
November Two-Hour Late Start	November 7
Veterans Day Program	November 8
No School	November 9
School Board Meeting to Canvass Election Results	November 15
Thanksgiving Break	November 22-23
AESA Conference Presentation in Colorado Springs	November 28-Dec 1
December School Board and Truth in Taxation Meeting	December 3