



~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, June 10, 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 May 6, 2019 Regular Board and May 29, 2019 Finance Committee Meetings
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims - Check #45866-45982 & Check #45983
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignation(s)/Retirement(s)
 1. High School Math Teacher and Honor Society Advisor
 2. Senior Class Advisor
 - ii. Employee Contract(s)/Notices(s) of Assignment
 1. Elementary Long-Term Substitute Teacher
- VII. Report Items
 - a. Financial Report

- b. Freshwater Education Report
- c. Legislative Report

VIII. Old Business

- a. Award/Approve the Following Bids/Quotes for the 2019-2020 School Year
 - i. Fuel Quote
 - ii. Milk Bid
 - iii. Bread Quote
- b. Approve the Second Reading of the Following Policies:
 - i. 201 - Legal Status of the School Board
 - ii. 202 - School Board Officers
 - iii. 203 - Operation of the School Board - Governing Rules
 - iv. 203.1 - School Board Procedures; Rules of Order
 - v. 203.2 - Order of the Regular School Board Meeting
 - vi. 203.5 - School Board Meeting Agenda
 - vii. 203.6 - Consent Agenda
 - viii. 204 - School Board Meeting Minutes

IX. New Business

- a. Approve Preliminary FY 2020 Budget
- b. Approve Changes to Committed Funds
- c. Approve Purchase of 3 Konica Bizhub Copiers from Marco using Sourcewell Purchasing Contract
- d. Approve Meal Prices for 2019-2020 School Year
- e. Approve Admission Prices for the 2019-2020 School Year
- f. Approve Long-Term Facilities Maintenance Plan
- g. Approve Read Well by Third Grade Local Literacy Plan
- h. Approve Resolution Regarding Board Control of Extracurricular Activities
- i. Approve the First 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

- j. Approve the Following Program(s)/Contract(s)/Membership(s):
 - i. Lakes Country Service Cooperative Business Management Services Contract
 - ii. Minnesota Rural Education Association (MREA) Membership
 - iii. 2019-2020 Resolution for Membership in the MN State High School League
 - iv. 2019-2020 M-State Concurrent Enrollment Program Memorandum of Agreement
 - v. 2019-2020 eCampus in the High School Memorandum of Agreement
 - vi. 2019-2020 Central Lakes College (CLC) College in the Schools/Concurrent Enrollment Agreement
- k. Designate Superintendent Paul Brownlow as the Identified Official with Authority to Grant Staff Access to Secure Minnesota Department of Education Sites
- l. Set Date and Time for Annual School Board Retreat
- m. Approve Closed Session to Discuss Negotiations Strategy

X. Administrative Reports

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



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Notes to Agenda

- I. Call to Order
- II. Recite Pledge of Allegiance
- III. Determine a Quorum (Roll Call)
- IV. Approve or Amend Agenda
- V. Recognize Visitors/Public Forum
- VI. Consent Agenda - The supporting documents are enclosed for review. A board member is welcome to pull an item from the consent agenda and place it on the new business portion of the agenda. **Recommend Approval**
 - a. Approve Minutes from the May 6, 2019 Regular Board and May 29, 2019 Finance Committee Meetings
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims - Check #45866-45982 & Check #45983
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignation(s)/Retirement(s)
 1. High School Math Teacher and Honor Society Advisor
 2. Senior Class Advisor
 - ii. Employee Contract(s)/Notices(s) of Assignment
 1. Elementary Long-Term Substitute Teacher

VII. Report Items

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

VIII. Old Business

- a. Award/Approve the Following Bids/Quotes for the 2019-2020 School Year - The summary and recommendation for each commodity is enclosed for your review.

Recommend Approval

- i. Fuel Quote
 - ii. Milk Bid
 - iii. Bread Quote
- b. Approve the Second Reading of the Following Policies: - There are no recommended changes to the policies since the first reading. **Recommend approval of the policies as presented.**
 - i. 201 - Legal Status of the School Board
 - ii. 202 - School Board Officers
 - iii. 203 - Operation of the School Board - Governing Rules
 - iv. 203.1 - School Board Procedures; Rules of Order
 - v. 203.2 - Order of the Regular School Board Meeting
 - vi. 203.5 - School Board Meeting Agenda
 - vii. 203.6 - Consent Agenda
 - viii. 204 - School Board Meeting Minutes

IX. New Business

- a. Approve Preliminary FY 2020 Budget - The preliminary budget has been set at 547 students for revenues. This projection is based on current numbers and past trends. The expenditures include changes in staffing and contracts with outside vendors.
Recommend Approval
- b. Approve Changes to Committed Funds - The updated Committed Fund document is enclosed for your review. This process ensures the district has a plan for future expenses that are of a larger scale (buses, copiers, building projects, etc.) **Recommend Approval**
- c. Approve Purchase of 3 Konica Bizhub Copiers from Marco using Sourcewell Purchasing Contract - The district's copiers are 5-years old and have made over 2,000,000 copies. Because of planning, the district has the funds for this purchase. **Recommend Approval**
- d. Approve Meal Prices for 2019-2020 School Year - The USDA requires that paid lunches cannot be subsidized by federal funds. To ensure this does not happen, USDA provides a calculator to determine the minimum price. As a result, the breakfast prices will remain the same and the lunch prices will increase by \$.10. The adult price minimum will be set by the state later this summer. A document with a historical trend and the calculator is enclosed for your review. **Recommend Approval**
- e. Approve Admission Prices for the 2019-2020 School Year - The recommendation is to keep the admission fees at the same level as the 2018-2019 school year. This will keep

our prices comparable to the other conference schools. **Recommend Approval**

- f. Approve Long-Term Facilities Maintenance Plan - The Long-Term Facilities Maintenance Plan is a 10-year plan that is required to obtain levy authority and state aid. These funds are used to cover health and safety and deferred maintenance expenditures. Examples of these projects include: roofing, doors, lockers, tuckpointing, and windows,

Recommend Approval

- g. Approve Read Well by Third Grade Local Literacy Plan - This plan is a required mandate but helps the district identify students who need additional support in reading. We provide these supports through our intervention teachers, Reading Corps, and What I Need (WIN) time. In addition, this plan is incorporated into the World's Best Workforce plan. **Recommend Approval**
- h. Approve Resolution Regarding Board Control of Extracurricular Activities - GASB 84 and state statute require that the Student Activities accounts fall under board control as of July 1. A resolution to take this action is enclosed for review. **Recommend Approval**
- i. Approve the First Reading of the Following Policies: The policies listed below relate to student management. They are being reviewed and possible revisions will be presented at the meeting for 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

- j. Approve the Following Program(s)/Contract(s)/Membership(s): - The contracts are enclosed for your review. The LCSC contract has a larger increase to account for additional business manager time. The other contracts have modest increases to meet the MN common pricing structure of \$3,000 by 2021-2022. **Recommend Approval**

- i. Lakes Country Service Cooperative Business Management Services Contract

- ii. Minnesota Rural Education Association (MREA) Membership
 - iii. 2019-2020 Resolution for Membership in the MN State High School League
 - iv. 2019-2020 M-State Concurrent Enrollment Program Memorandum of Agreement
 - v. 2019-2020 eCampus in the High School Memorandum of Agreement
 - vi. 2019-2020 Central Lakes College (CLC) College in the Schools/Concurrent Enrollment Agreement
 - k. Designate Superintendent Paul Brownlow as the Identified Official with Authority to Grant Staff Access to Secure Minnesota Department of Education Sites - This is an annual requirement to designate a school official the authority to grant access to staff members to complete and submit mandatory report to the MN Department of Education. Most of the reports are completed electronically and require a certain level of security. **Recommend Approval**
 - l. Set Date and Time for Annual School Board Retreat - Typically, the board meets in July to review district goals, the superintendent evaluation, and set plans for the upcoming school year.
 - m. Approve Closed Session to Discuss Negotiations Strategy - The board needs to discuss negotiations strategy for the upcoming round of bargaining with the various units. **Recommend Approval**
- X. Administrative Reports
- a. Dean of Students/Activities Director
 - b. K-12 Principal/District Assessment Coordinator
 - c. Superintendent

May 6, 2019

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

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

Members Absent: None

Others present: Supt. Mr. Brownlow, Principal Mr. Follingstad, Dean of Students Mr. Johnson, Business Manager Jordan Anderson, Trinity Gruenberg-Verndale Sun, Vickie Thompson, Jordan Hinkle, Nick Bunio, Matt Jones, Deb Hutson, Stephanie Brownlow, Matt Schluttner, Reese Thompson, Alec Lundberg, Zach Brownlow, Brayden Vertina, Mardi Ehrmantraut, Morgan Glenz, Molly Brownlow, Alyssa Thompson, Jackson Weniger, and Mary Gronlund.

Roll call was taken. A quorum was determined.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the agenda as presented by Mr. Brownlow, adding New Business item h. Part-Time Custodian hire. M/C

Recognition of the public.

Boys choir ensemble of Matt Schluttner, Reese Thompson, Brayden Vertina, Alec Lundberg and Zach Brownlow sang their contest song. The group earned a Superior rating at their contest last week.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the following Consent Agenda items:

- Minutes from the April 1, 2019 Regular School Board Meeting and April 11, 2019 Work Session.
- Payment of Monthly Claims: Checks 45753-75816 (Issued) & 45817-45864
- Payment of Monthly Claims: Check 45865 - *Motion by Scott Veronen, seconded by Shyla Hess to approve Payment of check 45865. 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 Chris Youngbauer.*

VERNDALE PUBLIC SCHOOLS RESOLUTION A RESOLUTION ACCEPTING DONATIONS TO THE DISTRICT

WHEREAS, State Statute 465.03, Gifts to Municipalities, states, in part, that "Any city, county school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor."; and;

WHEREAS, Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full, and;

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

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

<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>
District		
Judy Schultz	Lawn Raking	30.00
Total District Donations		30.00

Student Activity

Bertha American Legion	Post Prom	50.00
Charles Goddard Construction	Post Prom	60.00
Madsen Precision Collision	Post Prom	50.00
North Risk Partners	Post Prom	25.00
Randy Wilson	Post Prom	50.00
Sarah Madsen	Post Prom	20.00
Star Bank	Post Prom	175.00
Tri-County Hospital	Post Prom	75.00
Veronen Insurance Agency, Inc.	Post Prom	75.00
West Central Telephone	Post Prom	250.00
Youngbauer's Inc.	Post Prom	250.00
Total Student Activity Donations		1,080.00

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

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

Signed:

Attest:

Signature
Marcus Edin, Chairperson

Signature
Scott Veronen, Treasurer

- Resignations/Retirements:
 - Regular Route Bus Driver: Wayne Stave
 - Speech Coach: Meagan Ferris
- Employee Contracts/Notices of Assignment:
 - High School Special Education Teacher Hire: Jennifer Peske
 - Title I/Middle School Mathematics Teacher Hire: Alex Anderson
 - "B" Team Volleyball Coach Hire: Katie Bolland
 - Summer Custodian Assistant Hire: Allison Olsson
 - Regular Route Bus Driver Hire: Eric Bervig
 - Regular Route Bus Driver Hire: Kenny Kjeldergaard
 - Substitute/Extra Curricular Bus Driver Hire: Wayne Stave
- Teacher On Special Assignment
 - K-12 Evaluation Specialist: Katie Bolland
 - Dean of Students/Activities Director: Greg Johnson
- Continuing Contracts:
 - Jennifer Cameron
 - David Drexler
 - Brian Hartwig
 - Angie Orsburn
- Renewal of Probationary Teacher Contracts:
 - Rachel Beard
 - Kristin Johnson
 - Alicia Strayer
 - Kody Van Den Eykel
 - Angie Wallin
- Report Items:
 - Monthly Financial Report: Jordan Anderson
 - Freshwater Education Report: Scott Veronen
 - Legislative Report: Mr. Brownlow
 - High Reliability School (HRS) Staff and Student Forum
 - Senior Class Trip Report: Senior Class Representatives

Roll call, MCU.

Old Business:

Member Bill Blaha introduced the following resolution and moved its adoption. The motion was duly seconded by Chris Youngbauer.

Upon vote being taken thereon, the following voted in favor thereof: Tony Stanley, Scott Veronen, Bill Blaha, Shyla Hess, Marcus Edin, and Chris Youngbauer

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

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

Resolution 01A

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

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

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

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

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

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

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

Adopted by the Independent School District No. 818 (Verndale Public Schools), Minnesota this 6th day of May, 2019.

ATTEST:

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

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

IRS Background

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

SEC Background

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

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

Post-issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the IRS Code,

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

Post-issuance Debt Compliance Policy

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

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

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

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

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

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

Private Activity Bonds

The District may issue tax-exempt obligations that are "private activity" bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501 organizations, or (2) the bonds are so-called "conduit bonds", where the proceeds are loaned to a qualified 501 (c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Business Manager shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

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

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

Adopted this date, May 6, 2019, by the Independent School District No. 818

(Verndale Public Schools), Minnesota

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the second reading of the following policies:

- Policy 101 – Legal Status of the School District
- Policy 101.1 – Name of the School
- Policy 102 – Equal Educational Opportunity
- Policy 103 – Complaints – Students, Employees, Parents Other Persons
- Policy 104 – School District Mission Statement
- Policy 714 – Fund Balances

M/C

New Business:

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the 2019 Senior Class Trip as presented. M/C

Motion by Bill Blaha, seconded by Shyla Hess to approve the Class of 2019 Candidates for Graduation/Certificates of Attendance pending final approval by the Administration. M/C

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the revised Extracurricular Schedule for Spring Sports. Roll call, MCU.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the revised 2018-2019 School Calendar. M/C

Motion by Scott Veronen, seconded by Shyla Hess to receive Notice of Desire to Negotiate from K-12 Principal/District Assessment Coordinator Arick Follingstad. M/C

Motion by Chris Youngbauer, seconded by Bill Blaha to call for Fuel, Milk and Bread Quotes/Bids for the 2019-2020 School Year. M/C

Motion by Chris Youngbauer, seconded by Scott Veronen to approve the first 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

Motion by Bill Blaha, seconded by Chris Youngbauer to approve hiring Nancy Rudie as Part-Time Custodian. Roll call, MCU

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

Meeting adjourned at 7:38pm by Chairman of the Board, Marcus Edin.

Respectfully submitted by the Board,

Tony Stanley, Clerk

Mary Gronlund, Secretary

May 29, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a finance committee meeting on Wednesday, May 29, 2019 at 4:30 pm in the Verndale School multimedia room. The meeting was called to order by board member Bill Blaha. The meeting started with the Pledge of Allegiance.

Members present: Bill Blaha, Chris Youngbauer, and Scott Veronen.

Members absent: None

Others present: Superintendent Paul Brownlow, Business Manager Jordan Anderson, Buildings and Grounds and Transportation Supervisor Wade Kern, Food Service Supervisor Vickie Thompson, IT Support Mike Hess, Activities Director Greg Johnson, Art Schluttner, Katie Bolland, Charlene Orlando, Brad Cottrell, Human Resources Kim Moske, and IUOE Representative Dave Eiyneck.

Mr. Brownlow reviewed the following items:

- a. Fund Balance Policy
- b. Committed Fund Balances
- c. Review FY 2020 Budget
 - i. Projected 2020 Student Enrollment
 - ii. Projected Revenues
 - iii. Projected Expenditures
 1. Staffing
 2. Substitute Expenses
 3. Contracts
 - iv. Review Salary Negotiations Model

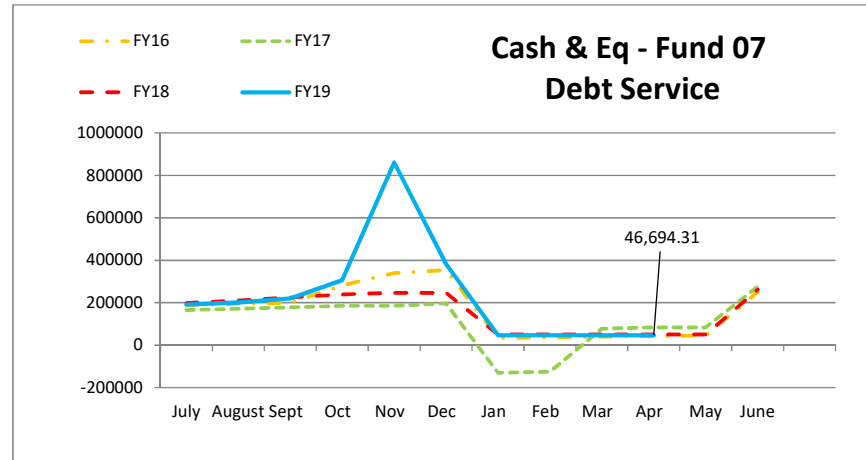
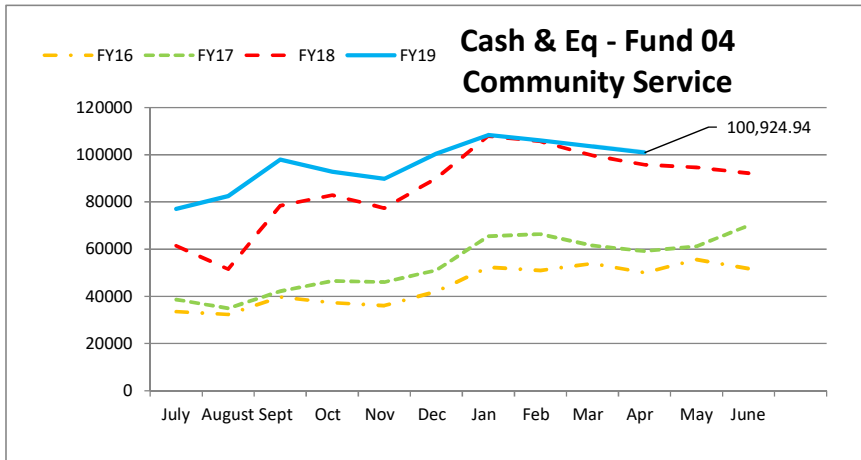
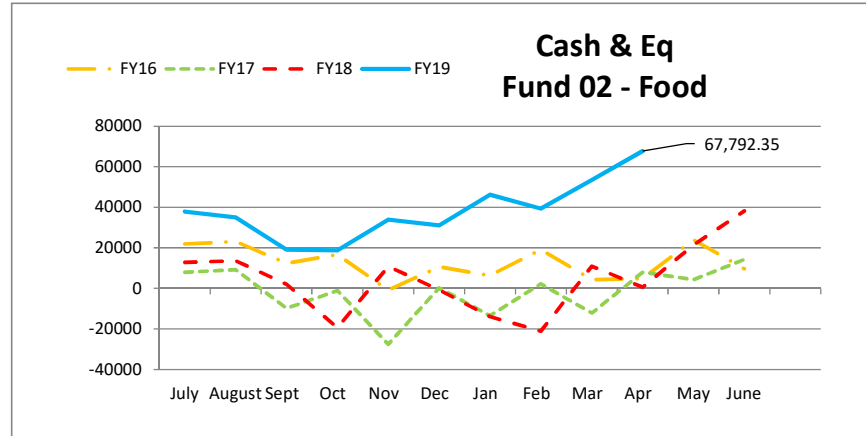
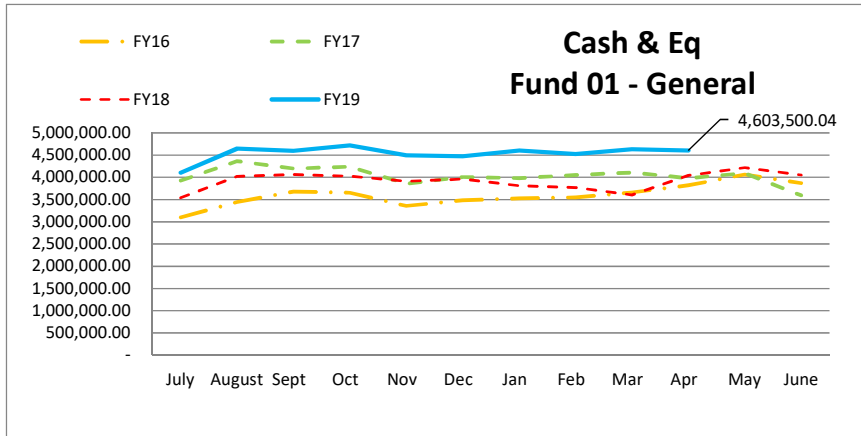
Meeting adjourned at 5:26 pm by board member Bill Blaha.

Respectfully submitted by the Board,

Tony Stanley, Clerk



VERNDALE PUBLIC SCHOOL
CASH DASHBOARD - APRIL 30TH, 2019





CASH BALANCES & ACTIVITY SHEET

VERNDALE PUBLIC SCHOOL ISD NO. 818

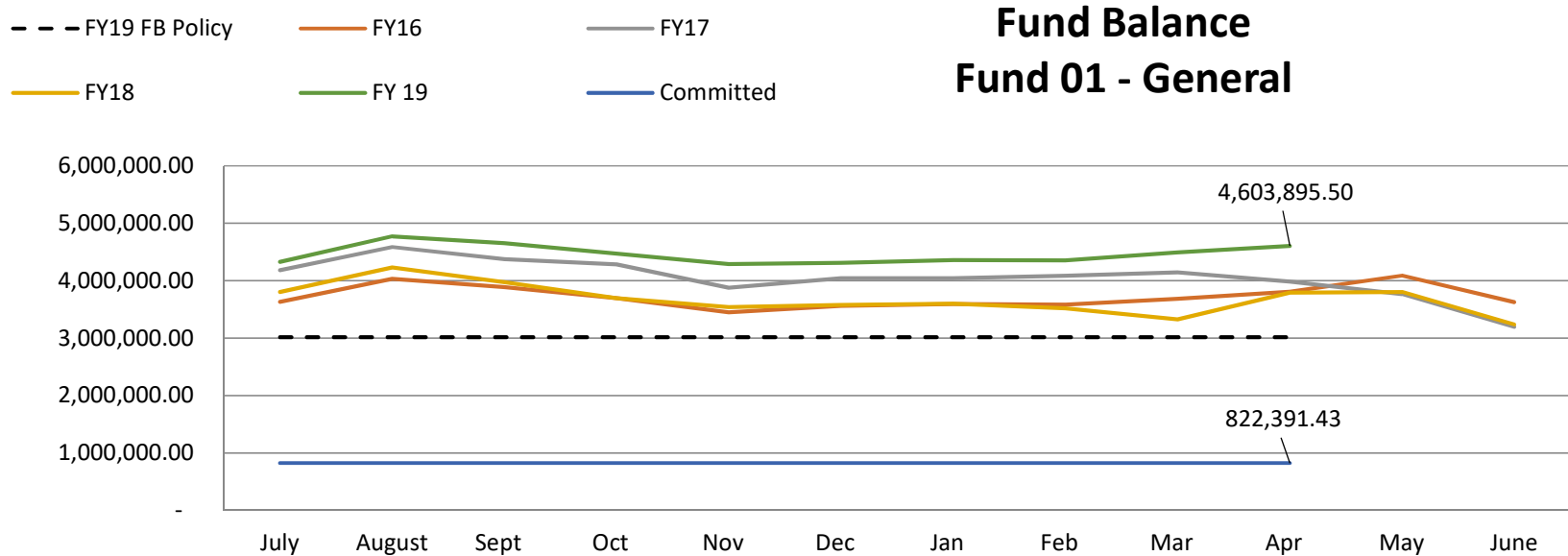
April 30, 2019

FUND	4/1/2019	RECEIPTS	DISBURSEMENTS	PAYROLL	TRANSFERS	4/30/2019 BALANCE
01- Star Bank	\$ 149,064.56	\$ 75,278.19	\$ (49,785.49)	\$ (394,348.31)	\$ 500,896.00	\$ 281,104.95
01- Cash	\$ 1,716.00	\$ -	\$ -	\$ -	\$ (896.00)	\$ 820.00
01 - Ameritrade	\$ 811,200.22	\$ -	\$ -	\$ -	\$ -	\$ 811,200.22
01- MSDLAF	\$ 3,667,929.78	\$ 623,550.04	\$ -	\$ -	\$ (500,000.00)	\$ 3,791,479.82
01- PMA ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-Total	\$ 4,629,910.56	\$ 698,828.23	\$ (49,785.49)	\$ (394,348.31)	\$ -	\$ 4,603,500.04
02 - Bank	\$ (62,812.45)	\$ 5,808.05	\$ (1,905.70)	\$ (14,012.62)	\$ -	\$ (72,922.72)
02 - Cash	\$ 67.00	\$ -	\$ -	\$ -	\$ -	\$ 67.00
02- MSDLAF	\$ 116,743.07	\$ 23,905.00	\$ -	\$ -	\$ -	\$ 140,648.07
02- PMA ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02-Total	\$ 53,997.62	\$ 29,713.05	\$ (1,905.70)	\$ (14,012.62)	\$ -	\$ 67,792.35
04 - Bank	\$ 10,186.16	\$ 2,952.92	\$ -	\$ (8,007.47)	\$ -	\$ 5,131.61
04 - Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04- MSDLAF	\$ 93,023.22	\$ 2,770.11	\$ -	\$ -	\$ -	\$ 95,793.33
04- PMA ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04 - Total	\$ 103,209.38	\$ 5,723.03	\$ -	\$ (8,007.47)	\$ -	\$ 100,924.94
07 - Bank	\$ 295,793.08	\$ -	\$ -	\$ -	\$ -	\$ 295,793.08
07 - MSDLAF	\$ (249,098.77)	\$ -	\$ -	\$ -	\$ -	\$ (249,098.77)
07 - PMA ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07- Total	\$ 46,694.31	\$ -	\$ -	\$ -	\$ -	\$ 46,694.31
TOTAL	\$ 4,833,811.87	\$ 734,264.31	\$ (51,691.19)	\$ (416,368.40)	\$ -	\$ 4,818,911.64



VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - APRIL 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.



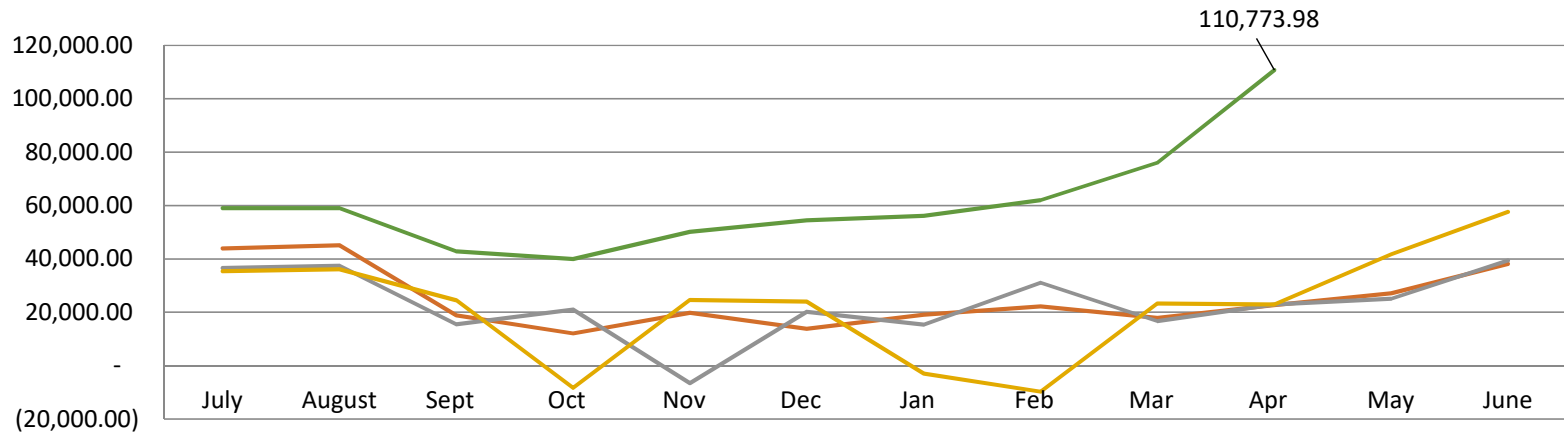
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - APRIL 30, 2019



Fund Balance Fund 02 - Food Service

FY16 FY17 FY18 FY19





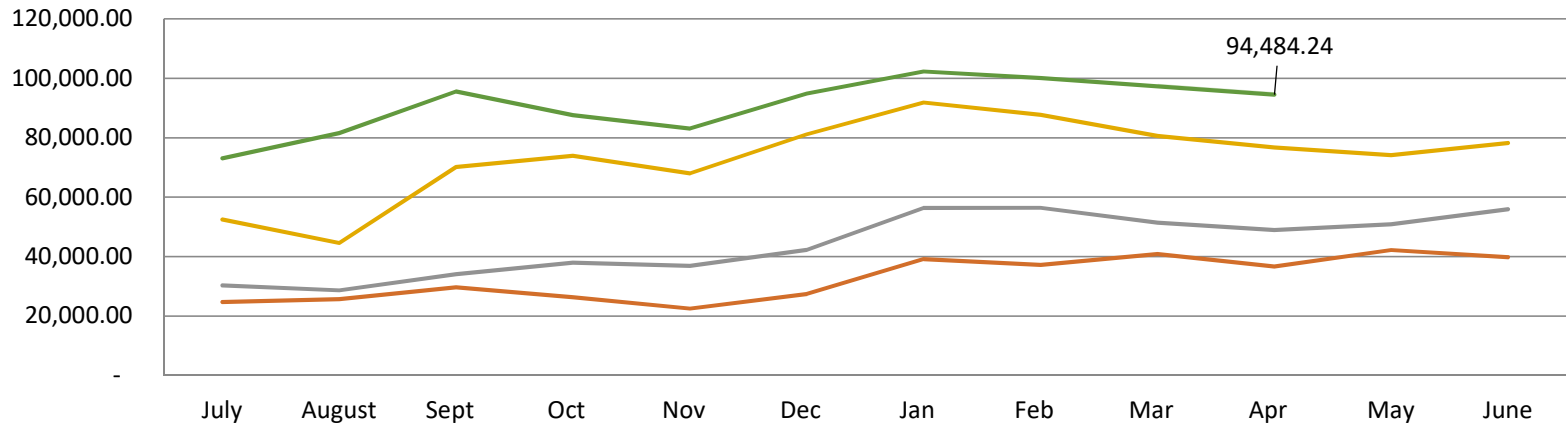
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - APRIL 30, 2019



Fund Balance Fund 04 - Comm. Service

FY16 FY17 FY18 FY 19



VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
June 10, 2019

Check No.	Date	Vendor Name	Amount
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Checks 45866-45926 listed below have been issued and need approval in accordance with board policy.

45866	5/3/2019	LEAF RIVER AG SERVICE	1,078.00
45867	5/3/2019	MIDWEST BUS PARTS INC	28.69
45868	5/3/2019	REGION 6A	240.00
45869	5/3/2019	TELIN TRANSPORTATION GROUP	242.73
45870	5/9/2019	BENNING PRINTING AND PUBLISHING	512.50
45871	5/9/2019	CARDMEMBER SERVICE	14,158.79
45872	5/9/2019	CULINEX	387.51
45873	5/9/2019	DEAN FOODS INC	754.05
45874	5/9/2019	FIRST TECHNOLOGIES, INC.	24,283.00
45875	5/9/2019	GARY'S DIESEL REPAIR INC	189.49
45876	5/9/2019	GRELL, LARRY	180.00
45877	5/9/2019	HBI RADIO WADENA	130.00
45878	5/9/2019	HEADWATERS SCIENCE CENTER	440.00
45879	5/9/2019	HILLYARD/HUTCHINSON	199.55
45880	5/9/2019	INSTRUMENTALIST AWARDS LLC	15.00
45881	5/9/2019	JOBSEQ	165.58
45882	5/9/2019	LEAF RIVER AG SERVICE	1,235.25
45883	5/9/2019	LOCKER GUY, THE	3,475.00
45884	5/9/2019	MADSEN'S PRECISION COLLISION	3,348.20
45885	5/9/2019	MEDTOX LABORATORIES, INC	55.00
45886	5/9/2019	MINNESOTA ENERGY RESOURCES	1,419.32
45887	5/9/2019	MOORHEAD AREA PUBLIC SCHOOLS - ISD #152	175.63
45888	5/9/2019	NICKELODEON UNIVERSE	739.50
45889	5/9/2019	PAN-O-GOLD BAKING COMPANY	52.00
45890	5/9/2019	POPPLERS MUSIC STORE	217.77
45891	5/9/2019	SCHOOL SPECIALTY	186.46
45892	5/9/2019	SOURCEWELL	3,000.00
45893	5/9/2019	STAPLES WORLD	114.80
45894	5/9/2019	TRI-COUNTY HEALTH CARE	118.00
45895	5/9/2019	VERNDALE AUTO SALES AND SERVICE, LLC	836.15
45896	5/9/2019	WASTE MANAGEMENT	968.24
45897	5/9/2019	WEBER'S WADENA HARDWARE	16.58
45898	5/9/2019	WEST CENTRAL TELEPHONE ASSN	312.16
45899	5/9/2019	WOODMAN, DEAN	180.00
45900	5/14/2019	CONFIDENCE LEARNING CENTER	248.00
45901	5/14/2019	PETTY CASH ACCOUNT	200.00
45902	5/14/2019	SCHMIDT, TED	180.00
45903	5/14/2019	VERNDALE STUDENT ACTIVITIES - FOOTBALL	126.00
45904	5/14/2019	VERNDALE STUDENT ACTIVITIES - HONOR SOCIETY	30.00
45905	5/14/2019	WOODMAN, DEAN	180.00
45906	5/16/2019	GOEDEN, DEWEY	100.00
45907	5/16/2019	OHLGREN, TERRY	100.00
45908	5/20/2019	INSTRUMENTALIST AWARDS LLC	72.00
45909	5/20/2019	MINNESOTA POWER & LIGHT CO	2,018.48
45910	5/20/2019	POPPLERS MUSIC STORE	255.65
45911	5/20/2019	CHARLES GODDARD CONSTRUCTION, INC.	5,548.12
45912	5/22/2019	BURGER DEPOT	84.00
45913	5/28/2019	ALWAYS AVAILABLE TOWING AND SERVICE	600.00

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
June 10, 2019

Check No.	Date	Vendor Name	Amount
45914	5/28/2019	BSN SPORTS	2,695.81
45915	5/28/2019	LEAF RIVER AG SERVICE	2,560.25
45916	5/28/2019	MINNESOTA ENERGY RESOURCES	412.63
45917	5/28/2019	MN DEPARTMENT OF PUBLIC SAFETY	25.00
45918	5/28/2019	MN STATE COMMUNITY & TECHNICAL	15,213.94
45919	5/28/2019	POPPLERS MUSIC STORE	1.95
45920	5/28/2019	SYNCB/AMAZON	2,121.56
45921	5/28/2019	THOMPSON, STEVE & KRISTIN	3.25
45922	4/30/2019	AVESIS Third Party Admin., Inc	101.08
45923	4/30/2019	LEGALSHIELD	95.42
45924	4/30/2019	NCPERS Group Life Insurance	32.00
45925	4/30/2019	OPERATING ENGINEERS	739.10
45926	4/30/2019	VERNDALE EDUCATION ASSN	3,777.60

Checks 45927-45982 have not been issued and are presented for payment authorization.

45927	6/10/2019	BENNING PRINTING AND PUBLISHING	1,247.50
45928	6/10/2019	BMI EDUCATIONAL SERVICES	194.76
45929	6/10/2019	CAROLINA BIOLOGICAL SUPPLY CO.	669.10
45930	6/10/2019	CENTRAL LAKES RESTAURANT SUPPLY OF ALEXANDRIA INC.	30.88
45931	6/10/2019	CITY OF VERNDALE	8,256.70
45932	6/10/2019	COMPLIANCESIGNS.COM	144.50
45933	6/10/2019	DAILEY ELECTRIC, LLC	898.21
45934	6/10/2019	DEAN FOODS INC	924.49
45935	6/10/2019	ECKROTH MUSIC COMPANY	202.00
45936	6/10/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	113.48
45937	6/10/2019	FRESHWATER EDUCATION DISTRICT	26,119.35
45938	6/10/2019	FRONTLINE TECHNOLOGIES, INC.	7,815.43
45939	6/10/2019	GUARDIAN PEST CONTROL INC	67.04
45940	6/10/2019	HERZOG ROOFING, INC.	1,400.00
45941	6/10/2019	HILLYARD/HUTCHINSON	562.44
45942	6/10/2019	IEA, INC	603.00
45943	6/10/2019	INTERQUEST DETECTION CANINES	315.00
45944	6/10/2019	IXL LEARNING	598.00
45945	6/10/2019	J & K TROPHY HOUSE	131.25
45946	6/10/2019	LAKES COUNTRY SERVICE COOP.	2,383.33
45947	6/10/2019	LAKESHORE LEARNING	46.98
45948	6/10/2019	LEAF RIVER AG SERVICE	3,709.12
45949	6/10/2019	LIFETOUCH NSS ACCTS RECEIVABLE	1,197.21
45950	6/10/2019	MIDWEST BUS PARTS INC	43.95
45951	6/10/2019	MINNESOTA HISTORICAL SOCIETY	234.00
45952	6/10/2019	MINNESOTA PETROLEUM SERVICE	240.45
45953	6/10/2019	MN DEPARTMENT OF HEALTH	40.00
45954	6/10/2019	NATIONAL RECOGNITION PRODUCTS	1,146.32
45955	6/10/2019	NORTHERN BUSINESS PRODUCTS, IN	340.73
45956	6/10/2019	NORTHERN PINES MENTAL HEALTH CENTER	1,111.11
45957	6/10/2019	PAN-O-GOLD BAKING COMPANY	75.92
45958	6/10/2019	PERRICONE, JOHN	179.00
45959	6/10/2019	REALLY GOOD STUFF	317.46
45960	6/10/2019	ROCHESTER TELECOM SYSTEMS INC	48.86
45961	6/10/2019	SCHMITZ SEPTIC SERVICE	130.00
45962	6/10/2019	SCHOLASTIC INC	12.15

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
June 10, 2019

Check No.	Date	Vendor Name	Amount
45963	6/10/2019	SCHOOL SPECIALTY	127.95
45964	6/10/2019	SOURCEWELL	1,800.00
45965	6/10/2019	STAPLES WORLD	100.46
45966	6/10/2019	STAPLES-MOTLEY PUBLIC SCHOOLS - ISD #2170	200.00
45967	6/10/2019	SUPER ONE	347.40
45968	6/10/2019	TEACHER DIRECT	445.28
45969	6/10/2019	TEACHER SYNERGY, LLC	304.69
45970	6/10/2019	TELIN TRANSPORTATION GROUP	27.56
45971	6/10/2019	THE BBQ SMOKEHOUSE	110.00
45972	6/10/2019	THE SHERWIN-WILLIAMS COMPANY	323.98
45973	6/10/2019	TRI-COUNTY HEALTH CARE	118.00
45974	6/10/2019	UNI-WORLD TRAVEL/JETAWAY TRAVEL	621.00
45975	6/10/2019	UPPER LAKES FOODS	9,096.78
45976	6/10/2019	VERNDALE GROCERY & TREASURES TOO	12.74
45977	6/10/2019	VIKING COCA-COLA BOTTLING CO	120.00
45978	6/10/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	1,038.59
45979	6/10/2019	WADENA- DEER CREEK SCHOOLS - ISD #2155	50.00
45980	6/10/2019	WASTE MANAGEMENT	1,248.94
45981	6/10/2019	WEBER'S WADENA HARDWARE	1,082.13
45982	6/10/2019	WEST CENTRAL TELEPHONE ASSN	926.16

Board Party Check presented for approval.

45983	6/10/2019	YOUNGBAUERS INC	750.00
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GRAND TOTAL	\$ 177,378.17
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**VERNDALE PUBLIC SCHOOL
 ISD #0818
 ELECTRONIC PAYROLL TRANSFERS**

Description	Payroll 4/30/2019	Supp - Payroll 4/30/2019	Supp - Payroll 5/2/2019	Payroll 5/15/2019
Payroll ACH Debit	\$ 120,337.04	\$ 291.63	\$ 348.89	\$ 126,878.20
Fed/OASDI/Med	\$ 36,662.22	\$ 48.32	\$ 57.78	\$ 39,876.67
State Taxes	\$ 5,858.45			\$ 6,492.00
TRA	\$ 18,386.62			\$ 17,296.93
PERA	\$ 6,095.74			\$ 6,302.08
EBC Section 125 cafeteria plan	\$ 2,671.65			\$ 2,671.65
EBC 403b/457 annuities	\$ 4,391.27			\$ 4,296.63
Other	\$ -			
AFLAC - employee elections	\$ 322.26			
Colonial - employee elections	\$ 327.12			
Delta Dental - employee elections	\$ 738.05			
Madison National - employee elections	\$ 1,069.17			
Payroll Checks	\$ 93.35			
Total Disbursements plus checks	\$ 196,952.94	\$ 339.95	\$ 406.67	\$ 203,814.16
Net payroll	\$ 120,430.39	\$ 291.63	\$ 348.89	\$ 126,878.20

VERNDALE PUBLIC SCHOOLS
RESOLUTION

**A RESOLUTION ACCEPTING DONATIONS TO THE
DISTRICT**

WHEREAS, State Statute 465.03, Gifts to Municipalities, states, in part, that “Any city, county school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.”; and;

WHEREAS, Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full, and;

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

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

<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>
District		
Verndale Lions	Summer Rec	2,500.00
Total District donations		2,500.00
Student Activity		
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

Sheri Brewer
25986 251st Ave
Sebeka, MN 56477
218-539-0484
sheripickar@gmail.com

June 3, 2019

Mr. Brownlow & Mr. Follingstad
Verndale Public School
411 SW Brown St
Verndale, MN 56481

Dear Paul and Arick,

Please accept my resignation. I have really enjoyed teaching here over the past 12 years. The whole staff has been wonderful. I have felt really lucky to have been so readily accepted from the moment I began working here in 2007. I wanted a school for which I could become an integral part of the community and I found it in Verndale.

I have also been able to implement a math advancement program that allows students to earn many credits of college math and save students a lot of tuition money in the process. Even reluctant math learners were able to get farther than they may have without me. This is something for which I am very proud and you should know that it is probably what made me the best candidate for my new position, where classes in all subjects are offered as concurrent enrollment classes.

The Verndale school and community has had a significant impact on my life, and I hope that I have impacted the students, staff and community the same. Please help continue this impact by continuing the day of caring, blood drives, and the math advancement program.

I have been offered a position where I can continue to foster students' advanced levels of math, in a school where over 80% of the students graduate with an associates degree along with a diploma. This type of school is right up my alley, but it is also nearer my kids and grandchild. With her beginning kindergarten next year, being closer will allow me to be a part of her academic path also. I am also hoping to be able to teach evenings at a community college as I did last fall at MState. If MState would have needed me this fall, I would not have looked elsewhere.

I will sincerely miss the students most of all and hope to be able to attend graduation in Spring of 2020 to see the new seniors reach graduation!

Sincerely,

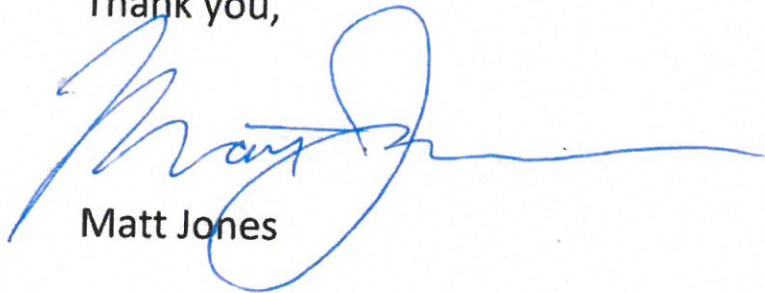

Sheri Brewer

May 25, 2019

Verndale Board of Education

I am resigning from the Senior Class Advisor position. I have enjoyed working with the senior classes for the last eight years.

Thank you,

A handwritten signature in blue ink, appearing to read "Matt Jones", with a long horizontal flourish extending to the right.

Matt Jones



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

To: Verndale School Board

From: Arick Follingstad, Principal

Date: June 10, 2019

Re: Long-Term Substitute Elementary Teacher

I recommend the Verndale School District hire Raina Connor to fill a long-term substitute elementary teaching position from August 26, 2019 through October 16, 2019. She will be compensated according to the Long-Term Substitute Pay Schedule for this 35.5 day contract.

Raina comes to us with strong recommendations as she has several years of experience in a school setting, both as a regular education classroom teacher and a substitute teacher. She will be a great addition to our staff during this long-term substitute contract.

Sincerely,

Arick Follingstad

K-12 Principal



Verndale School Board / Mr. Brownlow,

I recommend accepting the fuel quote from Leaf River Agriculture for the 2019-2020 school year.

Thank you, Wade Kern
Transportation / Building & Grounds



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

Verndale Public School

2019-2020 School Year

Bulk Fuel Delivery Bid

The Verndale Public School will be accepting bids for Diesel and Gasoline until June 5, 2019. Fuel must meet or exceed the following minimum requirements:

1. Ultra low sulfur 15ppm
2. Calculated Cetane Rating shall be a minimum of 48
3. Shall include all additives necessary for high speed diesel engines
4. Gasoline shall be a minimum of 87 octane

All fuel must include the current state tax. However , there shall be no federal tax charged on fuel delivered to Verndale Public School.

<u>Cost / Gallon</u>	<u>A. Markup per gallon</u>	<u>B.State Tax</u>	<u>C. Federal Tax</u>	<u>D.Total/Gallon A+B</u>
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From Transport

invoice

_____	<u>6cents</u>	<u>.285</u>	<u>0</u>	<u>.345</u>
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Verndale Public School reserves the right to reject any and all bids and to accept any bids that are in the best interest of Verndale Public School.

Daniel Schmitz

411 Southwest Brown Street * Telephone 218-445-5184 * Fax 218-445-5185 * Tax Exempt No. 8031596

Leaf River Ag

Dan 639-1818



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

Verndale Public School

2019-2020 School Year

Bulk Fuel Delivery Bid

The Verndale Public School will be accepting bids for Diesel and Gasoline until June 5, 2019. Fuel must meet or exceed the following minimum requirements:

1. Ultra low sulfur 15ppm
2. Calculated Cetane Rating shall be a minimum of 48
3. Shall include all additives necessary for high speed diesel engines
4. Gasoline shall be a minimum of 87 octane

All fuel must include the current state tax. However, there shall be no federal tax charged on fuel delivered to Verndale Public School.

<u>Cost / Gallon</u>	<u>A. Markup per gallon</u>	<u>B. State Tax</u>	<u>C. Federal Tax</u>	<u>D. Total/Gallon A+B</u>
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From Transport

Invoice

9¢/gal

.285

0

375¢/gallon

Verndale Public School reserves the right to reject any and all bids and to accept any bids that are in the best interest of Verndale Public School.

411 Southwest Brown Street * Telephone 218-445-5184 * Fax 218-445-5185 * Tax Exempt No. 8031586

Thank you!
Rick Larson



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: June 7, 2019
Re: 2019-2020 Milk Bid Summary and Recommendation

I recommend the Verndale School District award the milk bid for the 2019-2020 school bid to Dean Foods/Land O Lakes Milk. Dean Foods is our current vendor and the only vendor to submit a milk bid for next year. In a quick comparison of prices, it looks like the prices will see an average increase of 18%. Fortunately, this will be covered by the increase in our meal prices.

Sincerely,

Paul Brownlow
Superintendent

Bids are due June 5, 2019 at 3:00 PM

Please return to Paul Brownlow @ pbrownlow@vps.verndale.k12.mn.us or
411 SW Brown Street, Verndale, MN 56481 or (218) 445-5185 (fax).

2019-2020 Milk Bid Form

Product	Cost	Notes	2018-2019	2019-2020	Difference	% Increase
Skim Milk - Gallon - Case			\$2.540	\$2.895	\$0.355	13.98%
Skim Milk - 8 oz carton - Case			\$0.155	\$0.197	\$0.042	27.10%
1% Milk - 8 oz carton - Case			\$0.169	\$0.208	\$0.039	23.08%
1% Chocolate Milk - 8 oz carton - Case			\$0.189	\$0.209	\$0.020	10.58%
Chocolate Skim Milk - 8 oz carton - Case			\$0.172	\$0.201	\$0.029	16.86%
100% Lactose Free - 8 oz carton - Case			\$0.565	\$0.608	\$0.043	7.61%
Lite Sour Cream - 5# 2/Case			\$5.040	\$5.690	\$0.650	12.90%
5# Cottage Cheese 2%			\$5.760	\$7.695	\$1.935	33.59%
Silk Almond Milk 1/2 Gallon						18.21%
Yogurt 5# Non Fat - 4/Case						
Yogurt 4 oz container - 48/Case						

All items bid are FOB Verndale Public School delivered daily or a ordered by school.

Please fill in the cost per item bid in the appropriate column.

Do not bid an item unless it is an item you have available.

Please make any notes if necessary in the notes column.

We will only accept bids/quotes on our quote/bid form.

Please direct any questions to Superintendent Paul Brownlow @ (218) 445-5184 or pbrownlow@vps.verndale.k12.mn.us.

The School Board reserves the right to reject any/or all bids and to waive any informality in any bid.

Signed:

Date:

Vendor Name:

Vendor Address:

Telephone Number:

Bids are due June 5, 2019 at 3:00 PM

Please return to Paul Brownlow @ pbrownlow@vps.verndale.k12.mn.us or
411 SW Brown Street, Verndale, MN 56481 or (218) 445-5185 (fax).

2019-2020 Bread Quote Form

<u>Product</u>	<u>Count</u>	<u>Cost</u>	<u>Notes</u>
Hamburger Buns 53% WGW	60 Count	\$6.40	30 ct/\$3.20
Coney Buns 53% WGW	30 Count	3.30	
Bread Classic 100% Whole Wheat	24 oz loaves	1.51	
White Whole Grain Steak Buns	24 Count	3.44	
English Muffins 53% WGW Sliced	12 Count	1.94	
Whole Grain Biscuit 2 oz	120 Count	N/A	
Mini Whole Grain Biscuit 1 oz	175 Count	N/A	

All items bid are FOB Verndale Public School delivered daily or a ordered by school.

Please fill in the cost per item bid in the appropriate column.

Do not bid an item unless it is an item you have available.

Please make any notes if necessary in the notes column.

We will only accept bids/quotes on our quote/bid form.

Please direct any questions to Superintendent Paul Brownlow @ (218) 445-5184 or pbrownlow@vps.verndale.k12.mn.us.

The School Board reserves the right to reject any/or all bids and to waive any informality in any bid.

Signed:  Date: 5/31/19

Vendor Name: Mark Ubl, Vice Pres. of Sales

Vendor Address:

PAN-O-GOLD Baking Co.

444 E. St. Germain St., Box 848
St. Cloud, MN 56302-0848

Telephone Number:

Adopted: _____

MSBA/MASA Model Policy 201

Orig. 1995

Revised: _____

Rev. 2009

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. ORGANIZATION AND MEMBERSHIP

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

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

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

V. POWERS AND DUTIES

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy 202

Orig. 1995

Revised: _____

Rev. 2011

202 SCHOOL BOARD OFFICERS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORGANIZATION

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

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

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

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

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

IV. OFFICER'S RESPONSIBILITIES

A. Chair

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

B. Treasurer

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

C. Clerk

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

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

D. Vice-Chair [Optional]

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

E. Superintendent

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy 203

Orig. 1995

Revised: _____

Rev. 2009

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RULES OF ORDER

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

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

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

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

Cross References:

Adopted: _____

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: _____

Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. RULES OF ORDER

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

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

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

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

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

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

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

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

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

Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: _____

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORDER

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

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

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy 203.5

Orig. 1997

Revised: _____

Rev. 2012

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

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

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

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: _____

Rev. 1999

203.6 CONSENT AGENDAS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CONSENT AGENDAS

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

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

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

Adopted: _____

MSBA/MASA Model Policy 204

Orig. 1995

Revised: _____

Rev. 2008

204 SCHOOL BOARD MEETING MINUTES

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

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

B. Recordings of Closed Meetings

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

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

data, etc.); and

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

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

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

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

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

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

**Verndale Public School
 ISD #818
 Committed General Fund Balances
 June 30, 2019**

	Capital Building Project	Building Improvements	Vehicle Purchases	Technology Lab & Servers	Copy Machines/Scanner/Fax	Food Service Equipment	Total
Balance as of 6/30/2016	772,731.43	-	92,349.00	9,000.00	8,000.00	-	882,080.43
FY16 Bus Purchase	-	-	(79,481.75)	-	-	-	(79,481.75)
FY17 Van Purchase	-	-	(31,507.35)	-	-	-	(31,507.35)
FY17 Bus Allocation	-	-	110,988.10	-	-	-	110,988.10
FY17 Building Allocation	-	40,000.00	-	-	-	-	40,000.00
FY17 Replacement Levy	(77,163.00)	-	-	-	-	-	(77,163.00)
Balance as of 6/30/2017	695,568.43	40,000.00	92,348.00	9,000.00	8,000.00	-	844,916.43
Balance as of 6/30/2017	695,568.43	40,000.00	92,348.00	9,000.00	8,000.00	-	844,916.43
FY18 Bus Purchase	-	-	(82,612.00)	-	-	-	(82,612.00)
FY17 Replacement Levy	(77,163.00)	-	-	-	-	-	(77,163.00)
FY18 Allocation	-	40,000.00	75,250.00	9,000.00	8,000.00	5,000.00	137,250.00
Balance as of 6/30/2018	618,405.43	80,000.00	84,986.00	18,000.00	16,000.00	5,000.00	822,391.43
Balance as of 6/30/2018	618,405.43	80,000.00	84,986.00	18,000.00	16,000.00	5,000.00	822,391.43
FY19 Replacement Levy	(78,212.00)	-	-	-	-	-	(78,212.00)
FY19 Vehicle Allocation	-	-	67,933.00	-	-	-	67,933.00
FY19 Allocations	-	40,000.00	-	9,000.00	8,000.00	5,000.00	62,000.00
Balance as of 6/30/2019	540,193.43	120,000.00	152,919.00	27,000.00	24,000.00	10,000.00	874,112.43

Need motion: " _____ made motion to approve the adjustment to committed funds as detailed in the schedule with final amount to be determined by the interest allocation of the committed funds, after an increase of \$51,721 from the beginning balance of \$874,112.43.



PURCHASE PLAN/MARCO SATISFACTION COMMITMENT

If you are not satisfied with your new digital system within three years of installation, Marco will replace it without charge when continuously maintained under a Marco service and supply agreement or Preferred Service Plan. You will receive an identical model or a system with comparable features and capabilities.

Option A

Konica Bizhub 808

Konica Bizhub 808

Konica Bizhub C458

- Purchase Agreement.....\$28,336.00
- 60 Month Lease \$577.93/Month

****Maintenance Agreement Rates remain the same****

****Rotate the Konica C454e or (1) Sharp MX-M753N to the Library****

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training Included

The service and supply contract includes all parts, labor, mileage, drums, toner, and developer—except paper and staples.

RECOMMENDED PRINT SOLUTION

Qty	Description
2	Konica Bizhub 808

Specifications

- 80 Black and White Pages Per Minute
- 300 Sheet Dual Scan Feeder
- 2 x 500 Sheet Paper Trays
- 1,500 Sheet Letter Only Tray
- 1,000 Sheet Letter Only Tray
- 150 Sheet Bypass Tray
- Network Scanning (email, folder, ftp)
- Network Printing
- Stapling Finisher

Qty	Description
1	Konica Bizhub C458

Specifications

- 45 Black and White Pages Per Minute
- 300 Sheet Dual Scan Feeder
- 2 x 500 Sheet Paper Trays
- 2,500 Sheet Letter Only Tray
- 150 Sheet Bypass Tray
- Network Scanning (email, folder, ftp)
- Network Printing
- Stapling Finisher
- 2/3 Hole Punch \$ 300
- Fax Board




Activity Admission prices

VERNDALE PUBLIC SCHOOL ISD NO. 818

Recommendations for 2019-2020 School Year

	FY15	FY16	FY17	FY18	FY19	FY20
Student: remain the same						
Single Admission	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Season Pass	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Adult: remain the same						
Single Admission	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Season Pass	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Family: remain the same						
Season Pass	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
Senior Citizen (62+)						
District Resident or grandparent of student participating in activities.	Free	Free	Free	Free	Free	Free
Non Resident Senior Citizen				\$3.00	\$3.00	\$3.00

 DEPARTMENT OF EDUCATION		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		<h3 style="text-align: center;">Long-Term Facilities Maintenance Ten-Year Expenditure Application</h3>										ED - 02478-04	ED - 02478-04
Instructions: Enter estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year in the space provided.															
District Name:				District # Verndale Public School											
District Contact for Questions on this Spreadsheet:				Date:											
Name:				Phone #: () -		Email:									
Fiscal Year, Ending June 30th -->				2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Estimated Expenditures:															
Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.															
Finance Code	Category														
347	Physical Hazards	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	
349	Other Hazardous Materials	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
352	Environmental Health and Safety Management	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	\$4,774	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total Health and Safety Capital Projects	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	
Health and Safety - Projects Costing \$100,000 or more per Site/Year															
Finance Code	Category														
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151															
Finance Code	Category														
355	Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility															
Finance Code	Category														
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects															
Finance Code	Category														
368	Building Envelope	\$25,000	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	
369	Building Hardware and Equipment	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
379	Interior Surfaces	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
380	Mechanical Systems	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0	\$0	\$0	
381	Plumbing	\$23,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
384	Site Projects	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total Deferred Capital Expense and Maintenance	\$202,000	\$50,000	\$50,000	\$0	\$0	\$0	\$15,000	\$1,400,000	\$0	\$0	\$0	\$0	\$0	
Total Annual 10 Year Plan Expenditures		\$218,324	\$66,324	\$66,324	\$16,324	\$16,324	\$31,324	\$1,416,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	\$16,324	
end of worksheet															

Verndale Public School Local Literacy Plan

Reading Well by Third Grade

2019 Update

Statement of Goal and Objectives

The District 818, Verndale Public School Local Literacy Plan was developed to ensure that district students are proficient readers by the end of third grade. This plan encompasses students in Pre-K through sixth grade in the areas of literacy instruction and intervention, so that, our goal above will be optimized to its fullest before/by the end of third grade.

This Reading Well by Third Grade Plan will be up for approval at the June 2019 School Board Meeting.

The school district serves a student population of approximately 560 students in K-12th grade. The elementary school serves 287 students with 53% free and reduced student population. Approximately 58% of the students open-enroll from surrounding school districts. The district qualifies as a school-wide Title I program.

Our elementary staff consists of two classrooms at each grade level. The Preschool Program is on site and provides pre-kindergarten support for its students in the area of literacy. In grades K-3, support is provided through two licensed intervention teachers, one Speech and Language Pathologist, one LD teacher, and one DCD teacher, and one primary SPED teacher. Additional help is provided by educational aides and community volunteers. In addition, we had 3 Minnesota Reading Corp Tutors.

Due to the needs of our students, we have created the following goals:

1. Include 1 days of Professional Development this summer to focus on core classroom instruction and how to incorporate the 5 Reading Pillars into our best practices.
2. Instruction based off of weekly data check-ins. We will also have 4 data retreats throughout the school year.
3. We also want to put some focus on student stamina and retention of instruction.
4. Staff will follow the school wide instructional model, based off of Marzano's High Reliability Schools research. Within this model, staff will create curriculum centered on priority standards.

We are using the following to help students read well by third grade:

1. Verndale primary grades implementing solid core instruction
2. A classroom-based intervention model of reading instruction replacing a "pull-out" model - WIN (What I Need) time
3. Guided Reading structure and PRESS intervention to provide support and challenge all students
4. Data meetings quarterly as well as weekly check-in meetings

Aligned Curriculum, Instruction, and Assessment

The primary reading program uses Wonders as a resource to support MN standards. Small group differentiated instruction is used to deliver instruction to students at their reading level. An elementary Book Room, as well as classroom leveled libraries, provides instructional and independent leveled text for use in the small groups and independent reading.

Student achievement results and growth data from benchmark screenings from Fall 2018 to Spring 2019, validates that children in grades K-3 are showing growth. We will continue to address student growth this next year with the goals listed above. We are addressing student plateauing in the areas of fluency and sight word recognition by continuing weekly data check-ins. Our district wide Plan has been established to monitor reading and will be implemented for the 2019-2020 school year.

Student proficiency in reading is measured three times a year during Benchmark testing. This information allows teachers to place students into the correct interventions to support their learning. Those students showing greater need for improvement are progress monitored every couple of weeks, therefore, measuring students' growth. The interventions used with students are research-based and used to plan and enhance reading instruction for all students.

Using the assessment schedule below, students will be benchmark tested in the fall, winter, and spring of the school year. The goal will be for students to attain the appropriate grade level achievement as determined by students' scores. Students will be rated according to need by On-Level, Strategic, or Intensive Levels of differentiated instruction. These levels also determine the frequency that students will be monitored, whether weekly (Intensive), twice monthly (Strategic), or only at the benchmark dates (ON-Level). AIMSweb provides easy to read graphs that show student progress over the year that are shared with parents at conferences in both the fall and spring of the year.

Verndale K-6 Literacy Assessment Plan

	Assessment	Types of Reading Data	Students Tested	Administrator of Test
Fall	AIMSweb Fall Benchmark	Screening: For Differentiated Instruction Placement	K-3rd Grade	Classroom Teacher or Title/Intervention Teachers
	Spelling Inventory	Diagnostic	1st-3rd Grade	Classroom Teacher
	PRESS	Diagnostic	K-2 and Tier 2 and 3 students 3rd grade	Title/Intervention Teacher
	E. C. Leveling Assessment	For Reading Level Placement	All students K-3 and new students	Classroom Teacher

Winter	AIMSweb Winter Benchmark	Screening: For Differentiated Instruction Placement	K-3rd Grade	Classroom Teacher or Title/Intervention Teachers
	Spelling Inventory	Diagnostic	1st-3rd Grade	Classroom Teacher
	PRESS	Diagnostic	K-2 and Tier 2 and 3 students 3rd grade	Title/Intervention Teacher
	E. C. Leveling Assessment	Diagnostic	All students K-3 and new students	Classroom Teacher
Spring	AIMSweb Spring Benchmark	Screening: For Differentiated Instruction Placement	K-3rd Grade	Classroom Teacher or Title/Intervention Teachers
	Spelling Inventory	Diagnostic	1st-3rd Grade	Classroom Teacher
	PRESS	Diagnostic	K-2 and Tier 2 and 3 students 3rd grade	Title/Intervention Teacher
	E. C. Leveling Assessment	For Reading Level Placement	All students K-3 and new students	Classroom Teacher
All Year	AIMSweb	Progress monitoring	K-3rd grade	Classroom Teacher
	PRESS	Progress Monitoring	K-2 tier 2/3 students	Title/Intervention Teacher
	E.C. Leveling Assessment	Diagnostic	K-3: All	Classroom Teacher

Data Driven Decision Making

Grade level data teams will meet monthly during the school year to review data and progress of all students. These teams will consist of grade level teachers, special education teachers, intervention teachers, and the principal. The following table will determine the agenda for each month.

September	Review data from Fall AIMSWEB benchmark, MCA scores, and Reading Level Assessment (Mondo) and PRESS. Recommend and give PRESS diagnostic assessments for placement into RtI Interventions.(WIN) Administer Words Their Way Elementary Spelling Inventory to 1-6 graders. Start WIN reading group in K-3.
October	Review progress monitoring for students participating in strategic and intensive interventions. Review data from standards based assessments. Make modifications to instruction and intervention as indicated by data.
November	Review progress monitoring for students participating in strategic and intensive interventions. Review data from standards based assessments. Make modifications to instruction and intervention as indicated by data.
December	Review progress monitoring for students participating in strategic and intensive interventions. Review data from standards based assessments. Make modifications to instruction and intervention as indicated by data.
January	Review data from Winter AIMSWEB benchmark, MCA scores(remove), and Reading Level Assessment (Mondo) and PRESS. Recommend and give PRESS diagnostic assessments within strategic and intensive RtI Intervention levels(WIN). Administer Words Their Way Elementary Spelling Inventory to 1-6 graders.
February	Review progress monitoring for students participating in strategic and intensive interventions. Review data from standards based assessments. Make modifications to instruction and intervention as indicated by data.
March	Review progress monitoring for students participating in strategic and intensive interventions. Review data from standards based assessments. Make modifications to instruction and intervention as indicated by data.
April	Review progress monitoring for students participating in strategic and intensive interventions. Review data from standards based assessments. Make modifications to instruction and intervention as indicated by data.

May	Review data from Spring AIMSWEB benchmark, MCA scores, and Reading Level Assessment (Mondo) and PRESS. Recommend and give PRESS diagnostic assessments within strategic and intensive RtI Intervention levels.(WIN) Administer Words Their Way Elementary Spelling Inventory to 1-6 graders. Data used to evaluate Read Well by Third Grade plan.
August	Administer entrance screeners on all incoming kindergarten students.

In the spring of each school year we will use data to evaluate proficiency on the goals. If students meet these proficiencies, we know our intervention programs have had a positive effect on our students and therefore were a success for all involved.

Benchmark data will be used to document the outcomes of the Verndale Literacy Plan. This information will guide the format for the continued use or modifications of these interventions.

Multi-Tiered Levels of Support

Interventions and instructional supports will be available to students not reading at or above grade level in grades Kindergarten through Grade 3. Targeted Services (an after school program) and Summer School are programs that offer additional interventions to students in need.

<u>Whole Group Instruction</u> <u>Tier 1 and 2</u>	<u>Tier 2 and 3 supports</u>	<u>Tier 3</u>
*K-4 120 minutes daily *5-6 60 minutes daily	<u>K-2, 3-4, & 5-6</u> *Interventionist Support	*Read 180 - grades 4-6
<u>5 Strands of Literacy Instruction</u> *Phonemic Awareness *Phonics *Fluency *Comprehension *Vocabulary	*Small group instruction based on data of students' needs	* students who qualify for the program
<u>Differentiated Instruction</u> * Small Group Work * Leveled Book Boxes	<u>Foster Grandparents (K-2)</u> *1:1 support for foundational reading	<u>DCD Instruction - K-6</u> *students qualifying for instructional support
<u>Comprehension Strategy Instruction</u>	<u>Minnesota Reading Corps (K-3)</u> *1:1 interventions based on MRC data and matching student needs	<u>LD Instruction - K-6</u> *students qualifying for instructional support
	<u>Volunteers Program</u>	Verndale Elementary Language Arts Block includes instruction,

Wonders Reading Curriculum

*Reads and coaches students 1:1

practice, and support in:
Reading, Spelling, and Writing

Using the Minnesota Common Core Literacy Standards, each grade level has developed Essential Learner Outcomes that align the state standards to our literacy plan. Several teachers have started using a Standards based pre and post assessment to measure student mastery of standards in reading. As we move forward with our school-wide reading instruction, all classrooms have been given Professional Development on how to start using standards as their foundational curriculum. Students not meeting grade level in any of the five strands of core literacy instruction will be given research based intervention opportunities to enhance their reading to meet or exceed grade level. Those students “near target” receive Tier II services, while students “below target” receive Tier III services.

Job-Embedded Professional Development

All teachers are actively participating in Professional Learning Communities that are data driven with a focus on student learning to improve and collaboratively reflect on instruction that is research-based and proven to be effective. The district has allocated eight 2-hour late starts/early release days to accommodate job-embedded professional development. This job-embedded professional development has allowed the teachers to implement the new ideas and pedagogy into their classroom instruction. The district promotes development of competent use of literacy practices and instructional strategies that are effective for the students most in need of additional supports by providing time through monthly two- hour late starts for professional collaborate. Educators are also required to use 1 hour a month outside of student contact time to further enhance their reading instruction and monitor student data.

Our school is also involved in the Marzano High Reliability Schools grant for Region 5. Our teachers have already become certified in Level 1, which is a safe and collaborative environment for learning. We are currently working on being certified in Level 2, which supports teachers using researched, effective strategies. Teachers build these strategies around standards and then use scales to assess student progress toward the standard. Professional Development is given to teachers in the area of creating unit plans with effective strategies embedded and only standard driven.

Teachers are observed by administration focusing on literacy instruction. Administration uses a combination of informal walkthroughs, as well as formal observation to monitor instructional practices in the classrooms. Mentor teachers are assigned to new teaching staff members to ensure high quality literacy instruction. All staff are required to develop an Individual Growth and Development Plan that includes SMART goals for professional growth that are measured with student data. Staff are also involved in 2 to 3 Instructional Rounds per year. Teachers observe co-workers in action to determine if there are strategies or ideas to affirm what they currently are doing, or to reflect on how their instruction can grow, based on what they saw.

The District Leadership Team and Elementary Leadership Team are in place to monitor the professional development needs of the staff , including the area of literacy instruction. PLCs and in-service topics cover those areas of literacy that support strong teaching practices.

Family & Community Partnership

Parents and families will be frequently informed of student progress and specific strategies in which they can support their child's development in literacy. The following information is available to parents throughout the school year. Parents are notified as their child is placed and exited from intervention programs when indicated by diagnostic and progress monitoring data.

Newsletter 4 times a year

Report Cards 4 times a year

Progress Reports as needed

Text Leveling Assessment 4 times a year

IEP Meetings as needed

Progress Monitoring graphs quarterly

MCA Result-Parent Information Sheet

Parent teacher conferences in fall and spring

Website-ongoing

Newspaper

MCA and AYP data on file in the district office-available at anytime

Below are the letters sent to parents throughout the year to keep them informed of student learning.

[Parent letter](#)

The following provide interactive parent strategies and tips to support their own child's development and learning:

www.MNParentsKnow.info

www.intothebook.org/

<http://reading.ecb.org/>

Literacy data will be used to document the outcome of the Verndale Reading Well by Third Grade Plan. We will seek feedback from the public during the annual Language Arts Curriculum Review meeting regarding the following; accessibility of information, usefulness of documents, and support provided for implementing effective strategies at home.

Questions and comments can be submitted by going to the Literacy Corner tab located on the Verndale Public School website or by contacting the Verndale District office at 218-445-5184.

The following resolution was moved by _____ and seconded by _____.

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:

Nay:

Absent:

Whereupon, said resolution was declared duly adopted.

By: _____
Chair

By: _____
Clerk



Lakes Country Service Cooperative

1001 E. Mt. Faith

Fergus Falls, MN 56537

Jeremy Kovash, Executive Director

Services Agreement

This agreement, made and entered into this _____ day of _____, 2019 by and between Lakes Country Service Cooperative, a public corporation ("LCSC"), and Verndale School District, ISD #818 centrally located in Verndale, Minnesota, ("school"), witnesseth:

In consideration of the mutual promises and agreements hereinafter set forth the parties do hereby agree as follows:

1. Service. The school agrees to purchase from LCSC, and LCSC agrees to provide the school, the following service:

Business Management services in support of the school district's business management, as described in the attachment to this agreement.

2. LCSC's Responsibilities:

In addition to any other obligations described herein, LCSC shall:

Authorize and direct the Business Management Program to provide the services described herein to the school;

Assign one School Business Manager to provide services over the course of 1 visit per week or as agreed upon in consultation with the Superintendent.

3. School's Responsibilities:

The school district will provide on-site work space, internet access, and office related functions including print, copy, and fax capability to the LCSC service provider as needed to complete his/her work. The school agrees to make employees available as needed and assign a main contact person for LCSC staff, and to house and maintain according business office documentation.

4. Payment. That the school desires to obtain and agrees to pay for Business Management:

That LCSC shall furnish the Business Management Services at a cost of \$33,500.00 in FY20.

5. Term. This contract begins July 1, 2019 and runs through June 30, 2020. The school must notify Lakes Country Service Cooperative in writing of its intent to withdraw from the services contract by February 1st of the preceding fiscal year.
6. Minnesota Law Governs. This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.
7. Insurance. LCSC agrees to hold and maintain general liability insurance and errors and omissions insurance specific to the duties of employees providing the services described in this agreement.

8. Indemnification. The school agrees to indemnify and hold LCSC and their employees, agents or representatives harmless from all claims, demands, or liability, including attorney's fees, and related expenses, which arise out of or are in any manner connected with the school's operations or which are incurred as a result of the reliance of LCSC upon information supplied by the school, or which arise out of the failure of the School to perform its obligations under this agreement.

9. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or otherwise.

10. Modification. This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both LCSC and the school, and attached hereto.

11. Severability. The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.

IN WITNESS WHEREOF, Parties hereto have executed this agreement this _____ day of _____, 2019.

VERNDALE PUBLIC SCHOOL

LAKES COUNTRY SERVICE COOPERATIVE

By: _____
 Authorized School Official

By: _____
 Executive Director

Date: _____

Date: _____

**BUSINESS MANAGEMENT SERVICES PROVIDED BY LCSC
UNDER TERMS OF AGREEMENT**

- Up to 78 days per year (one day per week on-site in district)
- Up to four on-site representation at District School Board meetings or as mutually agreed upon by LCSC and District
- Monthly preparation of school board financial reports
- Review coding of Expenditures and Distribution of Payroll
- Prepare and enter journal entries in finance system as needed
- Reconcile bank statements
- Receipt all deposits in to Smart Finance
- Assist with Accounts Payable/Print Vendor Checks
- Budget
 - Provide budget worksheet/assist with completion
 - Develop and input annual budget
 - Monitor budget and advise Superintendent
 - Multi-year budget projections
- Levy
 - Levy Information System (Summer Levy)
 - Career and Tech Levy
 - Levy Certification
 - ADM Projections and Adjustments
 - Truth in Taxation Hearings
- Long Term Facility Maintenance Plan
- Provide Assistance with Cash Flow Borrowing and Bond Issuances
- Provide Assistance with Managing District Investments and Debt
- Assist districts with maintaining fixed assets
- Prepare Annual State Reports including UFARS Reporting
- Analyze and review statewide reports with district
- Coordinate Year End Audit (on-site as needed)
- Prepare Negotiation Costing information and Assist as Needed with Negotiations

- Coordinate GASB 45 actuarial valuations bi-annually or as needed.
- E-Rate Application
- Title- Work with administration on annual Title application, enter data into EDRS/SERVS, reconcile EDRS/SERVS with UFARS data
- Special Education-work with administration to ensure budgetary information is complete and accurate
- Prepare Sales Tax Submissions
- Other duties as agreed upon by LCSC and District



June 3, 2019

Paul Brownlow, Superintendent
Verndale Public Schools
411 S Brown St
Verndale, MN 56481-3000

Dear Superintendent Brownlow,

MREA's constant presence at the Capitol on behalf of Verndale Public Schools is a cornerstone of our educational advocacy for Greater Minnesota students, schools, and districts. This past legislative session we took the lead to advocate for state support for concurrent enrollment credentialing and increasing the state share of facility-bonded debt payments and operating referendum revenue.

Strengthen the Voice for Greater Minnesota Education

As you look forward to next school year, please renew your MREA membership to keep our voice strong for Greater Minnesota education. With your uninterrupted membership we'll continue advocating for policy changes to reduce paperwork, unfunded mandates, and inequities in education financing, just as we led and collaborated to gain legislative approval this past year to:

- Increase the Ag2School bond credit percentage
- Maintain state support for concurrent enrollment credentialing
- Continue funding for rural Career & Technical Education consortia
- Increase state share of operating referendum revenue
- *Read more about our collaborative efforts on the [enclosed flyer](#).*

Renew Your MREA Membership

We're already planning for the 2019-20 school year. Verndale Public Schools' membership in Greater Minnesota's voice of education will be needed more than ever as we renew efforts to prioritize teacher shortage solutions, cooperative facilities for high-need students, and more.

To ensure we continue to be your district's voice in St. Paul, **renew your MREA membership by June 30** using the enclosed invoice. Contact Diane Vosen, MREA Administrative Coordinator, at (320) 762-6574 with questions.

Thank you for the privilege of representing Verndale Public Schools. Together, we are the Voice for Greater Minnesota Education.

Sincerely,

Lee Carlson, Board President
Teacher, Windom Area Schools

Fred Nolan, Executive Director

P.S. Plan now to attend our 2019 Annual Conference: Relating With Students Now Nov. 17-19 at Cragun's Resort. Learn more at mreavoices.org/annualconference.



MAIL
PO Box 187
St. Cloud, MN 56302 0187

VISIT
2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL
(320) 762 6574
Toll Free (833) MNVOICE

LEARN
MREAVoice.org



MEMBERSHIP RENEWAL INVOICE

2019-20 MEMBERSHIP YEAR

BILL TO:

Paul Brownlow, Superintendent
Verndale Public Schools
411 S Brown St
Verndale MN 56481-3000

Date: June 3, 2019
Invoice #: 2020-1506
Due: **June 30, 2019**

Membership expiration: June 30, 2019
New membership year: July 1, 2019-June 30, 2020
2019-20 Membership type: Full ISD Membership
***APU =** 599
****Shared Districts:** NA

Base Fee:	\$1100.00
*Legislative Fee:	+\$599.00
Shared Discount:	-\$NA
2019-20 Dues:	\$1699.00

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2019-20.
**Districts with Shared Superintendents must EACH join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

Verify the information below and correct as needed:

Organization: Verndale Public Schools
Primary Contact: 1506
Position Title: Superintendent
Email Address:
pbrownlow@verndale.k12.mn.us
Address: 411 S Brown St
City, State, Zip: Verndale, MN 56481-3000
Phone: 218 - 445-5184

Website: www.verndale.k12.mn.us
County: Wadena
Service Coop: NJPA
MASA Region: 5
State House District: 09A
State Senate District: 009
Federal District: 08

Update and return this form with membership dues payment.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 46% of FY20 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.

Questions? Contact Diane Vosen, Administrative Coordinator



MAIL
PO Box 187
St. Cloud, MN 56302 0187

VISIT
2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL
(320) 762 6574
Toll Free (833) MNVOICE

LEARN
MREAVoice.org



Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | www.mshsl.org

May 2019

Dear Superintendent:

Minnesota Statutes, Section 128C.01, requires individual school boards to authorize membership in the Minnesota State High School League. The Resolution for Membership (Resolution) affirms (1) that your school board delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the MSHSL Constitution, Bylaws and Rules and Regulations; and, (3) that the administration and responsibility for supervising your registered activities is assigned to your official school representative(s).

Section 208.00 of the MSHSL Constitution found in the Official Handbook and online at mshsl.org provides that each member school shall identify a **Designated School Representative** and **Designated School Board Member**. In addition, each school must identify individuals to represent boys' sports, girls' sports, speech and music; schools are also urged to form a **Local Advisory Committee** to address MSHSL matters. Page 2 of the Resolution provides language from the Constitution and space for your school to identify those persons who will represent your school.

Please return one copy of pages 1 and 2 of the 2019-2020 Resolution for Membership, for each high school, to the Minnesota State High School League and retain one copy of each for your school files. The deadline for returning the Resolution Form(s) is as soon as possible but not later than August 31, 2019. If your Designated School Board Member, Designated School Representative, Activity Representatives or Mailing Representative has changed from the previous year, please have your school's activity director make the change on your school's page on the MSHSL website database. If the Resolution is not received by the above date, a \$250 late fee will be assessed. No school is eligible to compete in regular or post-season tournaments unless the completed Resolution is on file in the League office.

A billing for services, rule books, and other supplies ordered for your school will be mailed in mid-August.

Please be reminded of the following:

1. August 1 begins the MSHSL fiscal year and the Resolution for Membership for the 2019-2020 school year must be approved by your local school board.
2. **Auguts 31, 2019 is the due date for return of the Resolution Form.** A late fee will be assessed if the Resolution is not returned by that date; **your students WILL NOT BE COVERED** by the catastrophic insurance plan; your school district must assume that responsibility; and your students will not be allowed to participate in League-sponsored events.
3. **The Resolution must be completed in full**, including viewing of the *WHY WE PLAY* training video and a review of the Code of Conduct Statement. Signatures of the superintendent and clerk/secretary of the school board affirm such compliance. Please contact your school's Activities Director to provide you access to the video.

(over)

4. At their April 4, 2019 Meeting, the Board of Directors approved the following membership and activity fees:

Year	Membership Fee	Activity Fee (per activity)	Late Fee (after May 15)
2019-2020	\$110.00	\$110.00	\$10.00
2020-2021	\$120.00	\$120.00	\$10.00
2021-2022	\$130.00	\$130.00	\$10.00
2022-2023	\$140.00	\$140.00	\$10.00
2023-2024	\$150.00	\$150.00	\$10.00

This mailing has been sent to all current member schools. If your school chooses *not* to become a member for the 2019-2020 school year, please email Lynne Johnson at ljohnson@mshsl.org. This does not prevent you from re-establishing your membership with the League in the future.

The focus of the Minnesota State High School League is "Education and Leadership for a Lifetime" and membership in the MSHSL will provide your students with rewarding benefits as they participate in the education-based athletics and fine arts activities sponsored by your school.

The League staff looks forward to an on-going partnership with your school, your school personnel, and the students in your school community.

Sincerely,



Erich Martens
Executive Director

Enclosure: 2019-2020 Resolution for Membership



**2019-2020 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number _____, County of _____, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
_____ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: _____
(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

Date: _____ Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2019
Retain one copy for the school files.**

2019-2020 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Please complete and return this form with your school's 2019-2020 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys' Sports – please print)

(Girls' Sports – please print)

(Speech – please print)

(Music – please print)

*(Mailing Representative - Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member – please print)

(Student - please print)

(Parent – please print)

(Faculty Member – please print)



2019-2020 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

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Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2019
Retain one copy for the school files.

(over)

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Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys' Sports – please print)

(Girls' Sports – please print)

(Speech – please print)

(Music – please print)

*(Mailing Representative - Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member – please print)

(Student - please print)

(Parent – please print)

(Faculty Member – please print)

Minnesota State

Community and Technical College

May 17, 2019

Greetings Concurrent Enrollment Program partners,

You are receiving this memo as formal notice that M State's Concurrent Enrollment Program cost per course will increase to \$2,400 for the 2019-20 academic year. This is in accordance per the Minnesota State system's common course pricing structure, which will require *all* system college and universities to charge the same amount of **\$3,000 per course by the 2022 fiscal year.**

M State choose to implement a gradual increase in course costs over the next several years. The schedule is as follows:

<u>Academic Year</u>	<u>Cost per Course</u>
2019 - 2020	\$2,400
2020 - 2021	\$2,600
2021 - 2022	\$3,000

Please let us know if you have any questions about the Minnesota State system's common pricing structure or our increase schedule.

Thank you for your continued partnership and commitment to our program.



Megan Adamczyk
K12 Collaboration Manager
megan.adamczyk@minnesota.edu
218.846.3867



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



**Concurrent Enrollment Program
Memorandum of Agreement with**

2019-2020 ACADEMIC YEAR

THIS AGREEMENT, which shall be interpreted pursuant to the Laws of the State of Minnesota, is entered into between the Board of Trustees of the Minnesota State Colleges and Universities on behalf of **Minnesota State Community and Technical College** (the "College/University") and [REDACTED] (the "School District").

WITNESSETH THAT:

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F, and the Post Secondary Enrollment Options Act, Minnesota Statutes, Section 123.3514, Subd. 4e to enter into an agreement with a school board for secondary or post secondary nonsectarian courses to be taught at a secondary school by secondary school faculty, and has delegated that authority to the College/University; and

WHEREAS, Minnesota Statutes Sections 123.33, Subd. 7 and 123.3514, Subd. 4e authorizes the Board of the School District to enter into an agreement with a post-secondary institution for secondary or post-secondary nonsectarian courses to be taught at a secondary school by secondary school faculty; and

WHEREAS, the College/University and the School District are desirous of cooperating to furnish Post-Secondary Enrollment Options Act ("PSEO") coursework taught by secondary school faculty in the School District's secondary schools.

NOW, THEREFORE, it is mutually agreed by and between the parties:

I. COLLEGE/UNIVERSITY RESPONSIBILITIES

- A. The College/University, which is approved by the North Central Association of Colleges and Secondary Schools, is responsible for providing PSEO coursework leading to a degree. The College/University agrees to provide PSEO courses at secondary schools in the School District in accordance with this agreement and with Minnesota State Colleges and Universities Board of Trustees Policy 3.5, Post Secondary Enrollment Options.
- B. The College/University shall provide faculty mentors to the secondary school faculty teaching PSEO courses at the School District's secondary schools to ensure that the courses are taught at the collegiate level.
- C. The College/University shall only offer courses for PSEO students that are approved through the College/University curriculum process. PSEO students shall not be offered developmental courses or other courses that are not college level. A developmental course means a post-secondary course taken to prepare a student for college-level work and for which the College/University does not grant credit or which cannot be used to meet degree, diploma, or certificate

requirements.

II. SCHOOL DISTRICT RESPONSIBILITIES

- A. The School District agrees to offer PSEO courses provided by the College/University to students enrolled in the School District's secondary schools. Actual course offerings will be determined in accordance with paragraph III of this Agreement.
- B. The School District will provide its faculty to teach PSEO courses at secondary schools in the School District. All such faculty will remain employees of the School District with terms and conditions of employment determined by applicable School District collective bargaining agreements and personnel policies. The School District further agrees that any faculty who teach College/University courses will meet the minimum academic preparation and qualifications requirements in the current collective bargaining agreement between the State of Minnesota and the College/University Faculty Association.

III. MUTUAL RESPONSIBILITIES

- A. The College/University and the School District agree to discuss on an annual basis the actual PSEO course offerings to be provided by the College/University in the School District's secondary schools. Assignment of instructional staff shall also be discussed at this time.
- B. The College/University and the School District assume joint responsibility for the orientation of School District faculty who provide instruction of PSEO courses. This orientation shall include, but not be limited to, review of College/University program requirements, academic policies, course content and syllabi, and reporting requirements.
- C. Staff from the College/University and the School District will communicate regularly regarding planning, development, implementation, and evaluation of the activities covered by this Agreement.
- D. All PSEO students enrolled in post-secondary courses at the School District's secondary schools shall be expected to perform to the standards to which the College/University's non-PSEO students are held accountable.
- E. All PSEO courses shall be discrete college or university level courses that do not simultaneously enroll PSEO and non-PSEO high school students.

IV. 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'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.

V. TERM OF AGREEMENT

This Agreement is effective on July 1, 2019, and shall remain in effect until June 30, 2020. This Agreement may be terminated by either party at any time upon ninety (90) days' written notice. Such

termination shall not become effective with respect to students then enrolled in PSEO courses provided by the College/University at the School District's secondary schools.

VI. FINANCIAL CONSIDERATION AND TERMS OF PAYMENT

The School District shall make payment to the College/University for courses in the following manner:

\$2,400 per course
\$0 per additional section of the same course with the same instructor*

A section is determined by either the class size cap arrived at through college policy and procedure or by the limitations of the high school facility. The college has defined a maximum class size for each course offering. If a district offers the same course with different teachers, they will be billed as separate courses.

Please note, course offerings are contingent on: a) faculty mentor availability; b) student enrollment; c) course selection; and d) compliance with course content and concurrent instructor responsibilities. CEP ITV courses can only be shared with one remote location.

In accordance with Minn. Stat. 123.3514, Subd. 6c(b), payment for a course shall not exceed the cost to the College/University that is directly attributable to providing that course.

The School District shall make payment within 45 days after the College/University has presented invoices for services rendered. The College/University shall present invoices on a monthly/quarterly/biweekly basis.

VII. AMENDMENTS

Any amendments to this Agreement shall be in writing and signed by the authorized officers of each party.

VIII. ASSIGNMENT

Neither the College/University nor the School District shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

IX. STATE AUDIT

The books, records, documents, and accounting procedures and practices of the School District relevant to this agreement shall be subject to examination by the College/University and the Legislative Auditor.

X. WORKERS' COMPENSATION

In accordance with the provisions of Minnesota Statutes section 176.182, the College/University affirms that the School District has provided acceptable evidence of compliance with the workers' compensation insurance coverage requirements of Minnesota Statutes 176.181, Subd. 2.

XI. DATA PRACTICES

The School District agrees to comply with the Minnesota Data Practices Act as it applies to all data provided by the College/University in accordance with this agreement and as it applies to all data created, gathered, generated, or acquired in accordance with this agreement.

XII. ADA COMPLIANCE

The School District agrees that in fulfilling the duties of this contract, the School District is responsible for complying with P.L. 101-336 Americans with Disabilities Act of 1990, 42 U.S.C., Section 1210, et seq. and regulations promulgated pursuant to it. 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.

XIII. OTHER PROVISIONS

IN WITNESS THEREOF, the parties have caused this Agreement to be executed intending to be bound thereby

High School Name: _____

College: Minnesota State Community and Technical College (M State)

School District: _____

Name: _____

Name: Megan Adamczyk

Signature: _____
(authorized signature)

Signature: 

Title: _____

Title: P20 Collaborations Manager

Date: _____

Date: 5/17/2019 _____



eCampus in the High School

MEMORANDUM OF AGREEMENT 2019-2020

Memorandum of Agreement between Verndale Public Schools and Minnesota State Community and Technical College (M State). This memorandum of agreement outlines the fee structure and the educational requirements for the eCampus in the High School (eCHS) program. The administrative signature below is an acknowledgement that your school district wishes to participate in the eCHS program and that the school district agrees to abide by the stated educational requirements and fee structure for participation in the program. Educational Requirements:

School district principals/counselors will discuss with prospective junior and senior students the advantages and disadvantages of taking an online college credit course.

Interested juniors and seniors will be assisted in the testing and registration process for eCHS.

eCHS students will be provided an hour/period in their school day to work on their eCHS course(s).

A key contact at the high school will be assigned to the students in the eCHS program to assure that the students are working on the course on a daily basis and also to inquire about student's performance on a bi-weekly basis.

Fee Structure: Minnesota State Community and Technical College contracts with partner high schools to provide online college classes based on a **per student – per course cost**. Tuition is set at \$125.00 per credit. That is a total of \$250.00 for a 2 credit course, 375.00 for a 3 credit course, and \$500.00 for a 4 credit course. (NOTE: 20 or more students in any one course section, 3 credits or more, will be a flat rate of \$6,500.) **Please note that**

the school district will be obligated to pay the tuition for each enrolled student, unless the student officially drops the course 7 calendar days prior to the course's start date.

The school district agrees to purchase the required textbooks and related materials for each student enrolled in the eCHS program.

Inclusive Access: this is a rather new course enhancement that some instructors are starting to adopt, typically in lieu of a textbook. **This isn't something that the high school has to order for the student.** Any student in an online course with this requirement will automatically have a 'fee' placed on their account. The fee will eventually be removed and the Inclusive Access cost will be billed to the high school along with your eCHS tuition statement. Students will receive a link inside their D2L with all of the course information and materials.

Invoices will be sent to each district approximately 60 days after the start of the semester and the school district agrees to pay the College within 60 days after receiving the invoice.

Superintendent/Principal (signature)

Date

M State K-12 Collaboration Manager (signature)

Date

Please sign and return via email or mail to:

Erin Warren
Erin.Warren@minnesota.edu

M State
1414 College Way
Fergus Falls, MN 56537



State of Minnesota
Minnesota State Colleges and Universities
Central Lakes College
College in the Schools/Concurrent Enrollment Agreement
2019-2020 Academic Year
(Updated April 2019)

THIS COLLEGE IN THE SCHOOLS/CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (hereinafter "Minnesota State"), on behalf of CENTRAL LAKES COLLEGE (hereinafter "COLLEGE"), and Verndale High School (hereinafter "HIGH SCHOOL").

WHEREAS: COLLEGE is an autonomous college in the Minnesota State system.

WHEREAS: HIGH SCHOOL is affiliated with ISD 818 and

WHEREAS: it is understood that the HIGH SCHOOL, acting under the authority of its school district, and COLLEGE, respectively, need to act at times jointly and at times severally, as appropriate to the circumstance, with respect to this agreement; and

WHEREAS: COLLEGE is desirous of offering college level classes to HIGH SCHOOL through a program known as the Post-Secondary Options Program (hereinafter "PSEO"), a component of which provides for college-level classes to be offered at high schools, known as the College in the Schools/Concurrent Enrollment Program (hereinafter "CIS/CEP"); and

WHEREAS: HIGH SCHOOL is desirous of receiving college courses which meet transfer criteria to colleges and universities within Minnesota State, and when appropriate technical courses which meet transfer criteria to vocational/technical colleges within Minnesota State and services from COLLEGE through the CIS/CEP; and

WHEREAS: it is understood that the goals of the CIS/CEP can best be accomplished if HIGH SCHOOL and COLLEGE, collaboratively establish long term working relationships to develop and improve delivery of services to the high school students and:

WHEREAS: The governing policies of the CIS/CEP program and this agreement are established by law and the Minnesota State Board of Trustees, which include the following general provisions that are considered to be minimum requirements (Minnesota State Policy, Chapter 3 Section 5):

Definitions

Post-Secondary Enrollment Options Program or "PSEO". The PSEO program is established by Minnesota Statutes section 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, high school students may earn both secondary and post-secondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

PSEO College in the Schools/Concurrent Enrollment Course (College in the Schools). A PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

Post-Secondary Enrollment Options Expectations

Minnesota State shall provide opportunities for students to participate in the PSEO Program. Students shall be admitted according to criteria that promote progress through college-level coursework and that augment their continued academic growth consistent with board policies and system procedures.

Enrollment on campus. Enrollment of PSEO students in courses on a college or university campus or in online classes taught by CLC College Employees shall be allowed on the basis of available space as defined by the college or university.

Compliance with standards. Colleges and universities shall require PSEO conduct standards.

Developmental courses. Colleges and universities shall not enroll students in developmental courses through PSEO.

And:

WHEREAS: HIGH SCHOOLS and Colleges wish to enter into this agreement through their respective agents for the delivery of CEP courses, which would be of mutual benefit:

NOW, THEREFORE, it is agreed:

I. Duties of each participating COLLEGE and HIGH SCHOOL

A. COLLEGE'S Duties. COLLEGE shall:

Ensure that the Director of Concurrent Enrollment/and CIS Enrollment Coordinator:

- Provide necessary registration, withdrawal, and drop-add information.
- Provide student orientation sessions at the local high school when requested, provide print and/or electronic materials with information that informs them about the academic and student support services available to all students at the college and outlines their responsibilities, including their responsibility to communicate with their high school about their academic progress in courses offered through PSEO (Minnesota State Policy, Chapter 3.5.1 Part 3 Subpart A).
- Provides the necessary Withdrawal and Drop-Add online process.
- Maintains records documenting each CIS/CEP course.
- Provides evaluation tools to faculty, counselors, principals and superintendents for the purpose of evaluating each college faculty collaborator as well as the program in general.

Ensure that the COLLEGE assessment coordinator:

- Provides the means for college course placement assessment testing.

Ensure that the COLLEGE records office:

- Creates course lists and grade sheets or makes them available online through e-services.
- Makes appropriate record adjustments for students in accordance to Drop/add and Withdrawal policies.
- Makes grades available to student within three weeks after the course ends and grades are reported by the instructor.
- Provides student official transcripts upon receipt of online request.
- Maintains college course records for high school students and awards college credit for successfully completed courses.

Ensure that each COLLEGE faculty collaborator:

- Supports the high school CIS/CEP teachers, giving additional time and attention to teachers new to the program.
- Initiates an initial communication with new high school teachers.
- Collaborates with the high school CIS/CEP teacher to clarify the approved college course outline and to create a course syllabus for the CIS/CEP course.
- Reviews course textbook options with CIS/CEP teacher, provide college text information and/or exam copies of the text if requested, and provides course outlines, sample syllabi, sample exams, sample assignments, and assignments for the CIS/CEP teacher's use if requested.
- Provides teachers who have taught the course previously with copies of new course outlines, new calendars, schedules or other information as courses change.
- Collaborates with high school CIS/CEP teachers to assure that required Student Learning Assessment activities take place, including any departmental exams and assessments.
- Provides assistance to access college course lists through e-services and Star ID# log-in to the high school CIS/CEP teacher if requested.
- Visits the class during the semester to observe teaching and student response to instruction, meeting with the teacher before and/or after each classroom observation. Classes taught by high school CIS/CEP teachers who have taught the course previously will be visited once at a minimum, while classes taught by high school CIS/CEP teachers who have not taught the course previously will be visited twice at a minimum. If distance or scheduling prevent an in person visit, a web-based/telepresence meeting can suffice.
- Offer to guest lecture or co-teach once or twice during the semester if agreed upon by the high school teacher.
- Review selected student graded assignments, tests and papers if requested to do so.

- Engages in an on-going dialogue (face-to face, ITV, on-line, by telephone, etc.) with the high school CIS/CEP teacher not less than once per term and is available to the high school teacher by phone, email, or other means to offer assistance/guidance as requested and work with the CIS/CEP teacher to ensure that the course meets the learning outcomes contained in the course outline approved by the college and that the students are held to college-level standards (Minnesota State Policy, Chapter 3.5.1 Part 4 Subpart D Number1).
- Provide assistance to CIS/CEP teachers to access the COLLEGE Library and D2L Brightspace online systems as requested.
- Extends to high school CIS/CEP teachers, invitations to participate in appropriate campus-based faculty development activities (Minnesota State Policy, Chapter 3.5.1 Part 4 Subpart D Number 2).
- Submit to the COLLEGE CIS/CEP Director and appropriate COLLEGE Academic Dean, a brief final written report at the end of the semester for each CIS/CEP course assigned summarizing the collaborative activities and discussing ways the experience may be improved for everyone involved. It is important to remember that the goal of collaboration is for the two instructors to discuss the course and share information about content, college-level expectations, instructional methodology, and changes in the field of study. It is designed to allow two professional educators to have a formal opportunity to engage in a professional discussion. It is not the purpose of this collaboration to evaluate the instructor or of the quality of the teaching and learning of the course. All faculty evaluations will remain the responsibility of their respective institutions.

B. HIGH SCHOOLS DUTIES. The HIGH SCHOOL shall:

Ensure the following program logistics:

- Provide general information about CIS/CEP to all sophomores and juniors enrolled in their high school (MN Statutes 2004, Section 124D.09, and Subdivision 7).
- Provide the concurrent enrollment courses for the following academic year to the COLLEGE CEP/CIS coordinator.
- Have students who plan to take a CIS/CEP course the following year each complete the COLLEGE Application Form, Accuplacer Assessment, and high school transcript.
- Send the completed forms to the COLLEGE CIS/CEP Enrollment Coordinator or designee.
- Send enrollment lists to COLLEGE CIS/CEP Enrollment Coordinator by 9/30 for fall term and 2/15 for spring term.
 - (1) The enrollment list for each CIS/CEP course offered shall include the full name of each student who plans to enroll in the course with the understanding that in order to be listed the student meets the criteria to be eligible for participating in a CIS/CEP course (see Student Qualifications section).
 - (2) In order to register for a course, all students must complete an Online Application, possess eligible placement scores, and submit a high school transcript.
- Assist in student compliance with the Drop-Add and Withdrawal Policies (see “Other Provisions” section), sign off on online form as student advisor, and submit to COLLEGE CIS/CEP coordinator.
- To the extent possible, provide counseling services to students and their parents or guardian before students enroll in CIS/CEP courses. This ensures that the students and their parents or guardian are fully aware of the risks and possible consequences of enrolling in CIS/CEP courses.
- Provide all textbooks and other instructional materials/equipment required for the course as these are described in the course syllabus.

Ensure the following course scheduling requirements:

- The total enrollment (CIS/CEP students and non-CIS/CEP students combined) must not exceed the course maximum established by the COLLEGE.
- With permission from the HIGH SCHOOL, eligible community members may pay tuition to the college and participate in the course. They will be counted toward the minimum number of students.
- CIS/CEP courses should be scheduled at times not normally used for school sports and activities to minimize absences due to school related activities.
- At minimum of 51% of students enrolled in a high school CIS/CEP course must be taking the course for college credit. Exceptions must be approved in advance by the COLLEGE. Failure to comply may jeopardize the continuation of offering the CIS course for the following academic year.

- Provide a list annually to the CIS Director no later than June 1 of CIS/CEP courses offered at the high school that have both concurrent enrollment students and non-concurrent enrollment (high school credit only).

Ensure that each high school CIS/CEP teacher does the following:

- Attend CIS new instructor orientation prior to teaching the CIS course.
- Creates a course syllabus for the CIS/CEP course in collaboration with the college faculty. (see CIS Syllabus checklist for required information) A copy of the CIS syllabus MUST be submitted to the CIS/CEP Collaborator prior to the start of the course. This syllabus is to be provided to each CIS student on the first class day.
- Works to ensure each CIS/CEP course is equivalent in content and rigor to the same course offered on the college campus and covers all elements of the common course outline. If CIS instructor is asked in advance, s/he will provide documentation such as copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work and C-level work. A student's grade in a course is to be based on their academic performance on assignments and tests. Testing will cover the full curriculum of the courses and if there are COLLEGE departmentally-required exams, the CIS instructor will comply in administering the exams.
- Assigns final letter grades to each student on the class list immediately after the semester ends.
- All CIS grades must be entered into e-services within three days of the course ending.

Ensure that each high school administrator does the following:

- The high school administrator ensures that CEP students are held to the same grading standards as those expected of students in on campus sections and CIS/CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections.

II. REQUIREMENTS

The following is to be understood and agreed to by both the HIGH SCHOOL and COLLEGE:

CIS/CEP Instructor Qualifications

- For Liberal Arts Transfer Courses, it is preferred that high school CIS/CEP teachers hold a Master's Degree in field or a Master's Degree + 18 graduate credit hours related to the discipline in which he or she is teaching. However, a Bachelor's Degree and discipline specific graduate or undergraduate coursework or some combination of extensive teaching and relevant coursework will be considered. In Technical Disciplines a mix of formal academic preparation and discipline-specific work experience will be considered.
- The CIS/CEP HIGH SCHOOL shall complete the CIS application form and forward copies of undergraduate and graduate transcripts, a resume, and a cover letter explaining why the teacher is capable of teaching this/these college-level course(s) to the COLLEGE CIS/CEP Director. Repeat teachers need to submit updated documentation as they further their education and/or gain discipline-specific work experience.
- Each high school teacher selected to teach a CIS/CEP course requires the approval of the teacher's principal and of the college including a review of the CIS/CEP Teacher's Credentials by the appropriate college faculty (per Minnesota State Policy, Chapter 3.5.1 Part 4 Subpart C).

CIS/CEP Instructor Non-Compliance Policy for Professional Development

All CIS instructors are expected to attend annual professional development to stay informed of college expectations as they relate to current course content and rigor. CIS Instructors **are expected** to attend the annual discipline-specific workshop to stay in compliance with the policy.

The Director of Concurrent Enrollment maintains documentation of annual CIS professional development participation for all CIS Instructors. The Director conducts an annual compliance review and notifies those CIS instructors who are in danger of non-compliance with the participation policy.

In the event a CIS instructor misses the annual professional development workshop and has not made arrangements to meet individually with the faculty collaborator prior to the start of the term, the following will result:

1. The faculty collaborator will contact the CIS instructor to coordinate a meeting. An individual meeting between the faculty collaborator and CIS instructor will serve as a substitute (on a one-time-basis) for

the annual professional development workshop. The primary focus of the meeting will be to review discipline-specific expectations related to course content and rigor.

2. If the CIS instructor is unable to meet with the faculty collaborator, cancels the meeting, or is unwilling to find a time to meet, the Director will advise the High School Administrator and CIS instructor that his/her course is in jeopardy of being cancelled. The CIS instructor will then be responsible for contacting the faculty collaborator to schedule a meeting and report back to the Director with the meeting specifics.
3. If the instructor misses the annual professional development workshop and DOES NOT meet with the faculty collaborator prior to the start of the succeeding academic year, the instructor will be put on probation for a one-year period. During the probationary period, the CIS instructor MUST meet with the faculty collaborator and attend the next professional development workshop. The high school principal and collaborator will both be informed of the probationary period and consequences of non-compliance.
4. If, at the end of the year of probation the instructor is still non-compliant, the CIS course is cancelled and the instructor is no longer considered a CIS instructor for that course.

NOTE: If an instructor has been approved to offer CIS courses in more than one discipline, workshop attendance is tracked for each discipline. Cancellation of one CIS course due to non-compliance does not automatically cancel other CIS courses.

CIS/CEP Instructor Non-Compliance Policy for Course Content

All CIS instructors are expected to adhere to the CLC common course outline content, academic rigor, and assessment components. Non-compliance occurs when any of the outlined CIS course content expectations are not adhered to.

If the faculty collaborator has significant concerns regarding a CIS instructor's adherence to the course content, academic rigor, and/or assessment components, the instructional issues will be addressed on a case-by-case basis, with the goal of assisting the CIS instructor to correct the concerns.

1. The faculty collaborator's concerns will be documented in writing in the site visit report and sent to the Director of Concurrent Enrollment. The written documentation will be kept in the CIS Program's Master Files.
2. The Director will contact the high school administrator to coordinate a meeting with the CIS instructor, faculty collaborator, the Director, and high school administrator to discuss instructional concerns and develop an action plan.
3. The faculty collaborator will follow up with the CIS instructor, either through another meeting or through a classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved.
4. If, after thorough consultation and careful consideration, the Director of Concurrent Enrollment, the faculty collaborator, and the Academic Dean determine that the course does not maintain college quality, the Director will cancel the course for the subsequent academic year and the instructor will lose his/her status as a CIS instructor in that discipline. The high school administration will be informed of the College's decision, and Director will work with the high school to identify another instructor, if appropriate.

NOTE: If an instructor has been approved to offer CIS courses in more than one discipline or course, the faculty collaborator for each area will assess adherence to course content. Cancellation of one CIS course due to non-compliance does not automatically cancel other CIS courses.

Student Enrollment Requirements

- Eligible students are juniors with at least a 3.0 GPA and seniors with at least 2.5 GPA and
- Eligible students must meet one of the following:
 - have a minimum test score of the ACT
 - meet or exceed the Accuplacer Reading and Math cut scores
 - meet or exceed qualifying MCA test scores
- Meet or exceed the prerequisites for designated CIS/CEP courses.
- 9th and 10th grade students are eligible provided their enrollment doesn't exclude qualifying juniors or seniors, and they
 - receive prior written approval from a high school instructor and administrator OR
 - achieve 90% or higher on a nationally normed test

Students Not Meeting Admissions Requirements:

- Students not meeting one or more of the Admissions Requirements listed above may appeal by providing other documentation of readiness to perform college-level work for review and approval by the CLC Appeals Committee. Online appeals must include: The name of the student, student contact information and the name of high school, the concurrent enrollment class/classes the student wishes to take and a recommendation from the High School Counselor, and/or CEP/CIS faculty stating why the student should be allowed into the class.

Student Academic Standing requirements:

- PSEO Students (including Concurrent Enrollment Students) must maintain a 2.0 GPA and a course completion rate of 67% to remain eligible to enroll in future courses.
- PSEO students, taking courses on the CLC campus, who have not maintained a 2.0 GPA and a 67% course completion rate, will be required to return to their high schools. PSEO students, taking concurrent courses at their high school, who have not maintained a 2.0 GPA and a 67% course completion rate for two semesters, will not be eligible to enroll in future concurrent course offerings.

Student Registration/Enrollment Requirements

- Potential CIS/CEP students shall inform the high school in a timely manner of their intent to enroll in CIS/CEP courses during the following year.
- Potential CIS/CEP students must return to their high school guidance counselor their completed online application form.
- Potential CIS/CEP students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.
- The COLLEGE Drop-Add and Withdrawal Policy applies to enrolled CIS/CEP students. It is understood that adjustments will be made to the student record by the colleges records office in accordance to the drop/add and withdrawal policies outlined below:

III. CONSIDERATION AND TERMS OF PAYMENT.

- A. Consideration for all services performed by COLLEGE pursuant to this Agreement shall be paid by the HIGH SCHOOL as follows:

HIGH SCHOOL will pay \$2500 for each CIS/CEP Course offered per semester. Multiple sections of the same course taught by the same instructor during the same semester will not incur an additional fee. This includes online courses. For CIS/CEP courses utilizing CIS Team Teaching, the HIGH SCHOOL will pay \$5000 *per section* per semester.

- B. Terms of Payment. Payment shall be made by HIGH SCHOOL within 30 days after the COLLEGE has presented invoices for services performed to the HIGH SCHOOL. Invoices for course fees, course deficiency payments, and supplemental services shall be calculated once each academic term with the invoice to be submitted to the appropriate high school no later than October 15 for fall term and March 15 for spring term.

- IV. TERMS OF AGREEMENT. This agreement shall be effective July 1, 2019, or upon the date that the final required signature is obtained by COLLEGE, whichever occurs later, and shall remain in effect until June 30, 2020, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

- V. CANCELLATION. This Agreement may be cancelled during its term only by mutual agreement between HIGH SCHOOL and COLLEGE. In the event of such a cancellation, COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VI. AUTHORIZED REPRESENTATIVES.

Each Authorized Representative shall have final authority for acceptance of services of the other party and shall have responsibility to insure that all payments due to the other party are made pursuant to the terms of this Agreement.

- A. For collective actions, HIGH SCHOOL Authorized Representative for the purposes of administration of this Agreement is: Paul Brownlow, Superintendent
- B. For individual actions, the Authorized Representative of the COLLEGE for the purpose of administration of this agreement is as follows: CENTRAL LAKES COLLEGE, Paul Preimesberger, Dean of Enrollment Management and Student Success, Central Lakes College, 501 West College Drive, Brainerd, MN 56401

VII. ASSIGNMENT. Neither the COLLEGE nor the HIGH SCHOOL may assign nor transfer any rights or obligations under this Agreement without the prior written consent of the other party.

IX. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

X. LIABILITY. HIGH SCHOOL agrees to indemnify and save and hold COLLEGE, their representative and employees, harmless from any and all claims or causes of action arising from the performance of this contract by the HIGH SCHOOL or the HIGH SCHOOL agents or employees. This clause shall not be construed to bar any legal remedies the HIGH SCHOOL may have for COLLEGE failure to fulfill their obligations pursuant to this contract.

XI. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. HIGH SCHOOL agrees that in fulfilling the duties of this contract, HIGH SCHOOL is responsible for complying with the applicable provisions of the Americans with Disabilities ACT, 42 U.S.C. Section 12001, et seq. and regulations promulgated pursuant to it. COLLEGE is not responsible for issues or challenges related to compliance with the ADA beyond their own routine use of facilities, services, or other areas covered by the ADA.

XII. GOVERNMENT DATA PRACTICES ACT. HIGH SCHOOL must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 as it applies to all data provided by COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the HIGH SCHOOL in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either HIGH SCHOOL or COLLEGE.

In the event a HIGH SCHOOL receives a request to release the data referred to in this Article, the HIGH SCHOOL must immediately notify the appropriate COLLEGE. COLLEGE will give HIGH SCHOOL instructions concerning the release of the data to the requesting party before the data is released.

XIII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. Each COLLEGE shall own all rights, including all intellectual property rights, in all original materials including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials and other work in whatever form, developed by COLLEGE and its employees and contractors individually or jointly. Materials developed jointly between any college employee and/or contractor and any HIGH SCHOOL employee in the performance of its obligations under this contract shall be jointly owned by COLLEGE and HIGH SCHOOL. Materials developed individually by any HIGH SCHOOL employee in performance of his/her duties under this contract shall belong to HIGH SCHOOL; however, COLLEGE shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the COLLEGES, their contractors and/or employees, or those developed by the HIGH SCHOOL or any HIGH SCHOOL employee prior to the existence of this contract.IV. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the HIGH SCHOOL or its employees individually or jointly with others, or any subcontractors shall identify the COLLEGE as the sponsoring agency and shall not be released prior to approval by the COLLEGE authorized representative.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

APPROVED:

1. HIGH SCHOOL DISTRICT

By (authorized signature)
Title
Date

2. VERIFIED AS TO ENCUMBRANCE

By (authorized signature)
Title Account Clerk Senior
Date

3. CENTRAL LAKES COLLEGE

By (authorized signature)
Title Vice President of Academic & Student Affairs
Date

4 AS TO FORM AND EXECUTION

By (authorized college/university/office of the chancellor initiating agreement)
Title Vice President of Administrative Services
Date



To: Verndale School Board

From: Greg Johnson, Dean of Students/Activities Director

RE: Monthly Report (June 2019)

- 1) Spring Sports Seasons all finished well.
 - a) Softball team was sub-section runner up and advanced to section play.
 - b) Baseball team upset the #2 seed in the first round before being eliminated.
 - c) Girls track team had 8 individuals and 1 relay team for a total of 10 athletes qualify for the section meet.
 - d) Boys track team had 2 individuals and 2 relay teams for a total of 6 athletes qualify for the section meet.
- 2) The fall sports season will officially begin August 12.



K-12 Principal / District Assessment Coordinator Report

June 10, 2019

1. Events of the Past Weeks
 - a. Educators of Excellence Banquet – May 8th
 - i. Congratulations to Heather Arroyo and Rachel Bounds for being selected as Teachers of Excellence for 2018-2019
 - b. Elementary Pirate Pride / Volunteer Recognition Event – May 9th
 - i. April Elementary Students of the Month
 1. Lexi Captain – 2nd Grade – Mrs. Paulson
 2. Corinne Weiher – 4th Grade – Mrs. Erickson
 - c. Elementary Field Trips – throughout the month of May
 - d. Horizon Middle School (Moorhead) Orchestra performance – May 10th
 - e. Spring Choir / Band Concert – May 13th
 - i. Spanish Dance Performance between the Choir and Band Concerts
 - f. B's or Better Breakfast – May 17th
 - i. 85 students in grades 7-12 qualified (32% of students in grades 7-12)
 - g. Senior Class Trip – May 17th – 20th
 - h. Elementary Track and Field Day – May 21st
 - i. Baccalaureate Service – May 22nd
 - j. Senior Awards Service – May 22nd
 - k. 6th Grade Class Play – May 23rd
 - l. Last Day of School – May 24th
 - i. Ice Cream Social
 - ii. High School Student of the Quarter Celebration
 - m. Graduation – May 24th
 - i. 39 seniors graduated
2. Upcoming Events / Mark Your Calendars
 - a. Summer Recreation Activities Continue
 - b. Wadena Parade – Marching Band
 - i. Thursday, June 13th
 - c. Verndale Days
 - i. July 26th-28th



3. High Reliability School Program Update
 - a. Instructional Rounds – May 9th – This round was optional for staff (3rd of the year)
 - i. Piloted a longer version
 - ii. Will use an “Internal Site Visit” model next year for instructional rounds
 - b. Webinar with Phil Warrick – May 13th
 - i. Prepared for Certification Visit / Discussed next steps for 2019-2020 – Level 3 Work
 - c. HRS Level 2 Certification Visit – May 20th
 - i. Dr. Toby Boss visited – provided powerful feedback
 - ii. Verndale School District was awarded certification in Level 2 – Effective Teaching in Every Classroom of the Marzano High Reliability Schools Framework
 1. One of only two School Districts in Minnesota to attain Level 1 and Level 2 Certification and one of 24 School Districts in the nation to attain District Certification at any level
 - d. District Leadership Team Meeting – May 21st
 - e. Staff Workshop Day – May 28th
 - i. Started work on a guaranteed vocabulary program (K-12 comprehensive system)
 - ii. Individual Share Outs from each teacher
 - f. Leading a High Reliability School Training – June 5th / 6th at Sourcewell
 - i. Mr. Brownlow, Mr. Parker, and Mr. Follingstad attended
4. Summer Trainings
 - a. Leadership Retreat – June 24th-26th
 - i. Mr. Brownlow and Mr. Follingstad will attend this retreat at Grand View Lodge
 - b. HRS National Summit – July 9th-11th
 - i. Staff will be attending the HRS National Summit in Denver
 - c. JMC Training – August 6th
 - d. Multi Tiered System of Support Institute – August 7th-9th
 - i. Mr. Brownlow, Mrs. Arroyo, Mrs. Veronen, and Mr. Follingstad will attend
 - e. Minnesota Summit for Learning and Leading – August 13th and 14th
5. 2019-2020 School Year
 - a. New Teacher Workshop Days – August 12th and 15th
(intentionally scheduled around the Sourcewell Summit Maddens Resort)
 - b. Fall Workshop Days – August 26th-28th
 - i. Open House on August 28th
 - c. First Day of School – September 3rd

Superintendent Report

June 10, 2019

Verndale School Enrollment Update – Students K-12

September 2007	425	September 1, 2015	530
May 2008	431	May 20, 2016	522
September 2008	465	September 6, 2016	537
May 22, 2009	462	May 31, 2017	547
September 23, 2009	485	September 8, 2017	542
May 19, 2010	468	May 18, 2018	543
September 8, 2010	483	September 25, 2018	566
May 18, 2011	486	October 30, 2018	563
September 22, 2011	480	November 26, 2018	567
May 23, 2012	466	January 3, 2019	560
September 18, 2012	486	January 31, 2019	556
May 3, 2013	485	February 27, 2019	552
September 4, 2013	496	March 28, 2019	554
May 30, 2014	502	May 3, 2019	550
September 5, 2014	517	May 17, 2019	550
May 22, 2015	523		

Preliminary budget set at:	540 Students
Revised Budget #1	562 Students
Revised Budget #2	556 Students

- HRS Level 2 Certification - Effective Instruction in Every Classroom** - The Verndale School had a site visit conducted by Toby Boss from Marzano Research on May 20 and was certified as a Level 2 High Reliability School. This is a great accomplishment for our students, staff and school. It is very exciting to see the transformation in our building where we focus on student safety, learning and achievement. A news release from Marzano Research is included for your review.
- Summer Programs** - Our school building is bustling with summer programs. Summer rec has a large number of participants and the childcare care program has students all day. The marching band has been practicing on the streets of Verndale and a pottery class is taking place in the art room. The next two months of summer will be busy with summer rec, swimming lessons, cheer camp, band lessons, summer theater, childcare program, and a variety of sports' camps.

3. **Summer Enrollment** - Enrollments for next school year have already started this summer. The trend for the past several years has seen growth of about 10 students per year. Last year, we saw a increase of approximately 20 students to start the school year but ended with roughly 10 students over the previous school year. The preliminary budget for next year has been set at 547 students. This number assumes the district will maintain current enrollment numbers for next year. This number does include six foreign exchange students, which meets the cap set by the school district. The budget is typically revised in November to account for any significant changes in student enrollment because it drives the district's revenues.

4. **Negotiations** - Negotiations will start with the Verndale Education Association (VEA) next week. The first meeting is typically used to discuss language items and set the plan for negotiations. The district is waiting to hear from IUOE Local 70 about an initial meeting date and time.

5. **Superintendent Evaluation** - The electronic form for the superintendent evaluation will be disseminated by email later this week. Please submit the evaluation by Monday, July 1. Kim will tally the results and forward the information to Marcus for review. The summary will be discussed at the board retreat in July and shared at the August school board meeting.

Upcoming Events

Sourcewell Leadership Retreat	June 24-26
High Reliability Schools Summit in Denver, CO	July 9-11
School Board Retreat	July ??
Summer Programs End	August 2
August School Board Meeting	August 12
MN Summit for Learning and Leading	August 13-14

FOR IMMEDIATE RELEASE:

Verndale Public School achieves Level 2 certification in Marzano High Reliability Schools™

Bloomington, Ind., [May 20, 2019] — Verndale Public School is pleased to announce the achievement of Level 2 certification in Marzano High Reliability Schools™. Level 2 certification means Verndale Public School has established “Effective Teaching in Every Classroom,” which focuses on the responsibility of both school leaders and teachers in ensuring high-quality instruction.

The high reliability school (HRS) program was created by Marzano Research to help transform schools into organizations that take proactive steps to ensure student success. Using a research-based five-level hierarchy, along with leading and lagging indicators, educators learn to assess, monitor, and confirm the effectiveness of their schools.

This framework, based on 50 years of educational research, defines five progressive levels of performance that a school must master to become a HRS—where all students learn the content and skills they need for success in college, careers, and beyond.

“As you move through the levels, it represents a complete transformation in how schools are run,” says CEO Robert J. Marzano.

Schools must collect data and validate their performance to climb each level of the hierarchy. Certification is determined by Marzano Research analysts in cooperation with school data teams.

Using the HRS framework and indicators, schools can drive sustained, positive, and significant impacts on student achievement by synthesizing multiple complex initiatives into one harmonious system.

About Marzano Research

Marzano Research combines Dr. Robert J. Marzano’s 50 years of educational research with continuous action research in all major areas of schooling. An all-inclusive professional learning center, the company provides K–12 educators with solutions for instruction, reflective teaching, curriculum development, leadership, student engagement, and competency-based education. Marzano Research’s services and products include customizable on-site professional development, educator events, books, videos, and online courses using research-based instructional strategies designed to effect profound improvement in student achievement.

Contact

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