

School District 197
West St. Paul-Mendota Heights-Eagan Area Schools
Meeting and Work Session
Monday, March 18, 2024
ISD 197 District Office, Mendota Heights, MN

A meeting of the School Board of Independent School District 197 was held Monday, March 18, 2024 at the ISD 197 District Office, 1897 Delaware Avenue, Mendota Heights, MN beginning at 5:00 p.m. pursuant to due notice.

The meeting was called to order by Chair Larsen at 5:00 p.m. The following School Board members were present: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel and Randi Walz. Superintendent Peter Olson-Skog was present. Student Representative LaRae Dodsens was present while Samantha Villa was absent.

Also present for the meeting was Peter Mau, Assistant Superintendent; Cari Jo Drewitz, Director of Curriculum, Instruction and Assessment; Sara Lein, Director of Special Programs; Tye Michaels, Director of Human Resources; Jason Stegeman, Director of Finance; Mark Fortman, Director of Operations; Dave Sandum, Director of Technology; and Lisa Grathen, Director of Community Education.

Agenda

It was moved by Mr. Schwab and seconded by Mr. Hill to approve the main agenda as presented.

Aye: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Nay: none.

The motion carried (7-0).

Consent Agenda

The “approval of personnel recommendations” was removed from the consent agenda and added to the main agenda.

It was moved by Mr. Hill and seconded by Ms. Steele to approve the consent agenda items as amended:

- Approval of Minutes of the March 4, 2024 Regular School Board Meeting
- ~~Approval of Personnel Recommendations~~
- Final Reading of Policy 506, Student Discipline
- Final Reading of Policy 708, Transportation of Nonpublic School Students
- Final Reading of Policy 709, Student Transportation Safety Policy
- Administrative Review of Policy 702, Accounting
- Administrative Review of Policy 703, Annual Audit
- Administrative Review of Policy 802, Disposition of Obsolete Equipment and Material
- Administrative Review of Policy 907, Rewards
- Approval of Gifts to the District
- Approval of Field Trip for Two Rivers High School Girls Lacrosse
- Approval of Field Trip for Two Rivers High School Softball Team

Aye: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Nay: none.

The motion carried (7-0).

Comments to the School Board

No one was in attendance to provide comments to the School Board.

Action Item – Approval of Personnel Recommendations

Superintendent Olson-Skog presented the personnel recommendations for approval. Under “non-licensed resignation, retirement, termination”, the effective date of March 15, 2024 for James Stoll was added.

It was moved by Ms. Steele and seconded by Mr. Aune to approve the personnel recommendations as amended.

Aye: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Nay: none.

The motion carried (7-0).

First Reading of Policy 806, Crisis Management

Mark Fortman, Director of Operations, presented the first reading of Policy 806, Crisis Management. The current policy adheres to the district’s processes and procedures currently in place. This policy requires an annual review and was last approved in October 2022. The district’s current policy was reviewed against MSBA’s model policy which contained significant additions resulting from recent legislation. It contained new requirements for conducting active shooter drills and simulations and student mental health requirements and notices. Since the district does not conduct active shooter simulations, those procedures were not included.

This fall, the district adopted and implemented The Standard Response Protocol (SRP) developed by the *I Love U Guys* Foundation. The SRP includes five protocols - Secure, Hold, Lockdown, Evacuate, and Shelter. These protocols are specifically tailored for school environments and intended to address all hazards. While the lockdown procedure would be implemented in the event of an active shooter, it does not include *active shooter* simulations or drills.

In compliance with state requirements, the district continues to practice five lockdown drills, five fire drills, and one severe weather drill annually.

Recommended changes to the policy include:

- Section IV - Administration and MSBA recommend the addition of procedures for *Chemical Accidents, Visitors, and Student Victims of Criminal Offenses at or on School Property*.

Under II, 2, B, 1, one sentence was changed to read: “The alternative designees may include members of the building emergency response team (BERT).”

This policy will be brought back to the April 1, 2024, meeting for a second reading via the consent agenda.

Action Item – Approval of FY 2024-2025 General Fund Budget Framework

Jason Stegeman, Director of Finance, presented the proposed FY 24-25 General Fund Budget Framework for approval. This framework was presented to board members in detail at their meeting on March 4, 2024. The budget framework is used as a guiding document for building the fiscal year 2024-2025 budgets. It consists of the strategic framework focus areas; assumptions for enrollment, funding and expenditures; and parameters that are used to develop and guide the budget process. The framework is consistent with what was used last year with some adjustments to partially address inflation. Parameters include:

- No changes to attendance area boundaries
- No changes to transportation fees
- Building allocation amounts for purchased services and supplies will increase by 3%
- Co-curricular allocation amounts for purchased services and supplies will increase by 3%
- Staff allocations for budget development will be based on the February 1, 2024 projected enrollment for 2024-2025
- No changes to staffing ratios

The board acknowledged that they were approving a budget framework that could result in a fund balance that falls below the targeted percentage in the board's fund balance policy. Board members discussed revisiting the fund balance policy after the budget details for the upcoming school year are finalized.

More budget discussions with the board will take place in the spring. Overall district budget approval will be in June.

It was moved by Mr. Vaupel and seconded by Mr. Aune to approve the FY 2024-2025 General Fund Budget Framework as presented.

Aye: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Nay: none.

The motion carried (7-0).

Action Item – Approval of FY 2023-2025 Agreement with the West St. Paul Federation of Teachers,

Local 1148

Tye Michaels, Director of Human Resources, and Jason Stegeman, Director of Finance, presented the proposed FY 2023-2025 agreement with the West St. Paul Federation of Teachers, Local 1148. This group consists of approximately 450 employees. The union has ratified this agreement. The agreement includes an increase in salary for both years of the contract according to the increase in steps as outlined below:

- Salary Schedule (Schedule A/B)
 - Year 1: \$2,400 per cell
 - Year 2: \$3,000 per cell
- Extra Assignments/Athletic Assignments (Schedule C) = 5% increase to all positions (2024-2025)
- Insurance:
 - All covered employees move to Open Access premium with 95% contribution to single and 80% contribution to two-party and family coverage effective FY 2024-25
- HSA
 - Increase to \$1,000 district match.
- Preschool Teacher Salary Additions:
 - Non licensed Preschool Teachers will remain on BA Step 1.
 - Licensed Preschool Teacher Salary will follow Schedule E, based on years of experience and education.

In addition to the step increases, a one-time off-schedule prorated to FTE payment of \$1,000 will be made for active, licensed staff who are contracted to work the full 2023-2024 school year. Other minor language changes were made.

It was moved by Mr. Schwab and seconded by Mr. Hill to approve the tentative agreement with the West St. Paul Federation of Teachers, Local 1148, for the 2023-2025 contract years.

Aye: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Nay: none.

The motion carried (7-0).

Action Item – Approval of FY 2023-2025 Agreement with the ISD 197 Principals' Group

Tye Michaels, Director of Human Resources, and Jason Stegeman, Director of Finance, presented the proposed FY 2023-2025 agreement with the School District 197 Principals' Group. This group consists of approximately 13 employees. The union has ratified this tentative agreement. The agreement includes an increase in salary for both years of the contract according to the increase in steps as outlined below:

- Salary Schedule
 - Year 1: 3%
 - Year 2: 3%

- Insurance/Medical:
 - All covered employees move to Open Access premium with 95% contribution to single and 80% contribution to two-party and family coverage effective 2024-25
- TSA:
 - Assistant Principal - increased by \$100.00 per year beginning July 1, 2024
 - Principal - increased by \$120.00 per year beginning July 1, 2024

Other minor language changes were made.

It was moved by Ms. Steele and seconded by Mr. Vaupel to approve the tentative agreement with the School District 197 Principals' Unit for the 2023-2025 contract years.

Aye: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Nay: none.

The motion carried (7-0).

Adjournment

It was moved by Ms. Steele and seconded by Mr. Schwab to adjourn the meeting at 5:45 p.m.

Aye: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Nay: none.

The motion carried (7-0).

The next regularly scheduled School Board meeting of Independent School District 197 will be on Monday, April 1, 2024 at 6:00 p.m. It will be held at the City of Mendota Heights Council Chambers, 1101 Victoria Curve, Mendota Heights, MN.

Upon approval by the School Board, official minutes will be available at the District Office, 1897 Delaware Avenue, Mendota Heights, and on the district website. The full meeting materials are available for public inspection at the administrative offices of the school district and on the district website.

Sarah Larsen
School Board Chair

Jon Vaupel
School Board Clerk