

FOREST LAKE AREA SCHOOLS

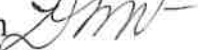
6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • www.flaschools.org

Superintendent.....Dr. Linda M. Madsen
Administration & Human Resources Donna M. Friedmann
Business Services.....Lawrence A. Martini
Community Education.....Corey J. McKinnon
Special Education.....Kelly J. Lessman
Teaching & Learning.....Diane E. Giorgi

March 10, 2017

TO: Eduardo Bautista
Alexander Biedny
Jim Caldwell
Sara de Sobrino
Carol Geiger
Julie Greiman
Kelly Lessman
Heidi Link
Kathy McMorrow
Jill Olson
Jeff Peterson
Lily Pope
Kathryn Ungerecht

FROM: Donna M. Friedmann 
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly @ 7:00 pm on Thursday, March 16, 2017, in the boardroom at the district office. The agenda for this meeting is enclosed. Please contact me at (651) 982-8123 if you are unable to attend this meeting.

DMF/kk

Inspire the learner; ignite the potential!

Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

Policy Committee Meeting
March 16, 2017 – 7:00 p.m. – District Office Boardroom

AGENDA

- | |
|---|
| <ol style="list-style-type: none">1. Discipline Policy 515 – Annual Review2. Disability Nondiscrimination Policy 432 – Update Needed3. Community Use of School Facilities Policy 701 – Review |
|---|
4. Consideration of Other Policies to be Scheduled for Review
 5. Other Matters
 6. Annual/Requested Policy Reviews
 - Student Transportation Safety Policy 531 (April 2017)
 - Family & Medical Leave Policy 428 (September 2017)
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2017)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2017)
 - Wellness Policy 546 (October 2017)
 - Student Sex Nondiscrimination Policy 421 (October 2017)
 - Technology Acceptable Use and Safety Policy 540 (November 2017)
 - School Board Member Reimbursement Guidelines Policy 103A (November 2017)
 - Out-of-State Travel by School Board Members Policy 103B (November 2017)
 - Bullying Prohibition Policy 541 (January 2018)
 - Crisis Management Policy 538 (February 2018)
 - Harassment and Violence Policy 425 (February 2018)
 - Discipline Policy 515 (March 2018)
 7. Future Policy Review
 - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
 - Random Drug Testing
 8. Policies at School Board for Action:
 - Special Education Records and Records Retention Policy 505A – Pending MN Historical Society Review
 - Harassment & Violence Policy 425
 - Short Term Classified Substitutes Policy 434
 - Crisis Management Policy 538



Kim Kolberg <kkolberg@flaschools.org>

Re: Policy update

1 message

Donna Friedmann <dfriedmann@flaschools.org>

Mon, Feb 20, 2017 at 10:21 AM

To: Kim Kolberg <kkolberg@flaschools.org>

I think it will be. Please go ahead and put it on the agenda.

On Mon, Feb 20, 2017 at 8:39 AM, Kim Kolberg <kkolberg@flaschools.org> wrote:
Is the discipline policy ready for the March policy comm meeting?

Thank you,
Kim Kolberg (651/982-8124)
Forest Lake Area Schools
Adm Asst to the Director of Admin & HR
kkolberg@flaschools.org

On Thu, Feb 16, 2017 at 2:38 PM, Donna Friedmann <dfriedmann@flaschools.org> wrote:
For March meeting:

Our 432, MSBA 402. It could use some modernizing and some cross-references.

Thanks!

—
Donna M. Friedmann
Director of Admin. and Human Resources
Forest Lake Area Schools
651 - 982 - 8123

—
Donna M. Friedmann
Director of Admin. and Human Resources
Forest Lake Area Schools
651 - 982 - 8123

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities, because of the disabilities, of such individuals with in regard to job application procedures, hiring, advancement, discharge, compensation, job training, ~~or and any~~ other terms, conditions, ~~or and~~ privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Director of ~~Personnel & Administration & Human Resources~~ (651/982-8123), or the Director of Educational Services Special Education (651/982-8129), 6100 N 210th Street, Forest Lake, MN 55025. The Director of Special Education is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 29 U.S.C. 794 et seq. (Rehabilitation Act of 1973, § 504)
 42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
 29 C.F.R. Part 32
 34 C.F.R. Part 104

Cross References: Policy 536 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 402

Orig. 1995

Revised: _____

Rev. ~~2003~~ 2015

402 DISABILITY NONDISCRIMINATION POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

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- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact _____ (list the name, title, office address, telephone number, and e-mail address). This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

The Forest Lake Area Schools encourages the use of school facilities by our school and community for a variety of purposes and for residents of all ages. It is the policy of the Forest Lake Area School District to permit the use of school facilities by residents of the school district. The policy also permits the use of school facilities by other individuals and organizations. However, the use of school facilities should not interfere with the various school programs. This policy will be administered by the Community Education Department and the Business Services Department with rental fees deposited in the General Fund.

Non-profit status shall mean that the group holds established non-profit status according to the U.S. Internal Revenue Code or non-profit status as determined by the State of Minnesota.

I. RENTAL FEES

A. NO RENTAL FEE:

1. Forest Lake Area School District sponsored events.
2. Community, Civic, Service, Non-Profit adult groups and Community Non-Profit Youth Groups in the Forest Lake Area School District who do not charge fees, accept donations or sell concessions associated with these events.
3. Community, Civic, Service, Non-Profit adult groups and Community non-profit youth groups in the Forest Lake Area School District who pay a Facilities Maintenance Fee. (Note the requirements for the Facilities Maintenance Fee – II S, page 3.)
4. Tax-supported public agencies operating within the Forest Lake Area School District boundaries. This includes City, Township, County public hearings, caucuses, elections, candidate forums, and other similar events. There cannot be any fees, donations or concessions associated with these events.

B. RENTAL FEES – the following groups will pay a rental fee:

1. Community, Civic, Service, Non-Profit adult groups and Community Non-Profit Youth Groups, which charge admission fees, accept donations or sell concessions at their event(s) and who do not pay a Maintenance Facilities Fee. (Note the requirements for the Facilities Maintenance Fee – II S, page 3.)
2. Local Business Groups.
3. Out-of-District organizations or groups.
4. Charter or Private Schools.
5. Educational Institutions.

II. RULES AND REGULATIONS

- A. School groups and school organizations will have first priority for the use of the school facilities providing they reserve facilities at least four weeks in advance through the Community Education Office.
- B. Outside groups can make their application for use of facilities at the Community Education Office, in the Forest Lake Area School District Building at 6100 North 210th Street, Forest Lake.
- C. Use of a building will be permitted only when an authorized permit (green sheet) has been presented to the custodian of the building (by the Community Education Office in advance, or by the user at their event).
- D. All non-school users of school facilities shall complete and sign a Hold Harmless Agreement.
- E. The School District may also require liability insurance, as determined by the Director of Business Services, of up to \$1,000 property damage, \$100,000 per individual and \$300,000 per accident.
- F. In the case of large events the Director of Business Services may also require a supervisor to be on duty and the cost will be billed to the rental group.
- G. The applicant shall assume responsibility for damages to property that occur during use of the facility by their group or participants.
- H. All groups using school facilities shall reimburse the district for all extra labor or costs incurred by the district due to their use of facilities.
- I. Use of school facilities shall be denied to any groups which violate Policy 427 Tobacco-Free Environment or Policy 422 Employee Alcohol and Other Drug Use.
- J. Tobacco, alcohol, other controlled substances, and weapons are prohibited in all school buildings and on school grounds.
- K. A custodian is required to be on duty when a building is occupied.
- L. The custodian on regular duty shall not be required to provide direct supervision for any groups or activities during the custodian's normal forty hour week. There are no custodial charges for groups unless custodial services are required.
- M. When a custodian is on overtime duty for a rental group, the custodian is required to be present to provide custodial services and to assist the rental group.

- N. A Food Service Department employee is required to be on duty whenever kitchen equipment is used or when the kitchen is to be used as a food preparation area. This includes, but is not limited to, the high school dish room and high school cafeteria concession area. If the group requesting to use school facilities intends to serve food or beverages of any kind at their event, this information must be given to the facility use scheduler at the time the request for facility use is made in order to determine if there are additional custodial or food service needs or requirements as determined either by the School District or, if applicable, the Minnesota Department of Health.
- O. Audio-visual equipment may be used for a fee and when doing so a District A.V. Technician must be employed at the expense of the user.
- P. The Senior High School auditorium sound system and lighting equipment may be used for a fee and a District A.V. Technician must be employed at the expense of the user.
- Q. Buildings must be vacated by 10:00 p.m. unless special permission is obtained from the Director of Business Services.
- R. Any problems with Forest Lake Area Schools personnel must be reported to the Community Education Office on the next working day.
- S. The Facilities Maintenance Fee is designed for groups that use facilities extensively throughout the year or season and who may wish to include additional services that would be provided by the school district that go beyond simply renting the space. Sixty days prior to the start of the season/year, a representative from the organization shall contact the Business Services Department to set up an appointment to discuss their organization's needs and provide necessary information so a fee can be determined. The fee will be determined by the Director of Business Services. Once the fee is set, the Director of Business Services will determine the payment schedule for the upcoming season/year. If an agreement can not be reached on the Facilities Maintenance Fee, the superintendent will make the final decision.

III. SCHEDULE OF RENTAL FEES & OTHER CHARGES

Rental Fees (up to 6 hours use)

SENIOR HIGH SCHOOL

Auditorium	\$200.00
(with Stage Lighting and/or Sound System \$450.00)	
Gym	\$240.00
Cafeteria	\$160.00
Kitchen	\$100.00
Classroom	\$ 60.00
Media Center	\$150.00
Outdoor Stadium	\$100.00
Outdoor Field	\$100.00
Schumacher Field	\$100.00

JUNIOR HIGH SCHOOL AND CENTRAL LEARNING CENTER

Gym	\$160.00
Cafeteria	\$120.00
Kitchen	\$ 80.00
Classroom	\$ 60.00
Media Center	\$120.00
Outdoor Field	\$ 50.00

ELEMENTARY SCHOOL

Gym	\$120.00
Cafeteria	\$100.00
Kitchen	\$ 60.00
Classroom	\$ 60.00
Media Center	\$ 90.00
Outdoor Field	\$ 30.00

NOTE: The Forest Lake Area Schools Swimming Pool, parking lots, other outdoor grounds and computer labs will have an hourly rental rate as determined by the Director of Business Services.

Equipment Rental Charges

VCR with monitor	\$25.00 per use
Overhead projector	\$25.00 per use
Cordless Microphone	\$25.00 (with stand \$35) per use
Spotlight	\$25.00 per use
LCD Projector	\$80.00 per use
Choir Microphone	\$15.00 per use
Portable Sound System	\$50.00 per use
Other Equipment	As determined by the Director of Business Services

Personnel Charges

These charges are in addition to the rental fees.

- Food Service
Time and one-half (or double time on Sundays and holidays) of the Senior High School Cook Manager.
- Custodial
Time and one-half (or double time on Sundays and holidays) of the Senior High School Head Custodian. If custodians are on their regularly scheduled duty, there are no charges unless additional services are required.
- Supervisory
Designated rate of pay to be determined by the Director of Business Services.
- A.V. Tech
Designated rate of pay to be determined by the Director of Business Services.

REVISED: 8/26/74
12/05/77
9/08/87
2/5/90 (effective 3/01/90)
5/16/95
7/07/05
3/03/11
9/01/11
11/01/12