

School District 197  
West St. Paul-Mendota Heights-Eagan Area Schools  
Meeting and Work Session  
Monday, October 21, 2024  
ISD 197 District Office, Mendota Heights, MN

A meeting of the School Board of Independent School District 197 was held Monday, October 21, 2024, at the ISD 197 District Office, 1897 Delaware Avenue, Mendota Heights, MN, beginning at 5:00 p.m. pursuant to due notice.

Chair Larsen called the meeting to order 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 Representatives Patrick Bohmbach and Nawal Hassan were present.

Also present for the meeting was Cari Jo Drewitz, Director of Curriculum, Instruction and Assessment; Sara Lein, Director of Special Services; Tye Michaels, Director of Human Resources; Mark Fortman, Director of Operations; Dave Sandum, Director of Technology; and Sara Blair, Director of Communications.

**Agenda**

The “2024-2025 Enrollment Update” was moved up in the agenda to be presented before the resolution on closing open enrollment.

*It was moved by Ms. Steele and seconded by Mr. Vaupel to approve the main agenda as amended.*

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

*The motion carried (7-0).*

**Consent Agenda**

*It was moved by Mr. Schwab and seconded by Mr. Aune to approve the consent agenda items as presented:*

- Approval of Minutes of the October 7, 2024 Regular School Board Meeting
- Approval of Personnel Recommendations
- Final Reading of Policy 406, Public and Private Personnel Data
- Administrative Review of District Policy Changes to Reflect New Statutory Requirements
- Approval of Gifts to the District
- Approval of Field Trip for Two Rivers High School Key Club Students

*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.

## **2024-2025 Enrollment Update**

Superintendent Olson-Skog presented an update on the district's 2024-2025 enrollment. Enrollment is centralized in School District 197. During June-September of 2024, there were 435 resident enrollments, 130 open enrollments which was an average of 141 per month. In grades K-4, 62.9% are resident students, 17.4% are open enrollments and 19.8% of the students transfer. In grades 5-8, 70.1% are resident students, 10.8% are open enrollments and 19.1% of the students transfer. In grades 9-12, 76.1% are resident students, and 23.9% are open enrollments. The Minnesota Department of Education (MDE) uses October 1 as their official count for a variety of funding and reporting functions. Historically, the district will lose some students between October 1 and the end of the year. As of October 1, K-12 enrollment increased by 95 students between 2023 and 2024. Administration projected 5,196 students for this school year and actual is 5,202. In 2023-2024, students of color accounted for 53.5% of the students which is a slight increase over the previous year. Additionally, special education students accounted for 21.2% of the students which is also a slight increase over the previous year. English Language Learners accounted for 14.43% of the students which was a slight increase and those students qualifying for free and reduced meals was 46.6% which was a slight decrease. Overall open enrollments have remained steady for several years with a slight increase in 2023-2024 with 1,008 students open enrolling into the district versus 626 students open enrolling out of the district.

## **Approval of Resolution to Close Open Enrollment for Grades 1-4 for the Remainder of the 2024-2025 School Year**

Superintendent Olson-Skog presented a resolution to close open enrollment for Grades 1-4 for the remainder of the 2024-2025 school year. Specialized programs in the school district are at or nearing capacity. To manage this, the administration proposed closing grades 1-4 to open enrollment for the remainder of the school year. This is a regular practice among several Minnesota school districts. It is permissible under Minnesota Statute 124D.03. A school district may close open enrollment at a grade level if the number of open enrollments at that grade level is more than 1% of the total enrollment. The average enrollment per grade level, K-12, is 400. The administration does not believe that closing to open enrollment in grades 1-4 will have a detrimental impact on enrollment or budget stability. This proposal does not limit District 197 residents from enrolling in grades 1-4.

*It was moved by Mr. Schwab and seconded by Ms. Steele to approve closing open enrollment for Grades 1-4 for the remainder of the 2024-2025 school year.*

*On a roll call vote, those who voted aye: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Those who voted nay: none.*

*The motion carried (7-0).*

## **First Reading of Policy 512, School-Sponsored Student Publications and Activities**

Sara Blair, Director of Communications, presented a first reading of Policy 512, School-Sponsored Student Publications and Activities. The district's current policy was reviewed against MSBA's model policy. Based on that review, the following changes were recommended:

- Under Section II, General Statement of Policy, MSBA has recommended that "official student publications" be changed to "school-sponsored media".
- Under Section III, Definitions, sections on the terms "libelous" and "official school publications" were removed. Definition was provided for "school-sponsored media", "student journalist" and "student media advisor".
- Under Section IV, Guidelines, information was provided on the new student journalist law. Clearer definition was provided related to student expression in school-sponsored media.
- Section V, Posting, was added based on Minnesota Statute.
- The legal references section was updated.

This policy will be brought back to the November 4<sup>th</sup> board meeting for a second reading via the consent agenda.

### **First Reading of Policy 613, Graduation Requirements**

Cari Jo Drewitz, Director of Curriculum, Instruction and Assessment, presented a first reading of Policy 613, Graduation Requirements. The district's current policy was reviewed against MSBA's model policy. Based on that review, the following changes were recommended:

- Update Section III, Definitions, Flip two items to create alphabetical order, and "required standard" was expanded on
- Under Section V, Graduation Assessment Requirements, language has been updated to reflect updates in the 2024 legislative session
- Under Section VI, Graduation Credit Requirements, there are no changes to the number of credits needed for graduation. Language has been updated to reflect the change in science standards for students who completed 8th grade in 2024-2025
- Legal references were updated

This policy will be brought back to the November 4<sup>th</sup> board meeting for a second reading via the consent agenda.

### **First Reading of Policy 620, Credit for Learning**

Cari Jo Drewitz, Director of Curriculum, Instruction and Assessment, presented a first reading of Policy 620, Credit for Learning. The district's current policy was reviewed against MSBA's model policy. Based on that review, the following changes were recommended:

- Under III Definitions, updates were made to the section including one based on current statute
- Under IV, Transfer of Content Standards, information related to "class rank" was added to several of the items and an item outlining what documentation is needed
- Under V, Postsecondary Enrollment Credit, further clarity is provided related to postsecondary credits
- Under VI, Credit for Employment with Health Care Providers, was new in legislation and was added as written in state statute
- Under VIII, Weighted Grades, the purple outlines district language that is used in this area
- Legal references were updated

This policy will be brought back to the November 4<sup>th</sup> board meeting for a second reading via the consent agenda.

### **First Reading of Policy 624, Online Learning Options**

Cari Jo Drewitz, Director of Curriculum, Instruction and Assessment, presented a first reading of Policy 624, Online Learning Options. The district's current policy was reviewed against MSBA's model policy. Based on that review, the following changes were recommended:

- The title of the policy has changed to Online Instruction, and the term "instruction" is updated in the Purpose and General Statement of Policy
- Under III, Definitions, several updates have been made related to online instruction
- Section IV, Procedures, has been removed and has been replaced with updated language in alignment with state statute in new Section IV, Digital Instruction, and Section V, Supplemental Online courses, as a result of changes in the 2024 Minnesota Legislative Session
- Section VI, Enrolling District, and Section VII, Reporting, have been added
- Updates have been made to the Legal References

This policy will be brought back to the November 4<sup>th</sup> board meeting for a second reading via the consent agenda.

### **Review of School Board Roles, Standards and Expectations Document**

Board member Steele presented a draft of a revised “School Board Roles, Standards, and Expectations” document. In response to community interest in serving on the school board, the district has prepared this guide to advise current and prospective school board candidates on the roles, responsibilities and expectations of the board. This guide is also meant to inform the community on how the board fulfills its role. The board results committee was given the task of making some updates to the document. Information about the board stipend has been added along with additional clarification on committee assignment and roles and school visits. Several questions were asked and it was decided that further work will be done on the document at the board development session on November 11.

### **Adjournment**

*It was moved by Mr. Hill and seconded by Mr. Vaupel to adjourn the meeting at 6:36 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, November 4, 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.

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Sarah Larsen  
School Board Chair

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Jon Vaupel  
School Board Clerk