



**Future Ready. Community Strong.**

## **Special Meeting Agenda**

Diamondhead Education Center

January 21, 2021

5:30 PM

The meeting will take place via teleconference or other electronic means pursuant to Minnesota Statute 13.D.021. Please visit our website at [www.isd191.org](http://www.isd191.org) for viewing details.

### Strategic Directions.

- Close gaps and raise achievement for all students
- Create a culturally proficient school system
- Maximize resources for optimal student learning
- Increase the capacity for partnership with community

#### I. Call to Order

- A. Welcome
- B. Pledge of Allegiance

#### II. Approval of Agenda

#### III. Approve Minutes

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#### IV. New Business

- A. Approve Schmitt and Sons Addendum (Maximize resources for optimal student learning)  
Lisa Rider, Executive Director of Business Services

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#### V. Adjourn to a Board Retreat

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 January 14, 2021

The meeting of the Board of Education was called to order by Chair Alt at 6:30 p.m. The meeting took place via electronic means pursuant to Minnesota Statute 13.D.021.

Call to Order

Members present: Chester, Conner, Hume, Miller, Said, Werb, and Chair Alt. Others in attendance were Superintendent Battle, Student Representative Addisu, staff and members of the public.

Attendance

Alt led Eric Miller, Sue Said, Anna Werb and Toni Conner in the ceremonial Oath of Office.

Oath of Office

Alt asked Miller to lead the Pledge of Allegiance.

Pledge of  
 Allegiance  
 Agenda

Moved by Miller, seconded by Chester, to approve the agenda. A roll call vote was taken and the motion carried unanimously (7, 0 with Alt, Chester, Conner, Hume, Miller, Said, and Werb voted in favor and none voted against).

Moved by Alt that Miller be nominated and elected chair of the board for 2021. A roll call vote was taken and the motion carried unanimously (7, 0 with Chester, Conner, Hume, Miller, Said, Werb, and Alt voting in favor and none voting against.)

Chair

Miller began to chair the meeting.

Moved by Hume that Chester be nominated and elected vice chair of the board for 2021. A roll call vote was taken and the motion carried unanimously (7, 0 with Conner, Hume, Miller, Said, Werb, Alt, and Chester voting in favor and none voting against.)

Vice Chair

Moved by Chester that Hume be nominated and elected clerk of the board for 2021. A roll call vote was taken and the motion carried unanimously (7, 0 with Hume, Miller, Said, Werb, Alt, Chester, and Conner voting in favor and none voting against.)

Clerk

Moved by Chester that Alt be nominated and elected treasurer of the board for 2021. A roll call vote was taken and the motion carried unanimously (7, 0 with Miller, Said, Werb, Alt, Chester, Conner, and Hume voting in favor and none voting against.)

Treasurer

Moved by Alt, seconded by Hume, that salaries of board members be set at \$450 per month and that the chairperson receives an additional \$50 per month in recognition of additional duties and expenses associated with the position. A roll call was taken and the motion carried unanimously (7, 0 with

Salaries

Said, Werb, Alt, Chester, Conner, Hume, and Miller voting in favor and none voting against.)

Moved by Chester, seconded by Hume, that all regular meetings of the Independent School District 191 Board of Education commence at 6:30 p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center and cable cast. Board Listening Sessions will be scheduled from 5:45-6:15 p.m. before regular board meetings.

Regular Meetings and Listening Sessions

Please note: While the peacetime state of emergency and pandemic declaration remains in effect, the school board meetings will take place via teleconference or other electronic means pursuant to Minnesota Statute 13.D.021, and in-person listening sessions will not be held. You are encouraged to communicate your thoughts with the Board of Education by emailing [boardofeducation@isd191.org](mailto:boardofeducation@isd191.org). Please visit [www.isd191.org](http://www.isd191.org) for viewing details.

- |                |                |
|----------------|----------------|
| Jan. 14, 2021  | Oct. 14, 2021* |
| Jan. 28, 2021  | Oct. 28, 2021  |
| Feb. 11, 2021  | Nov. 10, 2021  |
| Feb. 25, 2021  | Nov. 18, 2021* |
| March 11, 2021 | Dec. 9, 2021   |
| March 25, 2021 | Jan. 13, 2022  |
| April 8, 2021  | Jan. 27, 2022  |
| April 22, 2021 | Feb. 10, 2022  |
| May 13, 2021   | Feb. 24, 2022  |
| May 27, 2021   | March 10, 2022 |
| June 10, 2021  | March 24, 2022 |
| June 17, 2021* | April 14, 2022 |
| Aug. 12, 2021  | April 28, 2022 |
| Aug. 26, 2021  | May 12, 2022   |
| Sept. 9, 2021  | May 26, 2022   |
| Sept. 23, 2021 | June 9, 2022   |
|                | June 16, 2022  |

A roll call vote was taken and the motion carried unanimously (7, 0 with Werb, Alt, Chester, Conner, Hume, Miller, and Said voting in favor and none voting against.)

- Moved by Alt, seconded by Conner, to approve items G-N:
- G. Adopt the attached resolution which authorizes the executive director of business services to enter into electronic (telephone) fund transfer agreements with the district's official depositories per Chapter 334 of the laws of Minnesota.
  - H. Adopt the attached resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual

Consent Agenda  
G-N  
Electric Fund Transfers

Facsimile Signatures

personnel contracts covered by board adopted master agreements.

-I. That the institutions shown below be designated as official depositories of the district for the 2020 calendar year per M.S.124.05.

- U.S. Bank of Minneapolis
- Minnesota School Districts Liquid Asset Fund Plus
- MN Trust
- Associated Bank, WI

Designated  
Depositories

-J. Committee appointments for 2021 will be determined at a future meeting.

Committee  
Appointments

-K. That as of January 1, 2021, Dr. Theresa Battle, superintendent, or her designee be designated as the agent in filing applications for and representing the district in state- and federally funded programs.

Federal Funding

-L. That the following law firms be appointed as legal counsel for ISD 191 for 2020 and that they be paid on an hourly basis for services rendered.

Law Firms

- Kennedy & Graven Chartered
- Goetz & Eckland P.A.
- Booth Law Group LLC
- Rupp, Anderson, Squires & Waldspurger, P.A.
- Hitesman & Wold, P.A

-M. that Sun Thisweek be designated as the official newspaper for 2020 per M.S. 123.33; Subdivision 11, and M.S. Chapter 331.

Official Paper

-N. To authorize Dr. Theresa Battle, superintendent, and Jami Kenney, executive administrative assistant to act as the Identified Officials with Authority (IOwA) for Burnsville-Eagan-Savage School District 191. Jami Kenney's role as IOwA will be to add pre-authorizations and review authorizations.

IOwA

A roll call vote was taken and the motion carried unanimously (7, 0 with Alt, Chester, Conner, Hume, Miller, Said, and Werb voting in favor and none voting against.)

Received an update about District 191's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively from Dr. Theresa Battle, superintendent.

Reports

Received a report from Milkoomie Addisu, student representative.

Received a report from Dr. Theresa Battle, superintendent.

Received a report from Director Hume.

Moved by Alt, seconded by Werb, to approve the consent agenda:

Consent Agenda  
Minutes

-Approve minutes of the regular board meeting on December 10, 2020.

-Approve personnel recommendations for Grace Kohn, Kelly Vo, Cheryl Haberland, Holly Schultz, Patricia Schroeder, Steve Brady, Kyle Hinrichsen, Charlene Fischer, Madelyn Denhartog, and Andre Sellars.

-Adopt a resolution to approve and accept donations as presented.

Personnel  
Recommendations  
Donations

-Approve scheduling a board retreat on Thursday, January 21, 2021 at 5:30 p.m.

-Approve the transfer of scholarship funds to Foundation 191 for distribution.  
 A roll call vote was taken and the motion carried unanimously (7, 0 with Conner, Hume, Miller, Said, Werb, Alt and Chester voting in favor and none voting against.)

Foundation 191

Moved by Hume, seconded by Chester, to approve the additions, deletions, and changes to the 2021-22 High School Course Catalog as noted.  
 A roll call was taken and the motion carried unanimously (7, 0 with Hume, Miller, Said, Werb, Alt, Chester, and Conner voting in favor and none voting against.)

2021-22 High School Course Catalog

Moved by Chester, seconded by Conner, to approve adopting a Resolution Relating to Special School Board Election and Calling the School District Special Election.

Special Election

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 191, Dakota and Scott Counties, Minnesota (the "School District"), as follows:

1. (a) It is necessary for the School District to hold its special election for the purpose of electing one (1) school board member to fill the remainder of a four-year term terminating on the first Monday of January, 2023.

(b) The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said special election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The special election is hereby called and directed to be held on Tuesday, the 2nd day of November, 2021, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the combined polling places and the precincts served by those polling places designated by the Board pursuant to a School District resolution duly adopted on December 10, 2020, are hereby designated for the special election; provided, however, that upon a determination by the Board that any other municipal election is being held within the geographic area of the School District, then the School District polling places and the precincts served by those polling places, as previously established and designated for School District elections held in conjunction with a statewide election, are hereby designated for this special election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of Dakota and

Scott Counties, at least seventy-four (74) days before the date of said special election. The notice shall specify the date of said election and the office or offices to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the School District at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said elections to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the special election.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form attached hereto as Exhibit A, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

6. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

7. If the School District will be contracting to print the ballots for this election, it is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

8. If not performed by election officials conducting other elections on that date, the clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the special election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

9. If not performed by the election officials conducting other elections on that date, the clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the special election and in the newspaper of widest circulation once on the day preceding the special election, or once the week preceding the special election if the newspaper is a weekly.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the various polling places and/or combined polling places during the November 2, 2021 special election. The election judges shall act as clerks of election and submit the results to the Board for canvass in the manner provided for other School District elections.

A roll call vote was taken and the motion carried unanimously (7, 0 with Miller, Said, Werb, Alt, Chester, Conner, and Hume voting in favor and none voting against.)

Moved by Hume, seconded by Werb, to approve, on a first reading basis, changes to *Policies 613: Graduation Requirements and 616: School District System Accountability*. A roll call vote was taken and the motion carried unanimously (7, 0 with Said, Werb, Alt, Chester, Conner, Hume, and Miller voting in favor and none voting against.)

Policies

The meeting adjourned at 8:18 p.m. to a workshop to discuss Online School Application, Transportation Addendum, and Student Performance Achievement Committee regarding PreK-3 System World's Best Workforce

Goal: Kindergarten Readiness.

The workshop began at 8:30 p.m. and ended at 10:45 p.m.

Adjourn to  
Workshop

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Scott Hume, Clerk

January 21, 2021  
Date Approved

DRAFT



**Agenda IV.A.  
January 21, 2021**

**To:** Board of Education, Members  
Dr. Theresa Battle, Superintendent

**From:** Lisa Rider, executive director of business services

**Date:** January 15, 2021

**Re:** Addendum to Pupil Transportation Services Agreement with Schmitt and Sons for the months of September, 2020 through January, 2021.

**Recommendation:** that the Board of Education approves the addendum to the Pupil Transportation Services Agreement with Schmitt and Sons for the months of September, 2020 through January, 2021.

As the pandemic has resulted in the education of students through distance learning or a hybrid schedule; the current contract does not allow for us to make payment to allow the transportation company to continue to employ the drivers and aides whom we know we will need in place to continue once school is allowed again in person. Therefore, the addendum allows for payment to Schmitt and Sons during these months through January 31, 2021. Beyond this, we will need to reassess the transportation needs of the district.

Attached  
Addendum to the Pupil Transportation Services Agreement with Schmitt and Sons  
Letter

## ISD-191 – Burnsville-Eagan-Savage

Burnsville, Minnesota

### ADDENDUM TO PUPIL TRANSPORTATION SERVICES AGREEMENT

This addendum to the Pupil Transportation Services Agreement, Rates for Student Transportation Services, which was signed by Schmitt and Sons in 2018, is made and entered into as of the 4th day of December, 2020, by and between Independent School District 191, Burnsville, Minnesota, and Schmitt and Sons, Burnsville, Minnesota.

Beginning with the month of September, 2020 and through the end of the month January, 2021, the below changes will occur to Rates for Student Transportation Services as part of the Pupil Transportation Services Agreement. A new agreement would be required for additional COVID funding beyond January 31, 2021.

- 1) Given the ISD191 calendar during Hybrid allowed for a 2 day start in September and all Wednesdays as distant learning, the SFY21 active general education and special education routes that were not run on these days will be invoiced at a rate of 90% of the contracted rates for the distant learning days. ISD 191 affirms the normal FY21 school year would have required 48 general education buses and 28 special education buses. These routes are included in the calculation.
  
- 2) When the ISD 191 district's learning model is distance learning: the SFY21 active general education and special education routes that were not run on these days will be invoiced at a rate of 90% of the contracted rates for the distant learning days. Any routes actively engaged in transporting students to and from school on distance learning days will be invoiced instead at a rate of 100% of the contracted rates.
  
- 3) As required by the MDE Guidance, the contractor guarantees that they are continuing to pay their drivers and staff.
  
- 4) Only scheduled charter/field trips conducted will be invoiced at the contracted rates.
  
- 5) Schmitt and Sons will provide student learning materials, food and emergency trips relating to COVID-19 during the duration of this addendum upon the request of the district or designee. These trips will be included in the 90% of the invoice, therefore the additional charge is 10% of the daily rate. This would also include reimbursement for bus aides as needed.

Schmitt's and Sons Bus Company

Independent School District No. 191

By:  \_\_\_\_\_

By: \_\_\_\_\_

Name: Mike Forbord \_\_\_\_\_

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

Title: Div. Ops. \_\_\_\_\_

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

Date: 12/4/2020 \_\_\_\_\_

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