

Regular Meeting
Monday, September 8, 2025 6:00 PM

Council Chambers
City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118

Agenda

1. Call Meeting to Order and Recite Pledge of Allegiance - 6:00 p.m.
Presenter: Sarah Larsen, Chair
2. Approval of the Agenda
Presenter: Sarah Larsen, Chair
3. Approval of the Consent Agenda
Presenter: Sarah Larsen, Chair
 - 3.A. Approval of Minutes of the August 18, 2025 Regular School Board Meeting
 - 3.B. Approval of Personnel Recommendations
 - 3.C. Approval of Agreement with St. Thomas Academy for Non-Public Nursing Services
 - 3.D. Approval of Gifts to the District
 - 3.E. Approval of Heritage E-STEM Middle School Field Trip
 - 3.F. Second Reading of Policy 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches
 - 3.G. Second Reading of Policy 534, Unpaid Meal Charges
4. Recognitions - 6:05 p.m.
Presenter: Superintendent Peter Olson-Skog
5. Superintendent's Report - 6:15 p.m.
Presenter: Superintendent Peter Olson-Skog
6. First Day of School Enrollment Report - 6:25 p.m.
Presenter: Peter Mau, Assistant Superintendent
7. Mid-Year Update to School Board Goals - 6:35 p.m.
Presenter: Byron Schwab, Board Member
8. Adjournment - 6:50 p.m.
Presenter: Sarah Larsen, Chair

School District 197
West St. Paul-Mendota Heights-Eagan Area Schools
Regular Meeting
Monday, August 18, 2025
ISD 197 District Office, Mendota Heights, MN

A meeting of the School Board of Independent School District 197 was held on Monday, August 18, 2025 beginning at 6:00 p.m. pursuant to due notice.

The meeting was called to order by current Chair Larsen at 6:00 p.m. The following School Board members were present: Tim Aune, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Marcus Hill, and Randi Walz. Superintendent Peter Olson-Skog was present.

Also present for the meeting were: Peter Mau, Assistant Superintendent; Cari Jo Drewitz, Director of Curriculum, Instruction, and Assessment; Tye Michaels, Director of Human Resources; Sara Blair, Director of Communications; Dave Sandum, Director of Technology; and Mark Fortman, Director of Operations.

Agenda

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

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

The motion carried (7-0)

Consent Agenda

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

- Approval of the August 4, 2025 School Board Regular Meeting Minutes
- Approval of Personnel Recommendations
- Administrative Review of Policy 412, Expense Reimbursement
- Administrative Review of Policy 427, Workload Limits for Certain Special Education Teachers
- Final Reading of Policy 106, Equity
- Approval of June 2025 Treasurer’s Report

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

The motion carried (7-0)

Comments to the School Board

There were no comments to the School Board.

Curriculum Report – Math Update

The 2024-2025 school year marks Year 3 of District 197’s K-12 math curriculum review, moving from resource evaluation toward phased implementation of the 2021 Minnesota Mathematics Standards. The review process involved expanded teams of K-12 teachers, building leaders, and district administrators, divided into elementary (K-4), middle school, and high school groups. Elementary efforts focused on evaluating programs like iReady,

Reveal, Big Ideas, and Illustrative Mathematics, ultimately selecting Reveal Math for adoption starting with a partial implementation in Fall 2025. Middle school teams explored Big Ideas, Into Math, and Reveal, while developing instructional commitments, aligning with new standards, and planning for a Fall 2025 rollout.

The high school team, which included some middle school staff, will pilot Savvas Envisionmath throughout 2025-2026, testing its print and digital components to find the best fit for student learning. All teams used a Four-Way Equity Test to ensure curriculum choices promote access, remove barriers, and maintain rigorous expectations for all students. For elementary schools, the next steps include August 2025 Reveal Math training, co-creating scope and sequence documents, developing common assessments, refining grading rubrics, and trialing digital tools. By May 2026, all K-4 teachers will be trained on the new resource and full roll-out will take place in the 2026-2027 school year. All middle school math teachers will begin using the new resources this fall. They will work on scope and sequence refinements and common assessment. The high school team will continue resource review, alignment, and professional development to prepare for future adoption. This multi-year process aims to ensure that curriculum decisions are research-based, equitable, and supportive of long-term student success.

First Reading of Policy 527, Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches

School District 197 has adopted a new student motor vehicle policy based on MSBA’s Model Policy, with district-specific language. The policy sets clear guidelines for vehicle use, parking, and related inspections to maintain order, discipline, and safety for students and staff. It applies to all students districtwide and aims to enhance the overall educational experience. Unlike the model policy, the board has authorized the superintendent or designee to create supporting procedures, allowing for quicker adjustments without a full policy amendment process.

This policy will be brought back to a future meeting for a second reading.

First Reading of Policy 534, Unpaid Meal Charges

Policy 534, previously called Unpaid Meal Charges, has been reviewed and renamed School Meals Policy to align with recent Minnesota statutes and MSBA recommendations. The updates formally document long-standing district practices, including ensuring that no student is denied a meal or shamed for any reason. Key changes specify that all students receive free breakfast and lunch under the Minnesota Free School Meals Program and that once served, a meal cannot be taken away. The policy also prohibits any actions that demean students or restrict their participation in school activities due to unpaid meal balances.

This policy will be brought back to a future meeting for a second reading.

Action Item: Approval of Policy 721, Uniform Guidance Policy Regarding Federal Revenue Sources

An administrative review of Policy 721, Uniform Guidance Policy Regarding Federal Revenue Sources, was conducted, resulting in several auditor-recommended updates. Federal standards define micro-purchases (under \$10,000) differently than Minnesota law, which sets the threshold at \$25,000. Federal law also permits school boards to raise the limit to \$50,000, and it is recommended that the district adopt Minnesota’s \$25,000 threshold for consistency. The recommendation includes making this change retroactive to July 1, 2025, a step already taken by several other Minnesota school districts.

Upon presentation, the board recommended action to approve the policy.

It was moved by Mr. Vaupel and seconded by Mr. Aune to approve Policy 721, Uniform Guidance Policy Regarding Federal Revenue Sources as presented.

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

The motion carried (7-0)

Adjournment

It was moved by Mr. Schwab and seconded by Mr. Aune to adjourn the meeting at 6:17 p.m.

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

The motion carried (7-0)

The next regularly scheduled School Board meeting of Independent School District 197 will be Monday, September 8, 2025 at 6:00 p.m. It will be held at the City of Mendota Heights Council Chambers, 1101 Victoria Curve, Mendota Heights, MN. *Please refer to the district website for possible changes to any meeting times/locations.*

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



1897 Delaware Avenue
Mendota Heights, MN 55118
P 651.403.7006 F 651.403.7010
www.isd197.org

TO: School District 197 School Board Members

FROM: Tye Michaels, Director of Human Resources

DATE: September 8, 2025

SUBJECT: PERSONNEL RECOMMENDATIONS

The following personnel items are recommended for approval on September 8, 2025, at the School Board Meeting.

Licensed Employment

- Allen, Nathaniel, 0.9 FTE Social Studies Teacher at Two Rivers High School, at a salary of \$46,905.30 effective August 25, 2025.
- Bunce, Jack, 1.0 FTE Special Education Teacher at Two Rivers High School, at a salary of \$48,833 effective August 25, 2025.
- Fremont, Scott, 1.0 FTE Building Substitute at Friendly Hills Middle School, at a salary of \$53,018 effective August 25, 2025.
- Olson, Kirstin, 1.0 FTE Kindergarten Teacher at Pilot Knob STEM Magnet School, at a salary of \$61,449 effective September 2, 2025.
- Somerville, James, 1.0 FTE Special Education Teacher at Mendota Elementary School, at a salary of \$55,953 effective August 25, 2025.
- Van Roekel, Megan, 1.0 FTE Preschool Teacher at Early Learning Center, at a salary of \$48,237 effective August 25, 2025.

Non-Licensed Employment

- Abdirahman, Yusra, 6.5 hour a day Special Education Paraprofessional at Two Rivers High School, at an hourly rate of \$23.21 effective September 2, 2025.
- Arizpe, Ruth, 6.25 hour a day Special Education Paraprofessional at Heritage Middle School, at a salary of \$23.21 effective September 2, 2025.
- Beccera, Adriana, 3.75 hour a day Kitchen Assistant at Heritage Middle School, at an hourly rate of \$18.48 effective September 2, 2025.
- Brenne, Rachel, 6.25 hour a day Special Education Paraprofessional at Mendota Elementary School, at an hourly rate of \$23.21 effective September 2, 2025.
- Brown, Melissa, 5.75 hour a day Special Education Paraprofessional at Two Rivers High School, at an hourly rate of \$23.21 effective September 2, 2025.
- Chase, Chloe, 6.25 hour a day Special Education Paraprofessional at Two Rivers High School, at an hourly rate of \$23.21 effective September 2, 2025.
- Foley, Brooke, 6.25 hour a day Special Education Paraprofessional at Mendota Elementary School, at an hourly rate of \$23.21 effective September 2, 2025.

- Jones, Philishia, 6.25 hour a day Special Education Paraprofessional at Friendly Hills Middle School, at an hourly rate of \$23.21 effective September 2, 2025.
- Kalstabakken-Merta, Lindsey, 6.25 hour a day Special Education Paraprofessional at Pilot Knob STEM Magnet School, at an hourly rate of \$23.21 effective September 2, 2025.
- Logan, Isabel, 6.25 hour a day Special Education Paraprofessional at Heritage Middle School, at an hourly rate of \$23.21 effective September 2, 2025.
- Lopez-Kovacz, Yamilie, 6.25 hour a day Special Education Paraprofessional at Heritage Middle School, at an hourly rate of \$23.21 effective September 2, 2025.
- Meegan, David, 8 hours a day Buildings and Grounds Night Lead at Heritage Middle School at an hourly rate of \$24.94 effective September 2, 2025.
- Moore, Maria, 6 hour a day Kitchen Assistant at Two Rivers High School, at an hourly rate of \$18.48 effective September 2, 2025.
- Nila, Emily, 6.25 hour a day Special Education Paraprofessional at Garlough Elementary School, at an hourly rate of \$23.21 effective September 2, 2025.
- Orth, Jaelyn, 6.25 hour a day Special Education Paraprofessional at Two Rivers High School, at an hourly rate of \$23.21 effective September 2, 2025.
- Stevens, Madeline, 3.5 hour a day SAC Support Paraprofessional at Moreland Elementary School, at an hourly rate of \$16.89 effective September 2, 2025.
- Warsame, Mohammed, Districtwide Bus Driver, at an hourly rate of \$25.18 effective September 2, 2025.
- Wilson, Sheryl, Districtwide Bus Driver, at an hourly rate of \$21.81 effective September 2, 2025.
- Zellmer, Elizabeth, 6.25 hour a day Special Education Paraprofessional at Two Rivers High School, at an hourly rate of \$23.21 effective September 2, 2025.

Non-Licensed Resignation, Retirement, Termination

- Brady Cook, Rosemary, Special Education Paraprofessional at Moreland Elementary School resignation effective August 25, 2025.
- Bushnell, Mason, Special Education Teacher at Mendota Elementary School, resignation effective August 20, 2025.
- Garibay, Faith, First Grade Teacher at Pilot Knob STEM Magnet School, resignation effective August 20, 2025.
- Hole, Rachel, Special Education Paraprofessional at Moreland Elementary School, resignation effective August 29, 2025.
- Paper, Emily, Intervention Teacher at Mendota Elementary School, .02 FTE resignation effective August 25, 2025.
- Reedy, Brenda, Human Resource Manager at District Office, resignation effective August 28, 2025.
- Tate, Caleb, Special Education Paraprofessional at Friendly Hills Middle School, resignation effective August 25, 2025.

REIMBURSEMENT AGREEMENT FOR SCHOOL NURSE

This Agreement (“Agreement”) is entered into by and between Independent School District No. 197 (“District”) and St. Thomas Academy School (“St. Thomas Academy”).

WHEREAS, the District is a public school district that serves students who reside in West St. Paul, Mendota Heights, and Eagan, Minnesota, and students who open enroll from surrounding communities;

WHEREAS, St. Thomas Academy is an all-male, Catholic school, that is located at 949 Mendota Heights Rd, Mendota Heights, MN 55120;

WHEREAS, Minnesota Statutes section 123B.44, subdivision 1, states that upon formal request a public school district must provide students who attend a nonpublic school in the district with the same specific health services that the district provides to public school students;

WHEREAS, the term “health services” means physician, dental, nursing, or optometric services, and health supplies brought to the site by the health professional for student use in the field of physical or mental health, but excludes direct educational instruction, special education services, and medical supplies, which nonpublic schools are expected to purchase and make available for nonpublic school staff to use when the visiting public school health professional is not at the nonpublic school;

WHEREAS, school districts can apply for and receive nonpublic pupil health aid, which is designed to provide reimbursement for school districts up the “reimbursement rate” for the costs incurred in the direct provision of health services to nonpublic students, including the cost of salaries, benefits, travel, and supplies brought to the site by the district health professional for usage in the field of physical or mental health; and

WHEREAS, the District and St. Thomas Academy are entering into this Agreement to implement Minnesota Statutes section 123B.44, subdivision 1, and to address the payment of services that are provided beyond the reimbursement rate and beyond what is required by law;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and for other valuable consideration, the sufficiency of which is acknowledged, the District and St. Thomas Academy agree as follows:

1. **Term.** This Agreement will take effect on July 1, 2025, and will end on June 30, 2026. This Agreement will not automatically renew. The District may terminate this Agreement by providing written notice to St. Thomas Academy sixty calendar days in advance of the effective date of termination. The District may terminate this Agreement immediately if the school nurse who is assigned to St. Thomas Academy resigns and the District does not have another licensed school nurse available to assign to St. Thomas Academy. St. Thomas Academy may terminate this Agreement only in the event of a material breach that has not been cured within sixty calendar days after providing the District with written notice of the breach. In compliance with Minn. Stat. §123B.44, as amended, the District remains obligated to provide health services to St. Thomas Academy even if this Agreement is terminated by the District.

2. **Health Services.** In compliance with Minnesota Statutes section 123B.44, subdivision 1, the District will provide students who attend St. Thomas Academy with the same specific health services that the District provides to public school students who attend the District's schools. A licensed school nurse who is employed by the District will provide these health services. The District will apply for nonpublic pupil health aid to cover these costs.

3. **Payment of Unreimbursed Costs.** The District will assign a full-time licensed school nurse to provide school-based nursing services to students who attend St. Thomas Academy. To the extent that the services exceed the same specific health services that the District provides to its own students, the District will not receive nonpublic pupil health aid to cover the costs of the services. St. Thomas Academy must reimburse the District for the District's full cost of employing the school nurse who is assigned to St. Thomas Academy minus the amount of nonpublic pupil health aid the District receives for the school nurse who is assigned to St. Thomas Academy. The "full cost" includes, but is not limited to, the nurse's total compensation (salary and all benefits) based on the District's salary schedule; the cost of maintaining health insurance, workers' compensation insurance, unemployment compensation insurance, professional liability insurance, and commercial liability insurance covering the nurse; the cost of paying FICA other payroll taxes; and any other standard employer contributions. In the event this Agreement is terminated before June 30, 2026, St. Thomas Academy is responsible for paying the District's full costs up to the effective date of termination minus the pupil health aid the District received for the school nurse who was assigned to St. Thomas Academy up to the effective date of termination.

4. **Liability.** Each party shall be solely responsible for the acts, omissions, and conduct of its own employees in connection with the Agreement. Neither party shall be liable for any acts, omissions, or conduct of the other party's employees.

5. **Confidentiality of Student Information.** The licensed school nurse employed by the District may have access to confidential student information regarding students at St. Thomas Academy, including but not limited to, health records, educational records, and other personally identifiable information. The District agrees to take all necessary steps to ensure that the licensed school nurse does not disclose, discuss, or otherwise share any confidential student information except as expressly authorized by law and that the licensed school nurse uses confidential student information solely for the purpose of performing services under this Agreement. The parties agree that the obligation of confidentiality shall survive termination of this Agreement.

6. **Cost-Neutral.** This Agreement is intended to be cost-neutral to the District. As a result of this Agreement, the District must not incur any costs or expenses that are not covered by the combination of nonpublic pupil health aid and the payment that St. Thomas Academy is required to make under this Agreement.

7. **Payment.** In May 2026, the District will determine the full cost of employing the school nurse for the 2025-2026 school year and the amount of nonpublic pupil health aid the District received for the nurse. The District will then provide a written invoice to St. Thomas Academy. St. Thomas Academy must make full payment to the District within thirty calendar days after receiving the invoice. Upon request, the District will provide St. Thomas Academy with

documentation showing the full cost of employing the nurse and the amount of nonpublic pupil health aid the District received for the nurse.

8. **Notices.** Any notice given under this Agreement is sufficient if it is in writing, legible, and delivered to the other party by courier, certified mail, regular mail, or email at the address listed below for the party. If delivered by mail, delivery is effective upon mailing. If delivered by courier, delivery is effective upon receipt. If delivered by email, delivery is effective upon transmission to the proper email address.

9. **Nature of Relationship.** Nothing in this Agreement may be construed to create a partnership, joint venture, or joint enterprise between the District and St. Thomas Academy. The parties have no power under this Agreement to take any action that could legally bind the other. The parties are not entering into an employment agreement or an employee-employer relationship. The District and St. Thomas Academy are independent contractors to each other. No employee of the District, including the assigned nurse, will be considered to be an employee of St. Thomas Academy. Likewise, no employee of St. Thomas Academy will be considered to be an employee of the District. This Agreement is between the District and St. Thomas Academy, and not between any assigned nurse and St. Thomas Academy.

10. **Choice of Law and Forum.** This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota. The parties irrevocably submit to the jurisdiction of the courts of the State of Minnesota and, if applicable, to the Federal District Court of Minnesota.

11. **Severability.** If a court, administrative law judge, or state agency determines that this Agreement violates the U.S. Constitution, the Minnesota Constitution, or any federal or state law, the entire Agreement will be deemed to be null and void, except that St. Thomas Academy will be responsible for payment of the full costs that the District incurred in employing the nurse minus the amount of pupil aid the District received for the nurse up to the date of the determination by the court, administrative law judge, or state agency.

12. **Entire Agreement.** This Agreement reflects the entire agreement of the parties. Except as expressly stated in this Agreement, no party has relied on any statement, promise, inducement, or representation of the other. This Agreement supersedes any and all prior statements and agreements between the parties relating to the subject matter of this Agreement. No changes to this Agreement will be valid unless both parties agree to the change in writing. A copy of this Agreement will have the same legal effect as the original.

INDEPENDENT SCHOOL DISTRICT NO. 197

Sarah Larsen, School Board Chair

Date

Jon Vaupel, School Board Clerk

Date

ST. THOMAS ACADEMY SCHOOL



Brian Ragatz, President

8-26-25

Date



MEMORANDUM

TO: School Board Members

FROM: Britini Osmonson

DATE: September 8, 2025

SUBJECT: Gifts to the District

Minnesota Statute §123B.02, Subd. 6, permits School Boards to “... receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”

RECOMMENDED RESOLUTION:

BE IT RESOLVED by the School Board of Independent School District No. 197 that the School Board accept with appreciation the following contributions and permit their use as designated by the donor:

<u>Value</u>	<u>Donor</u>	<u>Item/Purpose</u>
Unknown	Lauri Flatley	Trumpet/Assisting Middle School Band Program
\$50	Tamara Tate Sheppard	Mini-fridge/Benefit the Inspire Room at Two Rivers High School
\$100,000	Anonymous	Funds/Pilot Knob Inclusive Playground

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: Brianna Havir

Date of Trip/Destination/Who trip is for: 7th Graders at Heritage Middle School

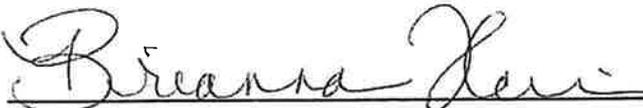
Did you complete FORM 1 for this trip and receive the required approval? _____

TOUR CHECKLIST	RESPONSE
1. Dates of travel	10/22 - 10/24/25
2. Trip destination	Camp Indubapi
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. Link to roster template: <u>TOUR ROSTER</u>	Will have complete list closer to date offered to all 7 th Grade students
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Attached to email
5. Final number of student travelers	Estimated 150-170
6. Final number of adult travelers who are paying their own way/fare.	All adult cost included
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	Estimated 25-30 adults
8. Final number of district employees (also include in #6 and #7 counts)	17 district adults
9. Ratio of adults to students	Students 10 to 1 adult
10. FINAL TOTAL of Number of Travelers (Adults and Students)	
11. Have parents received detailed information about the cancellation policies and fees?	Yes, with registration form
12. Is travel insurance through the tour company required OR optional for your travelers?	No

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

13. Has the district completed background checks for <u>all</u> adults?	All adults going will have a completed background
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	We will be the only school there
15. How will you communicate with travelers while on tour?	Adults will have cell phones students will always be supervised
16. How will you communicate with families back home/not on tour?	Talking Points to families and google voice numbers
17. What is your plan for those requiring medication?	Nurse prepares the medications a CPR and First Aid certified Staff serves as medic.


 Staff Member's/Group Leader's Signature

8/28/25
 Date

Required Approvals:


 Principal Signature

8/28/2025
 Date


 Superintendent/Designee Signature

9/5/25
 Date

 School Board Approval

 Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.



TO: School Board Members

FROM: Peter Olson-Skog, Superintendent

DATE: September 8, 2025

SUBJECT: Second Reading of Policy 527 - Student Use and Parking of Motor Vehicles;
Patrols, Inspections, and Searches

BACKGROUND:

This is a new policy for School District 197 and aligns with MSBA's Model Policy. The purpose of this policy is to provide guidelines for the use and parking of motor vehicles by students in school district locations, and provide clear guidelines for patrols, inspections, and searches.

The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the students' educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

Beyond the portions of the MSBA model policy that require language specific to the district, the only difference from the model policy is that the board is granting the superintendent and/or their designee(s) the authority to develop procedures to support the implementation of this policy. This allows changes to be made without waiting for a three-reading policy amendment, as the administration monitors the implementation of this new policy. It should also be noted that it is a typical procedure for the administration to be charged with implementing the policies adopted by the board and to develop procedures to support said implementation.

While the administration is seeking authority to develop associated procedures for this policy without returning to the board for approval of said procedures, the administration would like to communicate its intent to implement procedures (specific to the parking portion of Policy 527) within the following general guidelines:

1. Clear signage will be posted to warn of the potential consequences of parking in undesignated/unauthorized areas (i.e. towed at owner's expense).
2. Families and students will receive clear communication on the expectations and consequences for not following the expectations, and the procedure will not be implemented until communication has been distributed.
3. Anyone parked inappropriately will receive a warning via a note left on their windshield.*
4. If the same license plate is identified as having parked in an authorized parking area after having received a warning, it may be towed.

*There are situations where a vehicle may be immediately towed without a warning. Examples include parking on a sidewalk, parking in a manner that impedes emergency responder access, etc.

RESOLUTION:

This is a second reading. No action is needed at this time.



OPERATIONAL EXPECTATIONS

ISD 197 School Board

Students

Contact: Superintendent

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by **the principal and/or lead school administrator** to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, **on street locations where parking is restricted or in other designated areas, e.g. parking lots designated for use only by staff or by the general public, including designated visitor parking areas. Students who park in areas must display a valid, school-issued parking permit. A valid permit is one that has been paid in full and has been issued by the school for the current term. The vehicle that is parked with the permit must be on record with the school. Information about purchasing a parking permit can be found on the school's website and in the main office.**
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review ~~and approval~~ reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. ~~Approved directives and guidelines shall be attached as an addendum to this policy.~~

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

POLICY ADOPTED:

POLICY REVIEWED/REVISED:

Monitoring Method:

Administrative Review

Monitoring Frequency:

Every three years



To: School Board Members

From: Mark Fortman, Director of Operations

Date: September 8, 2025

Subject: Second Reading of Policy 534, Unpaid Meal Charges

BACKGROUND:

A review of Policy 534, Unpaid Meal Charges, has been performed. This policy was last reviewed in February of 2021. Based on this review, a couple of changes are being recommended to conform with recent MN statute changes and MSBA recommendations.

It is important to note that the changes to the policy are not new practices for our district and only formally add our existing practices to the policy. For years, we have clearly communicated to our staff that there should be no taking of meals from any student, regardless of their account status, or shaming a student in any way.

Significant changes to note are:

Change in policy name to School Meals Policy

Section II, Payment of Meals

- A. Independent School District 197 participates in the Minnesota Free School Meals Program, and therefore all enrolled students will be offered one breakfast and one lunch at no charge while at school regardless of any outstanding child nutrition account balance. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meal balance.

Section III, Low or Negative Account Balances - Notification

- C. Reminders for payment of outstanding child nutrition account balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a food item that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals; or affixing stickers, stamps, or pins.

Section IV, Unpaid Meal Charges

- The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student child nutrition account balances.
The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student child nutrition account balance.

The policy was reviewed using the 4-way equity test. Within the Strategic Framework, equity is specified as a core value of the district, further emphasizing our commitment to providing all students with equitable access to educational resources, two free meals per day without shame and opportunities such as graduation.

RECOMMENDED RESOLUTION:

This is a second reading. No resolution is needed at this time.



OPERATIONAL EXPECTATIONS

ISD 197 School Board

Students

Contact: Director of Operations

534 ~~UNPAID MEAL CHARGES~~ **SCHOOL MEALS POLICY**

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for ~~school~~ **a la carte or second** meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Independent School District 197 participates in the Minnesota Free School Meals Program, and therefore all enrolled students will be offered one breakfast and one lunch at no charge while at school regardless of any outstanding child nutrition account balance. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meal balance.
- ~~A~~ B. Each student has their own ~~personal~~ **child nutrition** account in which parents may deposit money for **a la carte or second meal** purchases. Payment to accounts may be made at a student's individual school with a personal check or cash. Personal checks or cash amounts may also be made at the District Child Nutrition Office for individual or multiple students, attending any district school, with a noted designation of how the money is to be divided.
- ~~B~~ C. The district's online payment system allows parents to make payments to their child's meal account. Parents or guardians also have the ability to view account balance, payments made, and purchase history for their child. Confirmation of payments and low balance reminders are emailed to parents or guardians. An auto-replenish feature is also available, which deposits funds into their child's account when it reaches a specified low balance. Parents or guardians need not make deposits via the online payment system in order to register an account to receive low-balance reminders and view a student's purchase history.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. ~~Parents of full pay students will receive a low balance notification when their child's account balance drops below \$10.00. Parents will be notified of low balances by email, US Mail, and/or an automated calling system.~~ **The school district will make reasonable efforts to notify families when child nutrition account balances are low or fall below zero.**
- B. Parents will receive a negative balance notification when their child's account balance drops below \$0.00. Parents will be notified of low balances by email, US Mail, and/or an automated calling system.
- C. ~~Only full pay students will receive notification reminders for payment of low or negative student meal balances and they will not demean or stigmatize any student participating in the school meal program.~~ **Reminders for payment of outstanding student meal child nutrition account balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a food item that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals; or affixing stickers, stamps, or pins.**
- D. ~~It is the parent's or guardian's responsibility to make sure their child has adequate funds in their meal account as the district uses a debit based point of sale system.~~
- E. ~~Students in Kindergarten through Twelfth (12th) Grade will, however, receive a breakfast and lunch of their choice regardless of the child's account balance.~~
- F. ~~Students in all grades will not be allowed to purchase a la Carte items, including individual cartons of milk, if they do not have sufficient funds in their account to purchase the item(s).~~

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with ~~full pay~~ families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free ~~and~~ **or** reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt ~~from only full pay families.~~ Unpaid ~~meal~~ **child nutrition account** charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances greater than \$50.00, not paid prior to the end of the month in which the \$50.00 threshold is reached, will be turned over to the superintendent or

superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law. ~~This applies to full pay negative balances only.~~

- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. ~~The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.~~ The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal child nutrition account balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal child nutrition account balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in the School District Family Handbook which is distributed to:
 - 1. all households before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, in addition to providing the required written notification described above.

Legal References: ~~Minn. Stat. § 124D.111, Subd. 4~~
~~42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)~~
~~7 C.F.R. § 210 et seq. (School Lunch Program Regulations)~~
~~7 C.F.R. § 220.8 (School Breakfast Program Regulations)~~
~~USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)~~
~~USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)~~
~~USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A~~

Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

POLICY ADOPTED:	August 7, 2017
POLICY REVIEWED/REVISED:	December 18, 2017; March 15, 2021
Monitoring Method:	Administrative Review
Monitoring Frequency:	Once every three years



SCHOOL DISTRICT 197

West St. Paul + Mendota Heights + Eagan Area

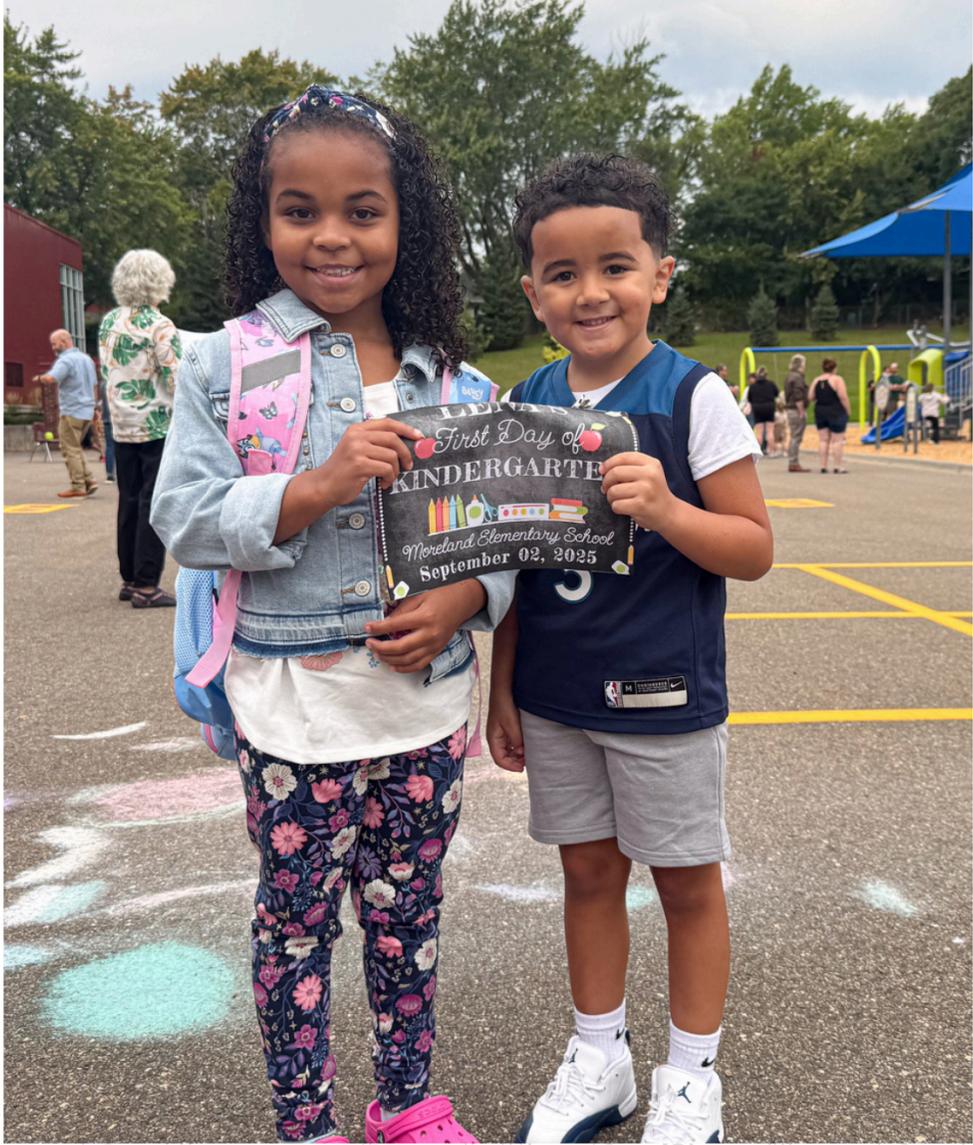
Superintendent **REPORT TO THE BOARD**

SEPTEMBER 8, 2025



First Day of School

FOR OUR KINDERGARTNERS



First Day of School

FOR OUR NINTH GRADERS



First Day of School

FOR EVERYONE ELSE!



Welcoming Staff Back

WITH AN ALL-STAFF PEP FEST!



Meet Our Student Representatives

EVANGELINE FUENTES AND RHYS WALSH





Thank You!





First Day of School Enrollment Update

September 8, 2025

Peter Mau, Assistant Superintendent

First Day Enrollment Report Context

- Projections are based on multi-year averages of the student capture rate from grade to grade at each school in each grade level.
- Kindergarten is harder to predict because we don't have capture rate data. We typically use the average of the last five years at each school.
- First day enrollment counts all students with an active enrollment. It is not an attendance count.
- October 1 is the date MDE uses for many of its official counts. It is also after the volatility of enrollment has subsided.

K-12 Enrollment Overall

Year	Proj.	First Day	First Day +/- Proj.	Oct. 1	Oct. 1 +/- Proj.
21-22*	4981	4888	-93	4872	-109
22-23	4894	5011	+117	4904	+10
23-24	4967	5102	+135	5107	+140
24-25	5196	5256	+60	5202	+6
25-26	5190	5203	+13	?	?

K-12 Enrollment by Level

Grades	25-26 First Day +/- Proj.	24-25 First Day +/- Proj.	23-24 First Day +/- Proj.	22-23 First Day +/- Proj.	21-22* First Day +/- Proj.
Kinder-garten	-49	-57	-33	-15	-9
Elemen-tary	-42	2	-5	42	-71
Middle School	31	40	39	23	-11
High School	24	18	101	53	-11

How We Are Managing

- Additional social media and direct mail reminders to residents about Kindergarten enrollment
- School Board closed 5th and 6th grades to open enrollment
- May return with other open enrollment closure recommendations as the data solidifies

Questions?



TO: School Board Members

FROM: Byron Schwab, Chair of the Results Committee

DATE: September 8, 2025

SUBJECT: School Board Goals for 2025 - Midyear update

BACKGROUND:

The board will discuss progress on the goals they set for the 2025 calendar year.

RESOLUTION:

Informational - No action is needed

2025 ISD 197 School Board Goals Mid Year Update

Beginning Date: January 2025		Ending Date: December 2025			
Board Goals	Strategic Alignment	Resource(s) Needed	Timeline(s)	Desired Outcome(s)	Mid-Year Status
<p>Engage in regular development sessions to better understand district professional development, best practices in board governance, and other topics of interest.</p> <ul style="list-style-type: none"> ● Topic 1: Native American Culture ● Topic 2: Equity Training for Non-Licensed Staff ● Topic 3: Accessible and consistent community engagement focused on communities for whom our existing opportunities are not accessible. ● Topic 4: Discuss what non-partisanship looks like in the role of a board member, which may involve updating the Board Roles, Standards, and Expectations Document. 	<p>Topic 1: Strategic Framework Focus Area #2: Equitable Systems</p> <p>Topic 2: Strategic Framework Focus Area #2: Equitable Systems</p> <p>Topic 3: Standards for School Board Leadership #4: Accountability</p> <p>Topic 4: Standards for School Board Leadership #1 - Conduct & Ethics; #5 Advocacy and Communication</p>	<p>Topic 1: Board Development meeting and district staff, including the Educational Equity Coordinator and American Indian Education Coordinator</p> <p>Topic 2: Board Development meeting and Superintendent</p> <p>Topic 3: Board Development meeting(s) and internal and external content experts (TBD)</p> <p>Topic 4: School Board Member(s) and Superintendent</p>	<p>Topic 1: February</p> <p>Topic 2:TBD</p> <p>Topic 3: TBD</p> <p>Topic 4: EOY</p>	<p>Topic 1: Deepen the board’s understanding of Native American Culture and the training provided to staff on the same topic.</p> <p>Topic 2: Deepen the board’s understanding of educational equity and the training provided to non-licensed staff on the same topic.</p> <p>Topic 3: Determine whether the board’s existing opportunities are accessible and inclusive for our community.</p> <p>Topic 4: Clarify the role and expectations of Board Members, including differentiating the role as a board member and rights as a community member.</p>	<p>Topic 1 is complete</p> <p>Topic 4 is currently in the works</p> <p>Topics 2 and 3 are to be scheduled.</p>

**2025 ISD 197 School Board Goals
Mid Year Update**

Beginning Date: January 2025		Ending Date: December 2025			
Board Goals	Strategic Alignment	Resource(s) Needed	Timeline(s)	Desired Outcome(s)	Mid-Year Status
Review the current Superintendent Evaluation Rubric, compare it with other existing rubrics, and determine if any changes are warranted.	Standards for School Board Leadership Standard #4: Accountability	Results Committee meeting(s) and Board Development meeting(s).	EOY	Ensure the superintendent rubric meets the needs of the board and is aligned with the Standards for School Board Leadership.	Complete-The decision was made to change the rubric/process. The work has continued beyond the goal to include piloting the MSBA rubric and process as a potential replacement. The committee is recommending a training session with the full board and the superintendent on the MSBA model.