Regular Meeting and Work Session
Monday, October 20, 2025 5:00 PM

District Office Training Room
West St. Paul/Mendota Heights/Eagan Area Schools
1897 Delaware Avenue
Mendota Heights, Minnesota 55118

Agenda

1. Call Meeting to Order and Recite Pledge of Allegiance - 5:00 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 October 6, 2025 School Board Meeting
   - 3.B. Approval of Personnel Recommendations
   - 3.C. Approval of Field Trip for Two Rivers High School Key Club
   - 3.D. Approval of Application to Minnesota State High School League (MSHSL) Foundation
   - 3.E. Administrative Review of Policy 531, The Pledge of Allegiance
   - 3.F. Administrative Review of Policy 705, Investments
   - 3.G. Second Reading of Policy 503, Student Attendance
   - 3.H. Final Reading of Policy 414, Mandated Reporting of Child Neglect Or Physical Or Sexual Abuse
4. Comments to the School Board - 5:05 p.m.
   Presenter: Sarah Larsen, Chair
5. 2025-2026 Enrollment Update - 5:10 p.m.
   Presenter: Peter Mau, Assistant Superintendent
6. First Reading of Policy 501, School Weapons Policy - 5:20 p.m.
   Presenter: Peter Mau, Assistant Superintendent
7. Presentation of FY 2023-2024 Audit - 5:30 p.m.
   Presenter: Jim Eichten, Auditor
8. Presentation of 2025-2026 Superintendent Goals - 6:15 p.m.
   Presenter: Peter Olson-Skog, Superintendent
9. Adjournment - 6:30 p.m.
   Presenter: Sarah Larsen, Chair

School District 197
West St. Paul-Mendota Heights-Eagan Area Schools
Regular Meeting
Monday, October 6, 2025
Mendota Heights City Hall, Council Chambers

A meeting of the School Board of Independent School District 197 was held on Monday, October 6, 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: Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Marcus Hill, and Randi Walz. The following School Board members were absent: Tim Aune. Superintendent Peter Olson-Skog was present. Student representatives Rhys Walsh and Evangeline Fuentes were present.

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

Agenda

It was moved by Ms. Walz and seconded by Ms. Steele to approve the agenda as presented.

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

The motion carried (6-0)

Consent Agenda

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

- Approval of the September 22, 2025 School Board Regular Meeting Minutes
- Approval of Personnel Recommendations
- Approval of September 2025 Wire Transfers Report
- Second Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse

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

The motion carried (6-0)

Recognitions
Two groups were recognized for their achievements and contributions. National Merit Commended students Bryn Christopherson, Brendan Monroe, Kaia Smith, and Hannah Trudeau were honored for their outstanding PSAT performance last October, a distinction that highlights their exceptional academic talent and promising futures. The Board also welcomed the 2025 Warrior Hall of Fame inductees: Brenda Corbett, Tom Johnson, Tori Nelson, and Jim Probst, whose accomplishments and dedication have significantly impacted the School District 197 community through excellence in athletics, activities, fine arts, academics, and philanthropy.

Student Representatives' Report

Student representatives Evangeline Fuentes and Rhys Walsh delivered their first report highlighting recent events across District 197. At the Early Learning Center, preschoolers settled into routines with their teachers and peers, with a site report presented later in the meeting. Elementary schools celebrated a busy start to the year with events such as Garlough's upcoming Hoot Hike, Somerset's visit from baby kangaroos, Moreland's first-grade trip to Dodge Nature Center and art self-portraits, Mendota's family fun nights and upcoming Trunk or Treat, and Pilot Knob's Hispanic Heritage Month lessons. District-wide, elementary students enjoyed Future Warrior Day on October 1, connecting with nearly 100 high school role models. Middle schools celebrated community through Heritage's family field day and upcoming camp trip, while Friendly Hills engaged students with WEB leaders, spirit week, and Walk/Bike to School Day. At Two Rivers High School, the year began with a successful Link Day, the Warrior Rally, and strong participation in clubs and activities. Highlights included the Warrior 5K fundraiser, a spirited homecoming week with theme days, pepfest, and dance, and the induction of four new Warrior Hall of Fame members. Dr. Jess Cabak was also recognized for a strong start as principal. Looking ahead, winter sports registration has opened, and fall sports are concluding with notable achievements, including the Girls Varsity Tennis team's first-ever conference win.

Superintendent's Report

The Superintendent shared highlights from the start of the school year, noting the excitement and engagement across schools through events such as the Warrior Rally, Homecoming, and Future Warrior Day. The annual Warrior 5K drew over 300 participants, raising vital funds for the ISD 197 Educational Foundation to support teachers and students. Homecoming week featured Future Warrior Day, where high school students visited elementary schools to build connections and model kindness and school pride. October also brought recognition of National Principals Month, with gratitude expressed for school leaders' dedication, and National Bullying Prevention Month, with Somerset Elementary students creating uplifting sidewalk art. Two Rivers High School was honored by the U.S. News & World Report as one of the top 5% of high schools in Minnesota, reflecting the collective effort of students, staff, families, and the district's educational foundation. In addition, the district celebrated Hispanic Heritage Month, highlighting student projects at Pilot Knob STEM Magnet School inspired by Frida Kahlo.

Site Report from Branch Out

Rachel Johnston, Special Education Supervisor, and Emily Waters, a class of 2026 graduate of Branch Out, presented a site report on Branch Out, the district's Special Education Transition Program for students up to age 22 who have completed high school programming but require additional support transitioning into independence and adulthood. The program focuses on independent living, job training, and post-secondary education, with students engaging in community-based activities, workforce training at local businesses, and coursework at Dakota County Technical College. Highlights from the past year included the addition of two new teachers, expanded flexibility through partnerships with Two Rivers High School, and increased student leadership opportunities such as clubs, site management, and talent showcases. Looking ahead, several new job sites are being added for 2025-2026, including Amore Coffee, El Destino Market, and Oxendale's Market, with coordination supported by new Work-Based Learning Coordinator Carrie Garcia. The program also benefits from the district's Assistive Technology Resource Center led by Dr. Jennifer Veenendall.

Site Report from Early Learning Center

Assistant Director Laurie Hume presented a site report from the Early Learning Center. The Early Learning program serves children from birth through pre-kindergarten and their families through Community Preschool/School Readiness, Early Childhood Family Education, Early Childhood Special Education, and Early Childhood Screening, with services offered at both the Early Learning and Family Resource Center and Pilot Knob STEM Magnet School. Highlights included the expansion of Voluntary Pre-K from 18 to 40 scholarship spots, the use of AmazeWorks picture books to support inclusive curriculum, and teacher training in the science of reading through LETRS for Early Childhood. Looking ahead, the program has launched a new all-day

preschool class at Pilot Knob, created a staff lactation/meditation room through a wellness grant, and engaged staff in a day of service learning and community building prior to the start of programs. The report emphasized the district's mission to provide high-quality, developmentally appropriate, and nurturing early childhood experiences that foster confidence, relationships, and future readiness for young learners.

Action Item: Approval of the 2024-2025 World's Best Workforce Annual Report and 2025-2026 World's Best Workforce Annual Plan

In accordance with Minnesota Statute 120B.11, the School Board fulfills its responsibility to adopt a long-term strategic plan for teaching and learning through three primary actions: the Strategic Framework, the Annual Report, and the annual Strategic Implementation Plan. The current Strategic Framework was adopted in spring 2020. The 2024-2025 Annual Report, previously reviewed at the September 22nd work session, includes revisions based on committee feedback and new data, such as bolded key statements in the superintendent's letter, removal of a non-approved goal, updated MCA Science results (noting the district's top ranking among comparables despite statewide declines), and adjustments to charts for clarity and accuracy. At this meeting, the administration is seeking the Board's formal approval of both the 2024-2025 Annual Report and the 2024-2025 Strategic Implementation Plan, which outlines specific actions to continue advancing the goals of the Strategic Framework.

It was moved by Ms. Steele and seconded by Mr. Schwab to approve the 2024-2025 World's Best Workforce Annual Report and 2025-2026 World's Best Workforce Annual Plan as presented.

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

The motion carried (6-0)

Action Item: Close Open Enrollment for Grades 7-12 for the 2025-2026 School Year

Two Rivers High School is currently over projected enrollment by approximately 25 students in grades 9 and 10, with total 2025-2026 enrollment at 1,667 students. Enrollment is at or above projections in nearly all grades, with large incoming 8th- and 7th-grade classes expected to further increase numbers. Administration has already adjusted schedules to accommodate space limitations, and core classes across secondary buildings are nearing capacity. To help manage enrollment within Board-approved parameters, the administration recommends closing grades 7-12 to open enrollment while continuing to welcome resident students. This practice, permitted under Minnesota Statute 124D.03 and used in several other districts, applies when open enrollment exceeds 1% of total grade-level enrollment. In District 197, open enrollment ranges from 20%–28% across grades 7-12, meeting the criteria for closure. The proposed resolution formally limits nonresident enrollment in these grades for the 2025–2026 school year and requires reporting to the Minnesota Department of Education by July 15, 2026.

It was moved by Ms. Steele and seconded by Mr. Hill to Close Open Enrollment for Grades 7-12 for the 2025-2026 School Year.

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

The motion carried (6-0)

Action Item: Approval of 2025-2027 Agreement Between ISD 197 and the West St. Paul Federation of Teachers Local #1148

The School Board reviewed and approved the tentative agreement between School District 197 and the West St. Paul Federation of Teachers, Local 1148, representing approximately 450 licensed staff members for the 2025-2027 contract years. The agreement includes salary schedule increases of 1.25% in year one and $1,250 per cell in year two for both K–12/ECFE and Pre-K staff, with two additional steps added for Pre-K. Beginning in the second year of the contract, longevity pay will range from $1,500 to $2,500 based on years of service. Insurance changes effective July 1, 2026, include updated copays, deductibles, and maximum out-of-pocket amounts, with the district maintaining a 95% contribution for single coverage and 80% for single plus one and family coverage. Additionally, 403B contributions will increase by $200. The union has ratified the agreement, and administration recommended formal Board approval.

It was moved by Mr. Schwab and seconded by Mr. Hill to approve the 2025-2027 Agreement Between ISD 197 and the West St. Paul Federation of Teachers Local #1148.

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

The motion carried (6-0)

Adjournment

It was moved by Mr. Schwab and seconded by Mr. Hill to adjourn the meeting at 7:27 p.m.

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

The motion carried (6-0)

The next regularly scheduled School Board meeting of Independent School District 197 will be Monday, October 20, 2025 at 5:00 p.m. It will be held in the School District 197 District Office Training Room, 1897 Delaware Avenue, Mendota Heights. *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	Jon Vaupel
School Board Chair	School Board Clerk

SCHOOL DISTRICT 197

West St. Paul + Mendota Heights + Eagan Area

TO: School District 197 School Board Members

FROM: Tye Michaels, Director of Human Resources

DATE: October 20, 2025

SUBJECT: Personnel Recommendations

The following personnel items are recommended for approval on October 20, 2025, at the School Board Meeting.

Non-Licensed Employment

- Schultz, Brian, 1.0 FTE Director of Finance at the District Office, at a prorated salary of $117,302 effective November 3, 2025.

Non-Licensed Resignation, Retirement, Termination

- Legon, Geidy - ELL Paraprofessional at Garlough Elementary School, resignation effective September 30, 2025.

Licensed Resignation, Retirement, Termination

- Foote, Martin - Special Education Teacher at Friendly Hills Middle School, resignation effective October 15, 2025.

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: Mary Beth Townsend Two Rivers High School

Date of Trip/Destination/Who trip is for: 11/7-11/9 Key Club Fall Rally

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

TOUR CHECKLIST	RESPONSE
1. Dates of travel	11/7-11/9
2. Trip destination	
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. *Link to roster template:* TOUR ROSTER	Link to tour roster: https://docs.google.com/spreadsheets/d/1coAy9nwkl4Td1N492EP_kzQASPe8zghpHehsn6Q6z7U/edit?usp=sharing
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Depart at 3:30 pm on Friday, 11/7 to YMCA Camp Ihduhapi. Stay in cabins for the weekend. Depart 11/9 at 11 am. Return back to high school around noon.
5. Final number of **student travelers**	11
6. Final number of **adult travelers who are paying their own way/fare.**	0
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]**	2 total amount is paid through Robert St. Business Association Donation
8. Final number of **district employees (also include in #6 and #7 counts)**	1
9. **Ratio** of adults to students	
10. FINAL TOTAL of Number of Travelers (Adults and Students)	13
11. Have parents received detailed information about the cancellation policies and fees?	Yes
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 **all** adults?	Yes
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.	Private transportation to event. Staying with other high schools at the event
15. How will you communicate with travelers while on tour?	In person. Messaging via Remind if needed
16. How will you communicate with families back home/not on tour?	Email. Phone in an emergency.
17. What is your plan for those requiring medication?	One of the staff at the event is a PA. She is licensed to dispense meds

MJB Thrash — 10/7/2025

Staff Member's/Group Leader's Signature — Date

Required Approvals:

AD — 10/7/25

Principal Signature — Date

10/7/25

Superintendent/Designee Signature — 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.

LIAISON LAST NAME	LIAISON FIRST NAME	POSITION	SCHOOL						LIAISON CELL PHONE NUMBER			LIAISON EMAIL
Townsend	Mary Beth	Key Club Advisor	Two Rivers						651-247-8464			mary.townsend@isd197.org

				Mark Type of Traveler								
TRAVELER LAST NAME	TRAVELER FIRST NAME	AGE	SCHOOL ATTENDING	STUDENT	CHAPERONE	ADULT PAID TRAVELER	FREE SPOT?	TRAVEL INSURANCE?	STUDENT CELL PHONE	PARENT/EMERGENCY CONTACT NAME	PARENT PHONE	PARENT EMAIL
Markun	Leena	10th grade	Two Rivers	X				No	Will obtain prior to trip	Danielle Markun	(651)238-8217	dmarkun@outlook.com
Van Guilder	Lucy	10 10th grade	Two Rivers	X				No	Will obtain prior to trip	Craig VanGuilder	(651)247-4275	Craig.vanguilder@agribank.com
Larson	Vivian	9th grade	Two Rivers	X				No	Will obtain prior to trip	Brian Larson	(612)578-2030	brian@brianlarson.com
Carpenter	Audrey	9th grade	Two Rivers	X				No	Will obtain prior to trip	Bruce Carpenter	(815)245-1886	bruce.carpenter@isd197.org
Qiblawi	Zakia	9th grade	Two Rivers	X				No	Will obtain prior to trip	Jameel Qiblawi	(612)889-6972	jqiblawi@gmail.com
Benolken	Elizabeth	10 10th grade	Two Rivers	X				No	Will obtain prior to trip	Jennifer Benolken	(651)269-8706	jabenolken@gmail.com
Peterson	Leighton	9th grade	Two Rivers	X				No	Will obtain prior to trip	Patricia Peterson	(651)587-8138	petersontal@gmail.com
Riba	Molly	9th grade	Two Rivers	X				No	Will obtain prior to trip	Tara Riba	(651)248-9747	Tara.riba@isd197.org
Nyhus	Ella	9th grade	Two Rivers	X				No	Will obtain prior to trip	Steve Nyhus	(651)452-6792	swnyhus@yahoo.com
Bisanz	Anabella	10 10th grade	Two Rivers	X				No	Will obtain prior to trip	Alexander Bisanz	(651)895-5418	abisanz@reeapartments.com
Larrive	Nicholas	10 10th grade	Two Rivers	X				No	Will obtain prior to trip	Jenny Larrive	(651)341-7838	jfordham212@gmail.com
Townsend	Mary Beth	Adult	Two Rivers		X		x	No				
Probst	Jim	Adult	Two Rivers		X		x	No				

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Two Rivers High School/ISD197 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Two Rivers High School/ISD197 supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

October 20, 2025 _____
Date Board Chair/Head of School

October 20, 2025 _____
Date Board Clerk – Treasurer/ Finance Director

FORM A WORKSHEET

ASSISTING WITH FILLING OUT FORM A APPLICATION TO
MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION
This is for your assistance only and does not need to be submitted with the Application Form

STEP 1

List the number of free and reduced lunch students identified in the October 1, 2024 report submitted by your school to the Minnesota Department of Education. Enter these numbers on FORM A

Grade 9:	**211**
Grade 10:	**266**
Grade 11:	**222**
Grade 12:	**242**

TOTAL: 941

Enter these numbers on FORM A

STEP 2

Identify the UNDUPLICATED number of free or reduced lunch students who participated in your activities program during the 2024-2025 school year.

- Unduplicated: Only count each student participant one time.
- In calculating your unduplicated number, count each student once regardless of the number of activities in which the student might participate. The total unduplicated count below must not be more than the total number in Step 1.

Example: *Sally Smith: Fall-volleyball; Winter-dance; Spring-golf.*
Sally counts as one student regardless of the number of activities in which she participates.

Bill Johnson: Winter-wrestling.
Bill counts as one student and only participated in one activity.

TOTAL UNDUPLICATED COUNT
of free/reduced lunch students 277

Enter this number on FORM A

STEP 3: NOT LATER THAN NOVEMBER 10, 2025

Complete the online Form A application at mshslfoundation.org

Contact your school administrator and have the MSHSL Foundation Form A Resolution approved by the Governing Board of your school.

Once approved, the Governing Board Chair and Governing Board Clerk/Treasurer shall sign the Resolution.

Upload the PDF of the Resolution on the Form A application or email MSHSL Foundation Resolution to mshslfoundation@gmail.com.

SCHOOL DISTRICT 197
West St. Paul • Mendota Heights • Eagan Area

TO: School Board Members

FROM: Peter Mau, Assistant Superintendent

DATE: October 20, 2025

SUBJECT: Administrative Review of Policy 531, The Pledge of Allegiance

BACKGROUND:
An administrative review of Policy 531, The Pledge of Allegiance, has been performed and the current policy adheres to the district's processes and procedures currently in place. The district's current policy was reviewed against MSBA's model policy and continues to match that language. The language of the policy is derived from the legislative language. Based on this review, no changes are recommended.

School District 197 reviews its policies on a 3-year cycle unless otherwise required by law. Typically, recommended policy changes are brought to the school board for three readings, with approval at the third reading. However, when the administration is recommending minor or no changes to the policy, it is labeled as an "administrative review." Consistent changes the board has asked to be applied to policies are considered minor. One example is using more inclusive language such as using "parent/guardian" instead of just "parent."

When labeled an "administrative review" the policy is placed on the consent agenda for a single reading with a recommendation to approve the policy as presented. As a reminder, board members always have the opportunity to remove a policy from the consent agenda to discuss it as part of the main agenda.

This policy was reviewed using the district's Four-Way Equity Test. While it is required for all schools to conduct the pledge of allegiance, it is optional for individuals. Students are instructed each year on the optional nature of the pledge. All students have equal access to the pledge. Where language is a potential barrier to access, there are supports available to address those needs.

RESOLUTION:
BE IT RESOLVED by the School Board of School District 197 to approve Policy 531, The Pledge of Allegiance, as presented.

SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

OPERATIONAL EXPECTATIONS **ISD 197 School Board**

Students Contact: Assistant Superintendent

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

A. By each individual classroom teacher or the teacher's surrogate; or

B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References: None

POLICY ADOPTED: October 16, 2006
POLICY REVIEWED/REVISED: November 2, 2009; May 6, 2019; September 19, 2022
Monitoring Method: Administrative Review
Monitoring Frequency: Once every three years

SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

TO: School Board Members

FROM: Scott LeSage, Director of Finance

DATE: October 20, 2025

SUBJECT: Administrative Review of Policy 705, Investments

BACKGROUND

An administrative review of Policy 705, Investments, has been performed, and the current policy adheres to the district's processes and procedures currently in place. This policy was last updated in October of 2022, and no significant changes have been made to the MSBA model policy since that time. The only changes include updated legal references and cross-references.

School District 197 reviews its policies on a 3-year cycle unless otherwise required by law. Typically, recommended policy changes are brought to the school board for three readings, with approval at the third reading. However, when the administration is recommending minor or no changes to the policy, it is labeled as an "administrative review." Consistent changes the board has asked to be applied to policies are considered minor. One example is using more inclusive language such as using "parent/guardian" instead of just "parent."

When labeled an "administrative review" the policy is placed on the consent agenda for a single reading with a recommendation to approve the policy as presented. As a reminder, board members always have the opportunity to remove a policy from the consent agenda to discuss it as part of the main agenda.

RESOLUTION

BE IT RESOLVED by the School Board of School District 197 to approve Policy 705, Investments as presented.

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner

that seeks to ensure the preservation of the capital in the overall investment portfolio.

2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.

3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

A. The Director of Finance of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising

due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

C. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any federal reserve bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than $1,000,000.

XIV. REPORTING REQUIREMENTS

A. The investment officer shall provide the school board with a year-end investment report as part of the Annual Financial Report as well as any narrative necessary for clarification.

B. The investment officer shall receive monthly investment reports from the district's financial institutions where the investments are held. These reports are reviewed monthly by the investment officer for accuracy.

C. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (~~Public Funds; Depositories and Investments~~ **Definitions**)
Minn. Stat. § 118A.02 (~~Authorization for Deposit and Investment~~ **Depositories; Investing; Sales, Proceeds, Immunity**)
Minn. Stat. § 118A.03 (~~Depositories and Collateral~~ **When and What Collateral Required**)
Minn. Stat. § 118A.04 (Investments)

Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (~~Delivery and~~ Safekeeping**; Acknowledgements**)
Minn. Stat. § 356A.06, Subd. 7 (~~Authorized Investment Securities~~ **Investments; Additional Duties**)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 7, Education Funding~~
Minnesota Legal Compliance Audit Guide **for School Districts**
Prepared by the Office of the State Auditor

POLICY ADOPTED:	December 14, 2009
POLICY REVIEWED/REVISED:	May 20, 2019; October 17, 2022
Monitoring Method:	Administrative Review
Monitoring Frequency:	Annually

SCHOOL DISTRICT 197

West St. Paul • Mendota Heights • Eagan Area

TO: School Board Members

FROM: Peter Mau, Assistant Superintendent

DATE: October 20, 2025

SUBJECT: Second Reading of Policy 503, Student Attendance

BACKGROUND

School District 197 Policy 503, Student Attendance was reviewed against Minnesota School Board Association (MSBA) Model Policy and the School Board's added language.

The following changes stem from the School Board discussion of this item at the September 22nd meeting.

1. Religious holiday was changed to religious observance in four places.
2. "Car not working and/or traffic issues" was eliminated from the list of unexcused absences.
3. In II. B. 5., the following language was added to mirror what is part of II. B. 3.

   "Students whose absences are unexcused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher."

RESOLUTION

This is a second reading, no resolution is needed at this time.

503 STUDENT ATTENDANCE

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain

accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a) It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b) In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a) **A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer or to the school official designated by the principal.** ~~To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.~~ A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b) To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

c) The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

2. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

a) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

i. child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth

ii. family emergencies;

iii. the death or serious illness or funeral of an immediate family member;

iv. active duty in any military branch of the United States;

v. the child has a condition that requires ongoing treatment for a mental health diagnosis, or;

vi. other exemptions included in this attendance policy.

~~(1) Serious illness in the student's immediate family.~~ (see iii above)

~~(2) A death or funeral in the student's immediate family or of a close friend or relative.~~ (see iii above)

~~(3) Medical, dental, or orthodontic treatment, or a counseling appointment.~~ (see i above)

~~(4) Court appearances occasioned by family or personal action.~~

~~(5) Religious instruction not to exceed three hours in any week.~~

(see c) below)

~~(6) Religious holiday~~ (see d) below)

~~(7) Up to 5 cumulative days for personal trips to schools or colleges and/or vacations.~~ (see e) below)

~~(8) Physical emergency conditions such as fire, flood, storm, etc.~~ (see ii above)

~~(9) Official school field trip or other school-sponsored outing.~~

~~(10) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.~~

~~(11) Family emergencies.~~ (see ii above)

~~(12) Active duty in any military branch of the United States.~~ (see iv above)

~~(13) A student's condition that requires ongoing treatment for a mental health diagnosis.~~ (see v above)

~~(14) Up to 5 (five) weather-related school days when a parent or guardian determines that travel conditions are not safe and the school district has not closed school.~~ (see f) below)

b) that the child has already completed state and district standards required for graduation from high school; or

c) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

d) Religious ~~holiday~~ observance

e) Up to 5 cumulative days for personal trips to schools or colleges

and/or vacations.

f) Up to 5 (five) weather-related school days when a parent or guardian determines that travel conditions are not safe and the school district has not closed school.

3. Consequences of Excused Absences

a) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

4. Unexcused Absences

a) The following are examples of absences, which will not be excused:

i. Truancy. An absence by a student which was not approved by the parent or guardian and/or the school district.

ii. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

iii. Work at home.

iv. Work at a business, except under a school-sponsored work release program.

vi. Personal trips to schools or colleges **and/or vacations that exceed 5 cumulative days.**

vii. Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).

~~**viii. Car not working and/or traffic issues.**~~

ix. Being tired, overslept, and/or missed the bus.

x. Any other absence not included under the attendance procedures set out in this policy.

5. Consequences of Unexcused Absences

a) Students whose absences are unexcused are required to make up all assignments missed or to complete alternative assignments as deemed

appropriate by the classroom teacher.

b) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

c) Days during which a student is suspended from school shall not be counted in a student's total cumulative unexcused absences.

d) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

e) Students with unexcused absences shall be subject to discipline in the following manner:

i. After 3 cumulated unexcused absences, a student's parent or guardian will be notified by mail that their child is nearing a total of 7 unexcused absences**.**

ii. Continued unexcused absences will result in a required meeting with the student and/or their parent or guardian with school officials regarding the student's absences.

iii. After the 7 cumulated unexcused absences, a student's parent or guardian will be notified by mail that their child has been referred to the Dakota County Truancy Reduction Program and that a Truancy Social Worker will be contacting the family.

iv. After such notification, the student or the student's parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

C. Tardiness

~~If the result of a grade reduction or loss of credit has the effect of an expulsion, the~~

~~school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.~~

1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a) Students tardy at the start of school must report to the school office for an admission slip.

b) Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

h. Religious ~~holiday~~ observance

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Three unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job

Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if they have an unexcused absence from any class during the day.

4. If a student is suspended from any class, they may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, they must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the school, coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A. Copies of this policy shall be made available to all students and the student's parent or guardian at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or

2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;

4. That this notification serves as the notification required by Minn. Stat. § 120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;

7. That if the child continues to be truant, the parent or guardian and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of

age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution) Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

POLICY ADOPTED:	December 14, 2009
POLICY REVIEWED/REVISED:	March 19, 2018 to go into effect July 1, 2018; March 15, 2021; March 7, 2022
Monitoring Method:	Administrative Review
Monitoring Frequency:	Every three years

SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

TO: School Board Members

FROM: Tye Michaels, Director of Human Resources

DATE: October 20, 2025

SUBJECT: Final Reading of Policy 414, Mandated Reporting of Child Neglect Or Physical Or Sexual Abuse

BACKGROUND

A review of Policy 414, Mandated Reporting of Child Neglect Or Physical Or Sexual Abuse, is complete. The policy was last reviewed in October of 2022. The current policy adheres to district processes and procedures currently in place. The current policy was reviewed against the MSBA model policy. As a result of that review, several changes are recommended:

Under III, Definitions, minor changes were made throughout the section to align with the model policy. The definition for "Growth Delay was moved to F2 from F1. Under F8, a redefinition was provided for that section. Under M, "threatened injury", additional language was added to align with Minnesota statute.

Under IV, Reporting Procedures, minor changes were made throughout the section to align with the model policy.

Updates were made to the legal references.

This policy underwent administrative review using the District's Four-Way Equity Test. Without a clear policy governing the rules and regulations around mandated reporting of neglect or abuse, unconscious or implicit bias could disadvantage some groups over others. This policy provides consistent guidelines under statute(s) for reporting neglect or sexual abuse. Inclusivity of policy applied to all students required changes of "he" and "she" to "their."

RESOLUTION

BE IT RESOLVED by the School Board of School District 197 to approve Policy 414, Mandated Reporting of Child Neglect Or Physical Or Sexual Abuse, as presented.

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.

B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event ~~which~~ **that**:

1. is not likely to occur and could not have been prevented by exercise of due care; and

2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.

B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (~~Child~~

~~Protection~~ **Juvenile Safety and Placement**) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Mandated Reporter" means any school personnel who knows or has reason to believe a child is being ~~neglected or physically or sexually abused, or has been neglected or physically or sexually abused~~ **maltreated or has been maltreated** within the preceding three years.

E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child's physical or mental health when reasonably able to do so, ~~including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~

2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, **including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;**

3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for their own basic needs or safety or the basic needs or safety of another child in their care;

4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide their child with sympathomimetic medications;

5. prenatal exposure to a controlled substance **as defined by state law** used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on

the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;

6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);

7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

~~Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~ **Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.**

G. "Nonmaltreatment mistake" ~~means~~ **occurs when**: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether

paid or unpaid, counseling, teaching, and coaching.

I. "Physical Abuse" means any physical injury, mental injury **(under subdivision 13)**, or threatened injury **(under subdivision 23)**, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

K. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.

L. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position

of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b).

M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from ~~egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another~~ **an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; or (4) or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.**

IV. REPORTING PROCEDURES

A. A mandated reporter ~~as defined herein~~ shall immediately report the **information** ~~neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years~~ to the local welfare agency, **agency responsible for assessing or investigating the report,** police department, county sheriff, tribal social services, or tribal police department. The reporter will include their name and address in the report.

B. ~~If the immediate report has been made orally,~~ **An oral report shall be made immediately** by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating ~~maltreatment~~ **the report**. ~~The written report shall~~ **Any report shall be of sufficient content to** identify the child, any person believed to be responsible for the ~~abuse or neglect~~ **maltreatment** of the

child if the person is known, the nature and extent of the ~~abuse or neglect~~ **maltreatment,** and the name and address of the reporter.

C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

G. ~~Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school~~. **An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.**

H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, ~~and the reckless making of a false report may result in discipline. The court may also award attorney's fees~~ **plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.**

V. INVESTIGATION

A. The responsibility for investigating reports of suspected ~~neglect or physical or sexual abuse~~ **maltreatment** rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports

of ~~child~~ maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~perpetrator~~ **offender**, and any other person with knowledge of the ~~abuse or neglect~~ **maltreatment** for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of **the alleged offender or parent, legal guardian, or** school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property ~~will~~ **must** be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall appear in school personnel handbooks.

B. The school district will develop a method of discussing this policy with school personnel.

C. This policy shall be reviewed at least annually for compliance with state law.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.301 (Termination of Parental Rights)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
~~Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)~~
~~Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)~~
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

POLICY ADOPTED:	December 14, 2009
POLICY REVIEWED/REVISED:	June 19, 2017; May 21, 2018; April 22, 2019; April 20, 2020; May 17, 2021; October 17, 2022
Monitoring Method:	Administrative Review
Monitoring Frequency:	Annually

SCHOOL DISTRICT 197

West St. Paul + Mendota Heights + Eagan Area

School District 197 Enrollment Update

Presented by Peter Mau, Assistant Superintendent

October 20, 2025

Centralized Enrollment

Up to June

- 274 resident enrollments (39 increase)
- 82 open enrollments (4 decrease)

SCHOOL DISTRICT 197

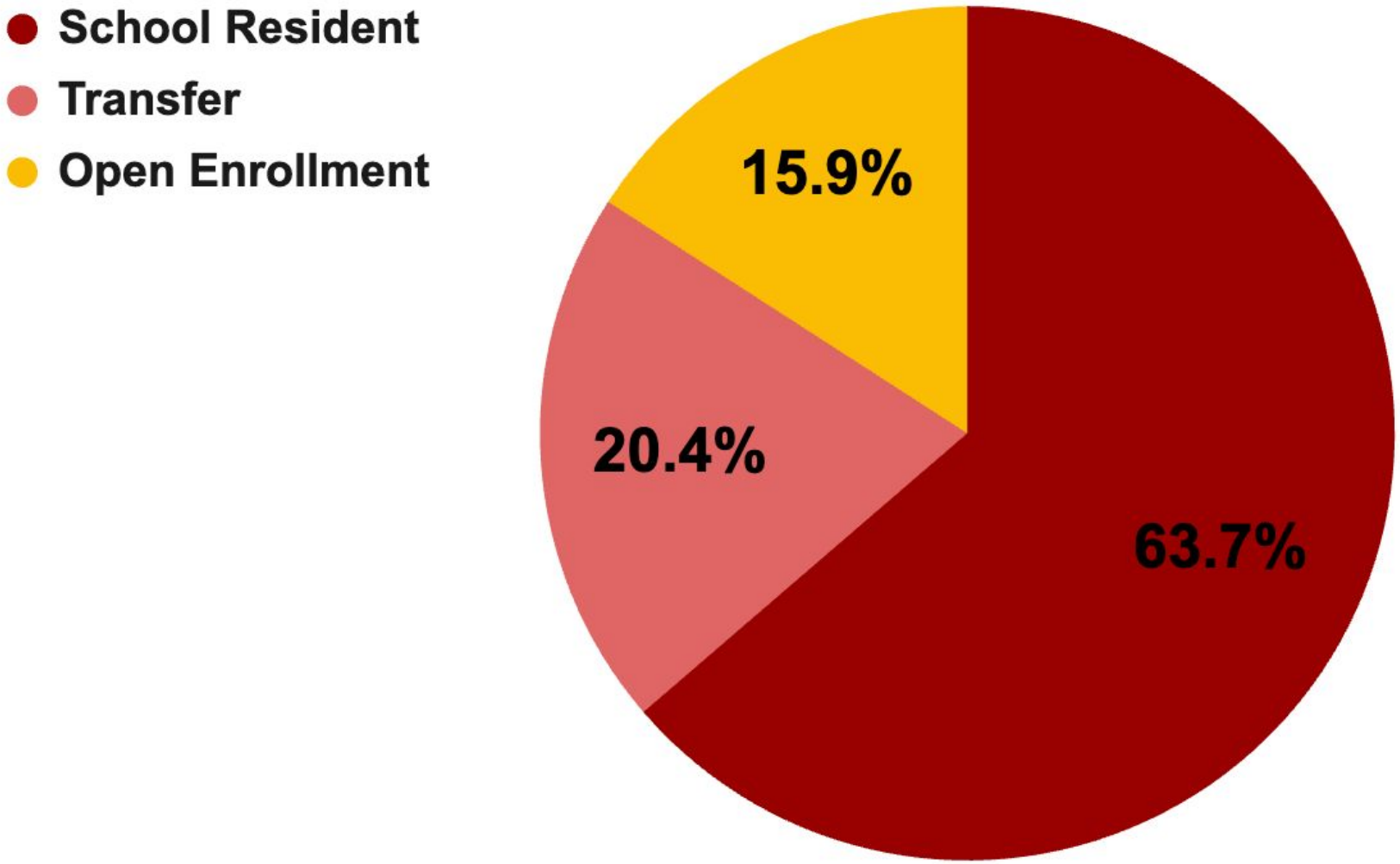
West St. Paul + Mendota Heights + Eagan Area

Centralized Enrollment
June-September

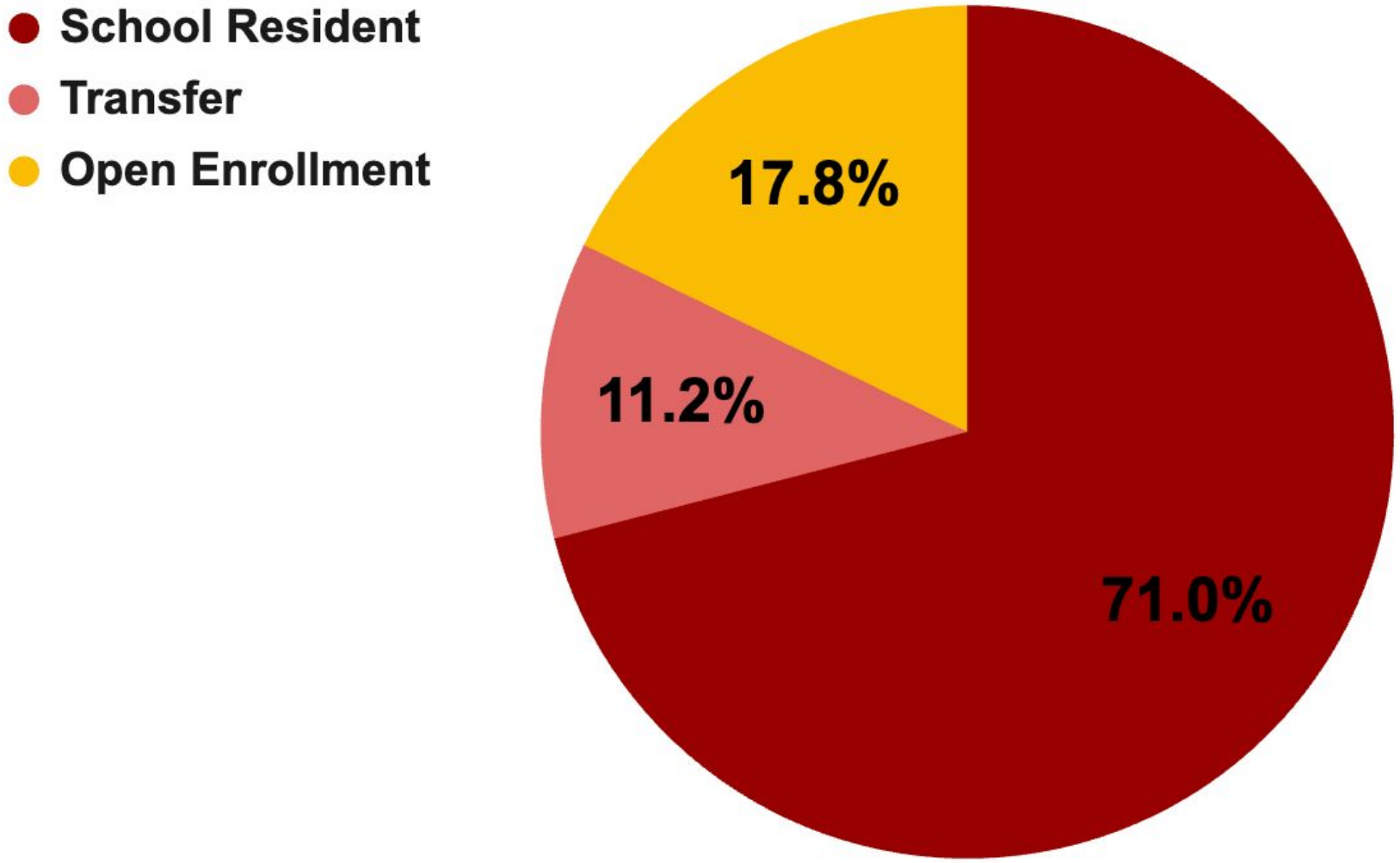
- 368 resident enrollments (67 decrease)
- 130 open enrollments (9 decrease)
- Average of 121 per month (19 decrease)

SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

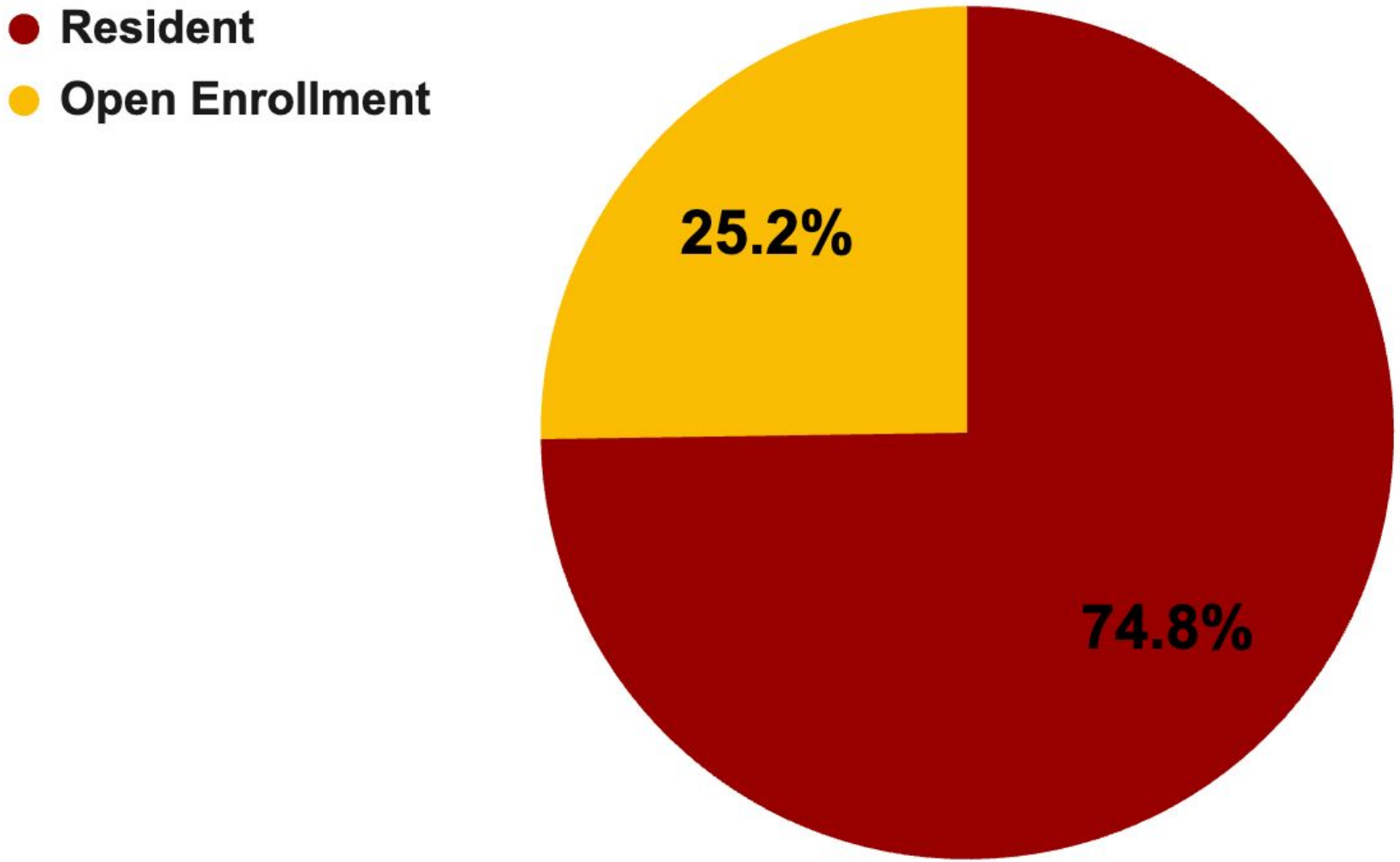
K-4 Enrollment by Type



5-8 Enrollment by Type



9-12 Enrollment by Type



Preliminary Enrollment

- MDE uses October 1st counts for a variety of funding and reporting functions.
- Historically we lose some students between October 1 and end of year.
- October 1st K-12 enrollment increased 95 students between 2023 and 2024.

Student Enrollment - Oct. 1 Vs. Projection

Level	Projection	Actual	Difference
Elementary	1,962	1,930	-32
Middle	1,538	1,538	0
High	1,690	1,666	-24
TOTAL	**5,190**	**5,134**	**-56**

Staffing

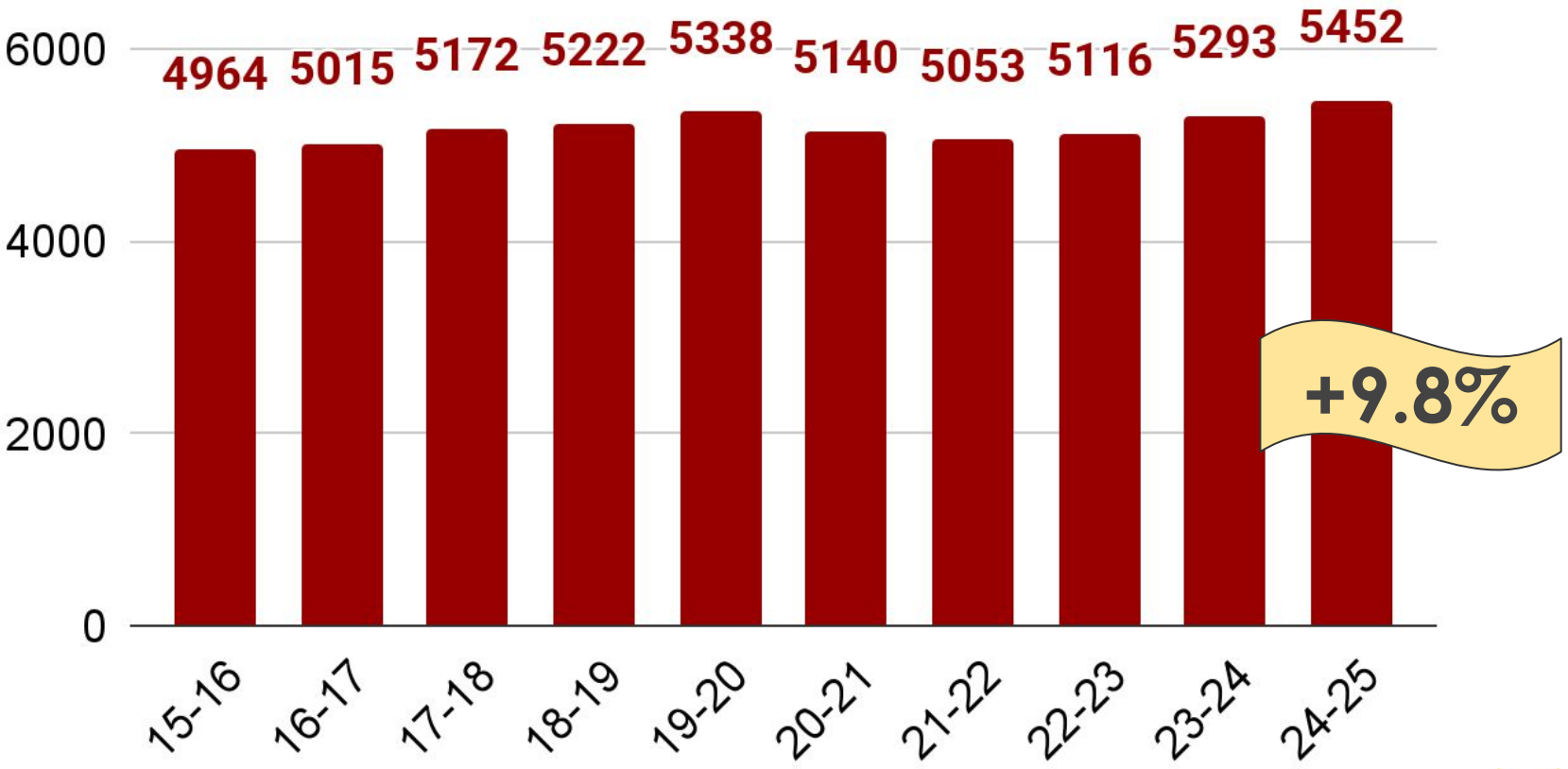
- We did not make any staffing changes due to overall enrollment.
- We saw fluctuations in EL numbers that resulted in shifting some FTE from one building to another and adding a 0.10 FTE.

Enrollment History

- The data in the following charts come from the official MDE public file on enrollment
- The most recent data available is for the 2024-2025 school year
- Note: These charts include our PreK and Branch Out programs

Enrollment History

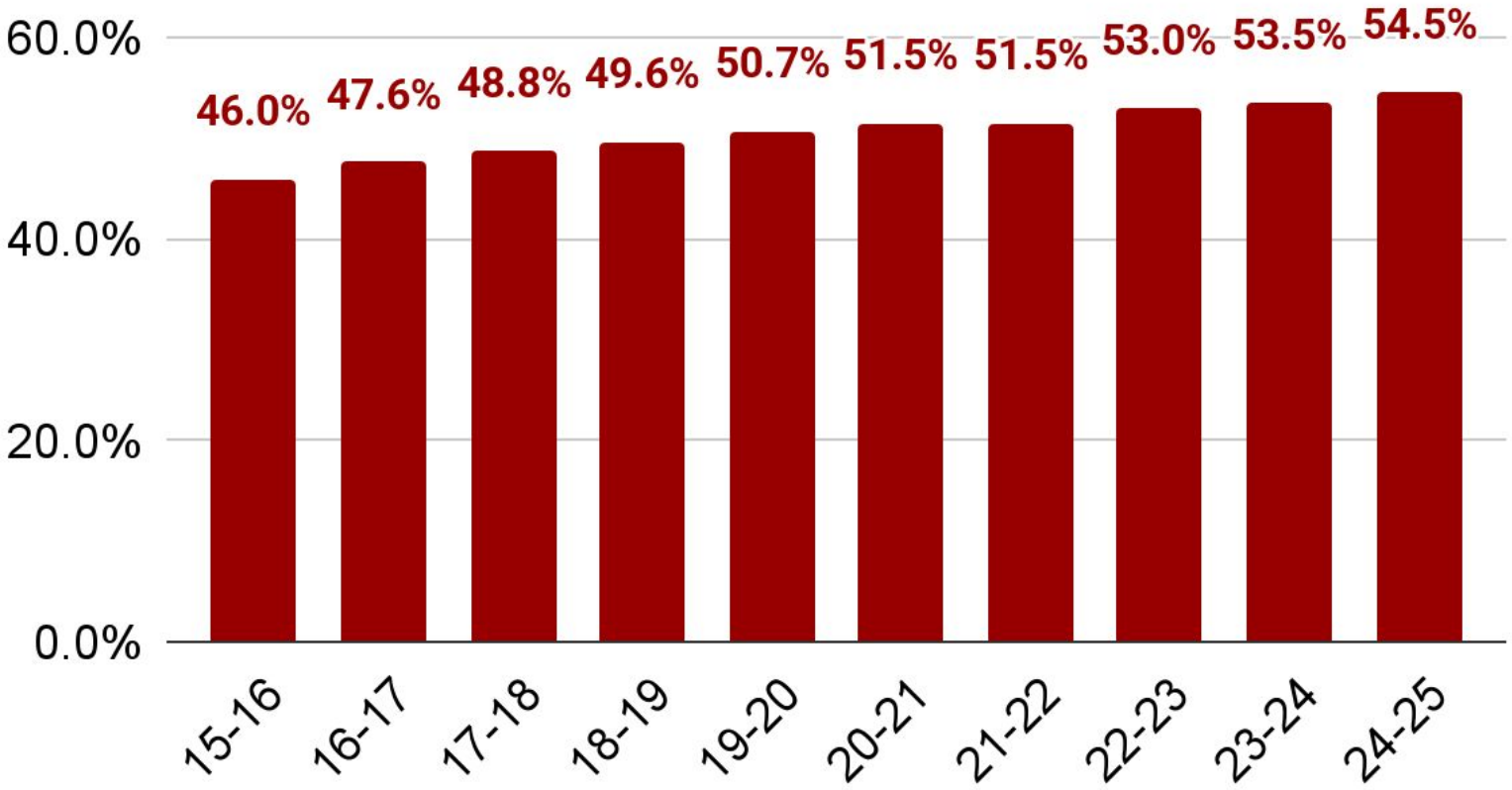
Total w/Branch Out & PreK



SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

Enrollment History

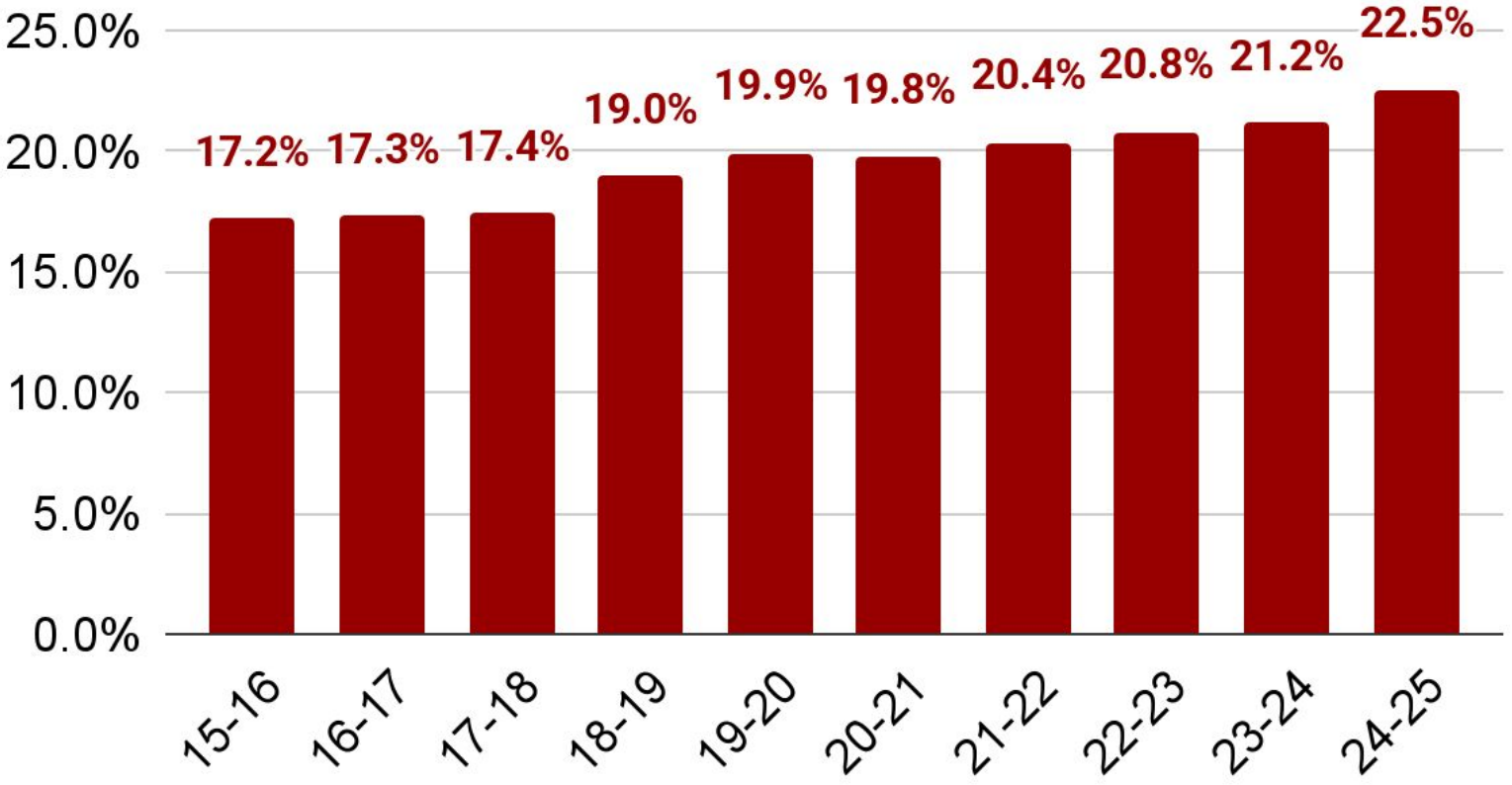
Students of Color



SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

Enrollment History

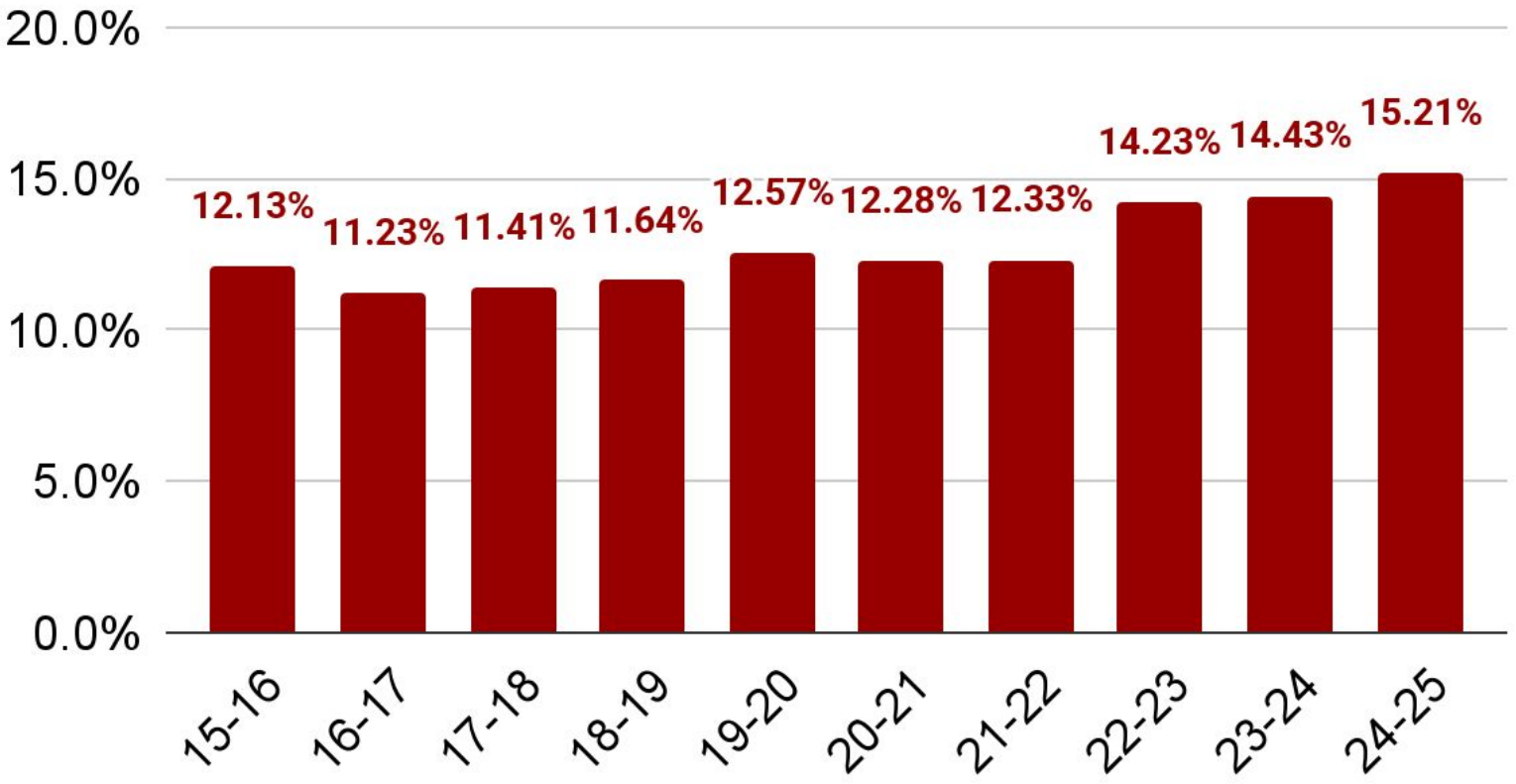
Special Education



SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

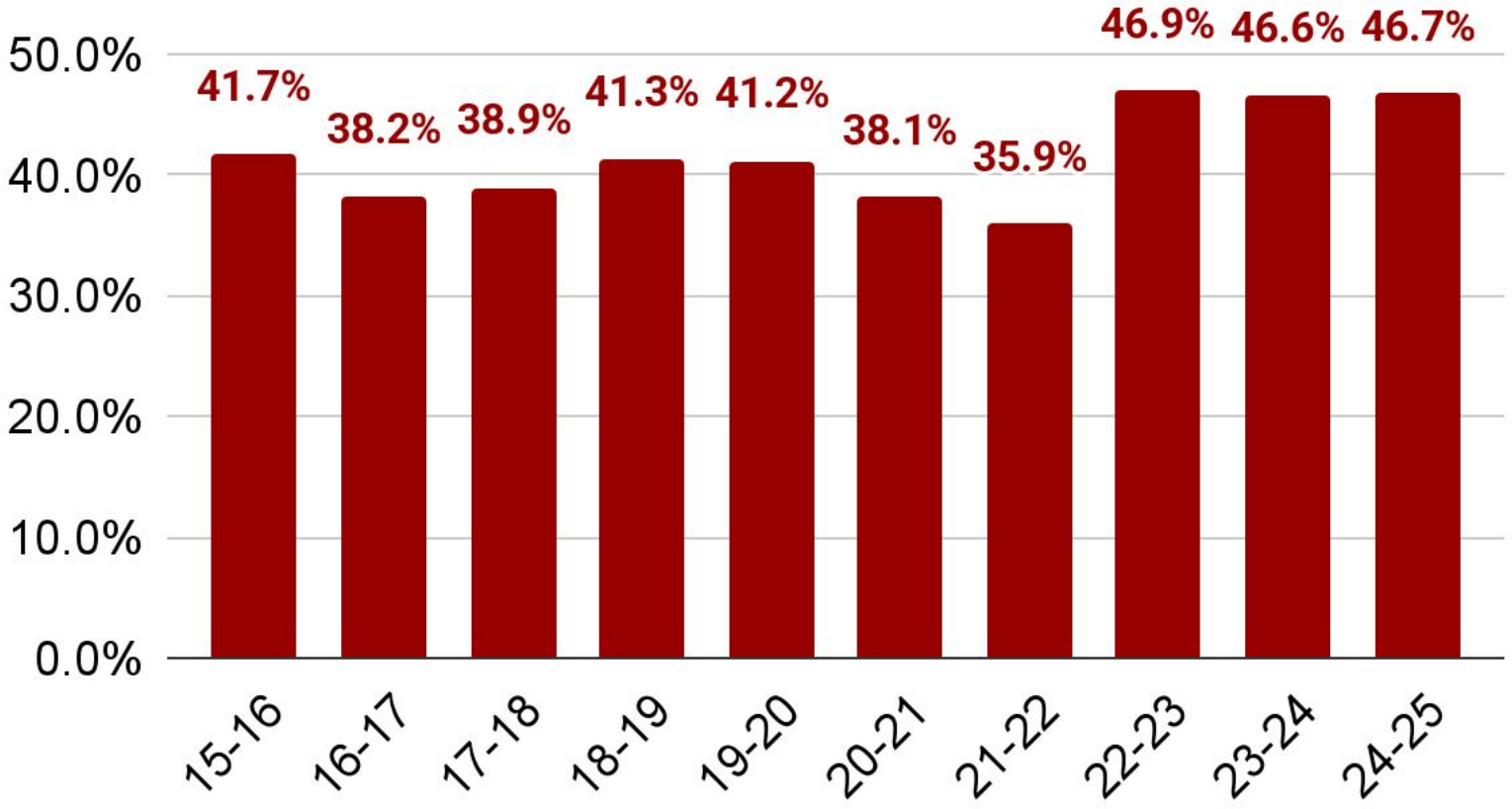
Enrollment History

English Learners



Enrollment History

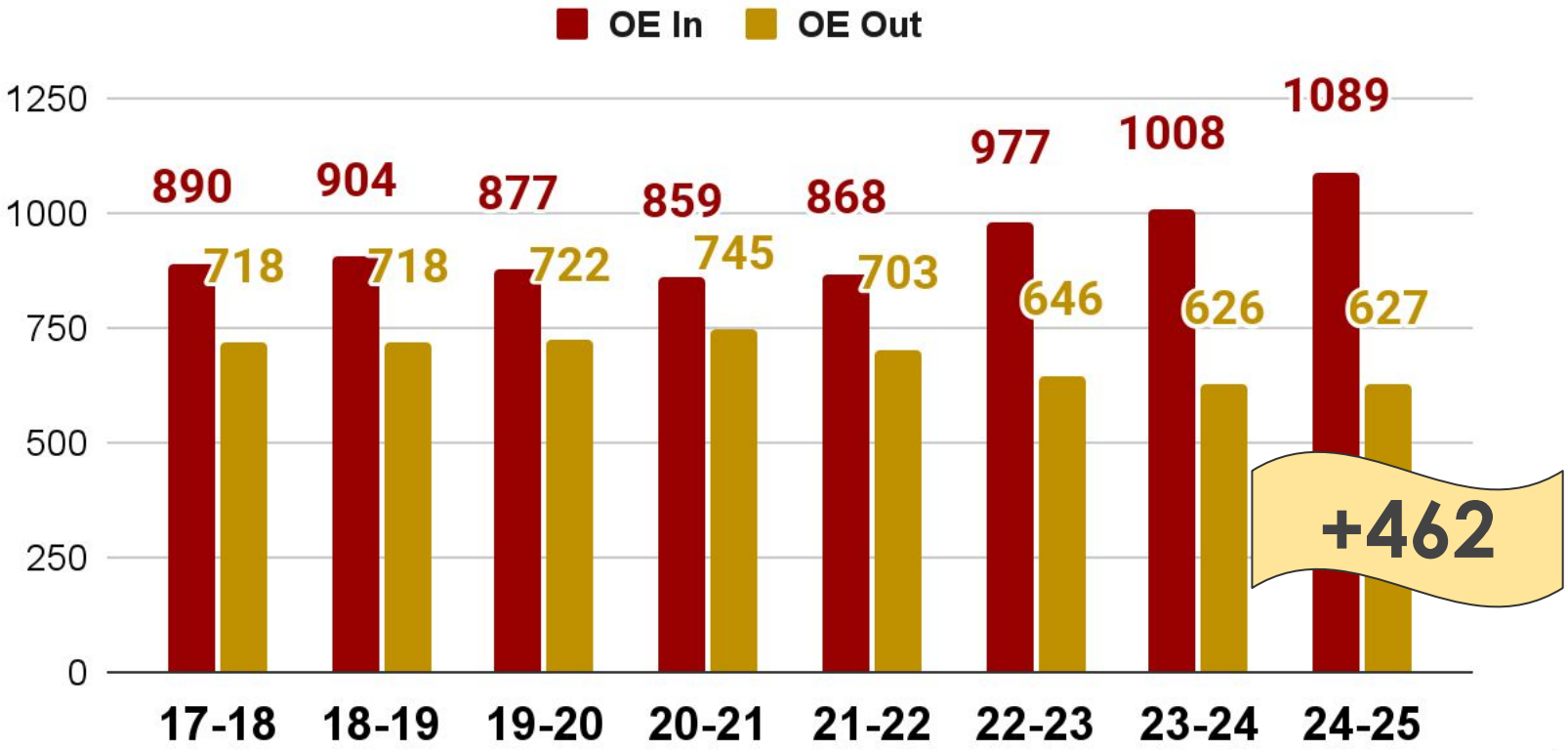
Free & Reduced-Price Meal



SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

Enrollment History

Overall Open Enrollment Counts



SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

Enrollment Update

- Questions or comments?

SCHOOL DISTRICT 197
West St. Paul + Mendota Heights + Eagan Area

SCHOOL DISTRICT 197

West St. Paul • Mendota Heights • Eagan Area

TO: School Board Members

FROM: Peter Mau, Assistant Superintendent

DATE: October 20, 2025

SUBJECT: First Reading of Policy 501, School Weapons Policy

BACKGROUND

School District 197 Policy 501, School Weapons Policy was reviewed against Minnesota School Board Association (MSBA) Model Policy, and the recommended changes are as follows:

- Reorganization of definitions alphabetically with additions of clarifying notes, reflecting alignment with updated MSBA/MASA model policy guidance.
- It expands the list of exceptions under which weapons may be lawfully present on school property, explicitly including gun and knife shows and clarifying conditions for possession on unimproved property, while the older version listed fewer exceptions.
- Reporting obligations are broadened: the updated policy requires both reporting of dangerous weapon incidents to the Commissioner of Education and filing after-action reviews for active shooter incidents and threats with the Minnesota Fusion Center, which was not included in the earlier version.
- The updated policy also adds detailed explanatory notes about statutory authority, superintendent-level discretion, and district flexibility to impose stricter rules than state criminal law, whereas the older version provides only baseline policy statements.

RESOLUTION

This is a first reading, no resolution is needed at this time.

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

~~"Weapon"~~

~~1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.~~

~~2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed~~

~~above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.~~

~~3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.~~

A. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

B. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

D. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

~~C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.~~

~~D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.~~

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that they accidentally have a weapon in their possession, and takes the weapon immediately to the school office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if they immediately turn~~s~~ the weapon over to an administrator, teacher or head coach or immediately notify~~ies~~ an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

1. active licensed peace officers;

2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;

3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;

   a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

   b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;

6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

8. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. <u>Policy Application to Instructional Equipment/Tools</u>

While the school district does not allow the possession, use or distribution of weapons by students, or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;

2. confiscation of the weapon;

3. immediate notification of police;

4. parent or guardian notification; and

5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON AND ACTIVE SHOOTER INCIDENTS IN SCHOOL ZONES

A. The school district must electronically report to the ~~Minnesota~~ Commissioner of **the Minnesota Department of** Education **("Commissioner")** incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes § 121A.06.

B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, § 121A.06.

1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.

2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

Legal References:
Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat.
§ 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, Subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon) Minn.
Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties) Minn.
Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References:
School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
School District Policy 506 (Student Discipline)
School District Policy 903 (Visitors to School District Buildings and Sites)

POLICY ADOPTED:	October 16, 2006
POLICY REVIEWED/REVISED:	November 2, 2009**;** September 19, 2016; September 17, 2018; August 19, 2019; November 28, 2022
Monitoring Method:	Administrative Review
Monitoring Frequency:	Every three years

SCHOOL DISTRICT 197
West St. Paul • Mendota Heights • Eagan Area

TO: School Board Members

FROM: Peter Olson-Skog, Superintendent

DATE: October 20, 2025

SUBJECT: Fiscal Year 2023-24 Audit Report

BACKGROUND

Jim Eichten, from independent audit firm LB Carlson, will present the results of the fiscal year 2023-24 audit. The report will highlight results from both compliance and financial perspectives.

Overall, budget resources are allocated to help the district make progress towards achieving the items stated in the Strategic Framework, which in turn, drives the work of district staff and administrators. Within the Strategic Framework, we are committed to equitable practices by being accountable for removing barriers and creating equitable systems. Further, the five goals of the Strategic Framework and their underlying strategies have been developed so that programming and educational resources are directed toward helping all students achieve their personal goals and academic potential.

RESOLUTION

This presentation is for informational purposes only. No action is needed at this time.

SCHOOL DISTRICT 197

West St. Paul • Mendota Heights • Eagan Area

TO: School Board Members

FROM: Peter Olson-Skog, Superintendent

DATE: October 20, 2025

SUBJECT: Approval of 2025-2026 Superintendent Goals

BACKGROUND

Each year, the superintendent establishes annual goals that are aligned to and informed by the district's strategic framework, the board's evaluation of the superintendent, and formative feedback received from stakeholders. Prior to drafting these goals, the superintendent meets with the Results Committee to review these elements and engage in discussion about the general direction of the goals for the coming year. The superintendent then drafts the goals, presents them to the full board for feedback, and revises as necessary before returning them to the board for final approval.

As the board is aware, this year marks the district's pilot implementation of the Minnesota School Boards Association (MSBA) Superintendent Evaluation System. This updated model replaces the previous evaluation framework that utilized the McREL (Mid-continent Research for Education and Learning) rubric. The McREL model contained an extensive set of performance descriptors - literally hundreds across multiple standards - and required the board to evaluate the superintendent on the full range each year, regardless of alignment to district priorities.

In contrast, the MSBA evaluation system focuses on a smaller, targeted set of competencies that are directly connected to the superintendent's annual goals. Under this new approach, the board evaluates the superintendent only on the specific competencies and indicators tied to the approved goals. This narrower focus allows for a more meaningful and goal-driven assessment of progress while ensuring clear alignment with the district's mission, strategic priorities, and the board's governance role.

The MSBA process also provides a consistent structure for evaluation, emphasizing clarity, accountability, and continuous improvement. In the list that follows, the superintendent's proposed goals for the year - approved by the Results Committee - are presented along with the associated MSBA rubric descriptors that will guide the evaluation process.

Goal 1

The superintendent will oversee the implementation of operational plans in support of the strategic plan's focus areas of social and emotional learning, equitable systems and support, and career exploration and preparation**.**

Related MSBA Rubric:
Standard 1 (Governance Team) Element B (Goals and/or Strategic Plan)

Ineffective (1)	**Developing (2)**	**Effective (3)**	**Highly Effective (4)**
Goals are not developed.	Goals have been developed, but no overall plan or alignment of resources exists	Facilitates the development of the school district's short- and long-term goals and recommends necessary financial strategies to meet goals	Facilitates development of the school district's short- and long-term measurable goals and aligns available resources with the school district's budget to accomplish goals

Goal 2

The superintendent will continue to put in place budget procedures and policies that will enhance long-term fiscal stability, further implementing the cost containment strategy design in FY 25.

Related MSBA Rubrics:
Standard 2 (School District Finances) Element A (Budget Development and Maintenance)

Ineffective (1)	**Developing (2)**	**Effective (3)**	**Highly Effective (4)**
Budget knowledge is limited. Budget is developed and managed without taking into consideration current needs of the school district. Resources are allocated without consideration of school district needs	Budget development, resource allocations, and management is focused on meeting immediate needs and fiscal issues. Decisions are primarily reactive to current needs of the school district	Engages in proactive budget actions that consider current information and data; seeks balance to meet the students' needs and be fiscally responsible to community; distributes resources in light of school district goals and immediate objectives	Engages in timely budget planning and actions that consider current and long-range information and data; seeks balance to meet students' current and future needs and be fiscally responsible to community; distributes resources to meet immediate and long-range objectives

Standard 3 (Communication and Community Relationships) Element C (Inform the Community as a Whole)

Ineffective (1)	Developing (2)	Effective (3)	Highly Effective (4)
Does not provide information community needs to understand school district issues and/or concerns, hindering school board's ability to meet its responsibilities	Keeps only some community members informed of school district issues and/or concerns, limiting school board's ability to meet its responsibilities	Keeps community members informed of school district issues and/or concerns as needed so school board may meet its responsibilities	Actively keeps community informed with appropriate, regular communication on variety of school district topics, issues, and/or concerns, allowing school board to meet its responsibilities

Goal 3

The superintendent will increase staff engagement and feedback through one-on-one interviews with all district staff within 4-6 years. Each year, this will require approximately 150-200 interviews.

Related MSBA Rubric:
Standard 6 (Teaching and Learning) Element E (Culture of Cooperation)

Ineffective (1)	Developing (2)	Effective (3)	Highly Effective (4)
Culture of trust does not exist	Haphazardly supports open, productive, caring, and trusting environment among staff	Encourages open, productive, caring, and trusting environment among staff	Develops and supports open, productive, caring, and trusting relationships among staff

RESOLUTION

BE IT RESOLVED by the School Board of School District 197 to approve the 2025-2026 Superintendent goals as presented.