

Regular Meeting  
Monday, May 4, 2026 6:00 PM

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

## Agenda

1. Listening Session - 5:00 p.m.
2. Call Meeting to Order and Recite Pledge of Allegiance - 6:00 p.m.  
**Presenter:** Sarah Larsen, Board Chair
3. Approval of the Agenda  
**Presenter:** Sarah Larsen, Board Chair
4. Approval of the Consent Agenda  
**Presenter:** Sarah Larsen, Board Chair
  - 4.A. Approval of Minutes of the April 20, 2026 School Board Meeting
  - 4.B. Approval of Termination and Non-Renewal of Probationary Teaching Contracts
  - 4.C. Approval of Personnel Recommendations
  - 4.D. Administrative Review of 200 Series Policies
  - 4.E. Administrative Review of 300 Series Policies
  - 4.F. Approval of Branch Out Camp Field Trip
  - 4.G. Approval of TRHS Speech & Debate Field Trip
  - 4.H. Approval of March 2026 Accounts Payable Report
  - 4.I. Approval of March 2026 Treasurer's Report
  - 4.J. Approval of Identified Official with Authority (IOwA) Annual Designation
5. Listening Session Report - 6:05 p.m.
6. Recognitions - 6:10 p.m.  
**Presenter:** Peter Olson-Skog, Superintendent
7. Student Representatives' Report - 6:40 p.m.  
**Presenter:** Evangeline Fuentes and Rhys Walsh
8. Superintendent's Report - 6:50 p.m.  
**Presenter:** Peter Olson-Skog, Superintendent
9. Equity Focus Area Update - 7:00 p.m.  
**Presenter:** Peter Mau, Assistant Superintendent; Kevin Sheridan, Educational Equity Coordinator
10. Special Education Advisory Committee (SEAC) Update - 7:25 p.m.  
**Presenter:** Rachel Johnston, Special Education Supervisor
11. Early Learning Advisory Committee (ELAC) Update - 7:40 p.m.  
**Presenter:** Laurie Hume, Assistant Director of Early Learning
12. Approval of Language Access Plan - 7:55 p.m.  
**Presenter:** Peter Mau, Assistant Superintendent; Kevin Sheridan, Educational Equity Coordinator
13. Presentation of FY26 Revised Budget - 8:10 p.m.  
**Presenter:** Brian Schultz, Director of Finance
14. Adjournment - 8:30 p.m.  
**Presenter:** Sarah Larsen, Board Chair



School District 197  
West St. Paul-Mendota Heights-Eagan Area Schools  
Regular Meeting  
Monday, April 20, 2026  
ISD 197 District Office, Mendota Heights, MN

A meeting of the School Board of Independent School District 197 was held on Monday, April 20, 2026 beginning at 5:00 p.m. pursuant to due notice.

The meeting was called to order by current Chair Larsen at 5:00 p.m. The following School Board members were present: Tim Aune, Marcus Hill, Sarah Larsen, Byron Schwab, Morgan Steele, Jon Vaupel, Randi Walz. Superintendent Peter Olson-Skog was present. Student representatives Evangeline Fuentes and Rhys Walsh 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; Sara Blair, Director of Communications; Tye Michaels, Director of Human Resources; Brian Schultz, Director of Finance; Mark Fortman, Director of Operations; Lisa Grathen, Director of Community Education.

### **Agenda**

*It was moved by Ms. Steele and seconded by Mr. Hill to approve the agenda as presented.*

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

*The motion carried (7-0)*

### **Consent Agenda**

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

- Approval of the April 6, 2026 School Board Meeting Minutes
- Approval of Personnel Recommendations
- Approval of Garlough Elementary Odyssey of the Mind Field Trip
- Administrative Review of Policy 506, Student Discipline
- Final Reading of Policy 722, Public Data Requests

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

*The motion carried (7-0)*

### **Comments to the School Board**

There was one comment to the school board regarding snow removal.

### **K-12 Math Update**

Members of the Curriculum, Instruction, and Assessment team presented an update on the K-12 Math Curriculum Review, outlining a multi-year implementation plan aligned to the 2021 Minnesota Math Standards, with full implementation expected by 2027-28. For 2025-26, elementary schools are piloting partial implementation across K-4 classrooms, while secondary schools continue resource review, refining instructional practices, and revising math pathways to address increased rigor. Staff reported early progress in instructional consistency, student engagement, and use of formative assessment, while identifying ongoing needs related to

spacing, differentiation, and instructional supports. The presentation also highlighted revised secondary math pathways beginning in 2026-27 and outlined next steps, including professional development, common assessment development, and continued monitoring to support equitable access and improved student outcomes.

### **Approval of FY27 Insurance Rates**

Tye Michaels, Director of Human Resources, and Brian Schultz, Director of Finance, presented a recommendation from the Labor-Management Committee (LMC) to adjust FY27 insurance rates based on increased claims and declining fund balances. Medical claims are currently exceeding projections, with rising per-member costs and a depleted fund balance, leading to a recommended 8% premium increase to maintain plan sustainability. Dental claims are also exceeding funding levels, resulting in a recommended 5% premium increase to stabilize the fund. Administration supported the LMC's recommendations and presented a resolution for Board approval of the proposed increases to both medical and dental premiums.

*It was moved by Mr. Aune and seconded by Mr. Schwab to approve the FY27 Insurance Rates as presented.*

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

*The motion carried (7-0)*

### **Adjournment**

*It was moved by Mr. Schwab and seconded by Mr. Hill to adjourn the meeting at 6:23 p.m.*

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

*The motion carried (7-0)*

The next regularly scheduled School Board meeting of Independent School District 197 will be Monday, May 4, 2026 at 6:00 p.m. It will be held at the City of Mendota Heights Council Chambers, 1101 Victoria Curve, Mendota Heights, MN. *Please refer to the district website for possible changes to any meeting times/locations.*

Upon approval by the School Board, official minutes will be available at the District Office, 1897 Delaware Avenue, Mendota Heights, and on the district website. The full meeting materials are available for public inspection at the administrative offices of the school district and on the district website.

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Sarah Larsen  
School Board Chair

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Jon Vaupel  
School Board Clerk



**TO:** School Board Members

**DATE:** May 4, 2026

**FROM:** Peter Olson-Skog, Superintendent

**SUBJECT:** Approval of Termination and Non-Renewal of Probationary Teaching Contracts

**BACKGROUND**

That the Board of Education approve the resolution relating to the termination and non-renewal of probationary teaching contracts.

<b>Name</b>	<b>Position</b>	<b>School Location</b>
Sara Kerswell-Pepin	Elementary Teacher	Garlough
Jane Graves	Building Substitute	Garlough
Josselyne Nila de Chavez	Elementary Teacher	Garlough
Emma Schiltz	Special Education Teacher	Garlough
Jerris Merrin	Occupational Therapist	Garlough
Barbora Carlson	ESL Teacher	Garlough
Mary Croft	Elementary Teacher	Moreland
Heidi Belair	Elementary Teacher	Moreland
Mark Bernade	Elementary Teacher	Moreland
Thomas Powers	Elementary Teacher	Moreland
Megan Norlin Weaver	Elementary Teacher	Moreland
Erikka Anderson	Elementary Teacher	Mendota
Charlotte Landmark	Elementary Teacher	Mendota
Brooke Foley	Elementary Teacher	Mendota

James Somerville	Elementary Teacher	Mendota
Maureen Mulaney	Special Ed Teacher	Mendota

Ari Ziegler	Building Sub	Pilot Knob
Emma Johnson	Special Ed Teacher	Pilot Knob
Heather Seliga	Building Substitute	Somerset
Stephanie Quick Espinosa	Elementary Art Teacher	Somerset
Natasha Flipovitch	Special Ed Teacher	Somerset
Scott Fremont	Building Sub	Friendly Hills
Aenea Karen	Art Teacher	Friendly Hills
Sam Glasford	ESL Teacher	Friendly Hills
Brad Mahnke	Special Education	Friendly Hills
Dan Norris	Special Education	Friendly Hills
Laurie Flatley	Special Education	Friendly Hills
Kelsey McFadden	Special Education	Friendly Hills
Peter Eitjes	Special Education	Friendly Hills

Lathyrelle Isler	Psychologist	Friendly Hills
Linda Hengen	Building Sub	Heritage Middle
Nia Hollie	Phy Ed	Heritage Middle
Shannon Haffely	Spanish	Heritage Middle
Kelly Duffy	Building Sub	Two Rivers
Grace Stevenson	Social Studies	Two Rivers
Michael Agan	FACS	Two Rivers
Linda Zurn	FACS	Two Rivers
Lidia Miranda Castillo	ESL	Two Rivers
John Bradford	Special Education	Two Rivers
Keyla Betanzos	Special Education	Two Rivers

*WHEREAS*, the above named are probationary teachers in Independent School District 197.

***BE IT RESOLVED*** By the school board of Independent School District 197, that pursuant to Minnesota Statutes 122A.40 Subdivision 5, that the teaching contracts of the above named, who are probationary teachers in Independent School District 197, be hereby terminated at the close of the current 2025-2026 school year.

***BE IT FURTHER RESOLVED*** that written notice be sent to said teachers regarding termination and nonrenewal of their contracts.



**TO:** School Board Members  
**FROM:** Tye Michaels, Director of Human Resources  
**DATE:** May 4, 2026  
**SUBJECT:** Personnel Recommendations

The following personnel items are recommended for approval on May 4, 2026, at the School Board Meeting.

**Non-Licensed Employment**

- Martinez, Corina - 8 hours a day, Buildings and Grounds worker at Two Rivers High School at an hourly rate of \$20.72, effective April 13, 2026.

**Non-Licensed Resignation, Retirement, Termination**

- Pirela, Maria - District-Wide Interpreter at Friendly Hills Middle School resignation effective June 9, 2026.

**Licensed Resignation**

- Olson, Kirstin - Kindergarten Teacher at Pilot Knob STEM Elementary resignation effective June 9, 2026.
- Glasford, Samuel - ESL Teacher at Friendly Hills Middle School resignation effective June 9, 2026.

**Licensed Leave of Absence**

- Paper, Emily - Intervention Teacher at Mendota Elementary School, 0.28 FTE leave of absence for the 2026-27 school year.



**TO:** School Board Members

**FROM:** Peter Olson-Skog, Superintendent

**DATE:** May 4, 2026

**SUBJECT:** Administrative Review of Series 200 Policies, Board Governance

### **BACKGROUND**

An administrative review of the Series 200 Policies (Board Governance), has been completed. The policies continue to adhere to the district's processes and procedures currently in place, with the following minor changes:

- 202 (School Board Officers and Organization) - update to school board schedule regarding organizational meeting
- 210 (Conflict of Interest) - minor language changes and addition of Cross Reference
- 213 (Board Committees, Task Forces, and Liaisons) - addition of 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.

### **RECOMMENDED RESOLUTION**

***BE IT RESOLVED*** by School Board of School District 197 to approve the Series 200 Policies, Board Governance, as presented.



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

Board Governance

Contact: Superintendent

### 200 BOARD GOVERNANCE

#### I. PURPOSE

Governance is framed by the purpose for which an organization was created and is therefore concerned with activities of the highest level, including goal setting, policy development, and monitoring progress toward governance objectives. The Board will assure that all its members have the knowledge, skills and support necessary to carry out excellence in governance, which will be achieved by 1) training new members and candidates, as well as maintaining and increasing current member skills and knowledge, 2) engaging in external monitoring that helps the Board to exercise confident control over organizational performance, and 3) implementing community input strategies to ensure the Board's ability to listen effectively to stakeholder viewpoints and values.

#### II. GENERAL STATEMENT OF POLICY

The ISD 197 School Board shall provide governance for the public education system to successfully achieve the ideals and goals set out in the Strategic Framework.

#### III. BOARD BUDGET FRAMEWORK

The Board will invest in its governing capacity as necessary and prudent to assure that the governance function is effective, efficient, and accountable. Each year, the board shall include in the annual budget a specified amount to successfully carry out the following:

1. Board member training, including consultation and attendance at conferences and workshops;
2. Board member annual stipends and approved expenses;

3. Financial audit and other third-party monitoring of organizational performance;
4. Gather input from public using surveys, focus groups, task forces and opinion analyses;
5. Legal fees and indemnity insurance.

<b>POLICY ADOPTED:</b>	September 9, 2009
<b>POLICY REVIEWED/REVISED:</b>	March 17, 2014; January 22, 2019; May 15, 2023
<b>Monitoring Method:</b>	Administrative Review
<b>Monitoring Frequency:</b>	Every three years



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

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Board Governance

Contact: Superintendent

### 201 SCHOOL BOARD RESPONSIBILITIES

The School Board is a representative body elected by the citizens of the District to provide for and oversee the operation of the public schools as mandated by state and federal law. It intends to exercise this authority in a manner responsive to the best interests of the community in general and the District students in particular. In carrying out this function, the School Board shall:

#### **Purpose**

The Board of Education of ISD 197 is responsible to its stakeholders, and thus will conduct its business as mandated by law. The Board will attempt to reflect the opinion of the community. However, members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years. The Board should fearlessly support those educational philosophies and procedures needed to promote a high-quality education for the community based upon the needs of the students.

#### **Strategic Planning**

1. Create and adopt a Strategic Framework to set the direction required for highest level of operational functioning, highest quality education and responsible stewardship of resources on behalf of the students and stakeholders of the District, remembering always that the Board's primary concerns must be the educational welfare and academic achievement of students. The Strategic Framework will include Mission, Values, Goals and Focus Areas.
2. Provide feedback on Implementation Targets proposed by the Superintendent to achieve the Goals.

3. Approve measures for the Annual Report as developed and recommended by the Superintendent.
4. Monitor progress on implementation of Implementation Targets and achievement of the Goals through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the Superintendent.

### **Budget**

1. Establish a budget that incorporates sound business and fiscal practices and provides resources to achieve the District's vision, mission, and goals.
2. Set annual parameters and provide guidance for the development of the annual budget for the following fiscal year.
3. Approve the annual budget before the end of the current fiscal year.

### **Superintendent Oversight**

1. Oversee the management of the district by employing a Superintendent who is directly accountable to the School Board.
2. Annually evaluate the performance of the Superintendent and approve compensation.

### **Community Engagement**

Promote community engagement through consistent and continuous contact with the public by providing information to and seeking input from stakeholders.

### **Board Development and Performance**

1. Ensure that its members have the knowledge, skills, and support necessary for Governance.
2. Develop annual continuous improvement goals for the Board that will be implemented throughout the year unless amended by the majority of the Board.

3. Annually evaluate its performance in fulfilling the Board's duties and responsibilities, and the Board's ability to work with the Superintendent as a team.

**Policies**

Establish policies for the operation of the District that comply with federal and state laws, including those concerning open meetings and data privacy.

<b>POLICY ADOPTED:</b>	September 9, 2009
<b>POLICY REVIEWED/REVISED:</b>	March 17, 2014; January 22, 2019; May 15, 2023
<b>Monitoring Method:</b>	Administrative Review
<b>Monitoring Frequency:</b>	Every three years



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

Board Governance

Contact: Superintendent

## 202 SCHOOL BOARD OFFICERS AND ORGANIZATION

### I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district in the pursuit of excellence and equity for all students. The purpose of this policy is to delineate those responsibilities.

### II. BOARD ORGANIZATION

A. The Board will consist of seven members who will serve four-year terms.

The School Board shall meet annually on the ~~first~~ **second** Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice chair/clerk, a treasurer, and such other officers as determined by the school board. The previously appointed chair continues to serve as the chair until a new chair has been selected. In the event the chair either chooses not to run again or was not re-elected, the following board members, in order from first to last, would serve as chair until the new chair is elected:

- Vice-Chair/Clerk
- Treasurer
- A member selected by the chair prior to the end of their term

The new chair officiates the selection of vice chair/clerk, and treasurer. Unless removed by the board from their position as an officer, the chair, vice chair/clerk, and treasurer will hold office for one year and until their successors are elected and qualify.

- 1) These officers shall hold office for one year and until their successors are elected and qualify.

- 2) The Board may delegate duties of clerk and treasurer to a District 197 staff member.
- B. The Superintendent shall be an ex officio, nonvoting member of the School Board.
  - C. Additional ex officio, nonvoting members may be added to the School Board as provided by law and agreed to by a majority of the voting members.

### III. OFFICERS' ROLES

The officers of the School Board are those listed in this policy. Their duties are those assigned by this policy, and others required by law.

- A. Chair – The Chair provides leadership to the Board, ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflecting the spirit and intent of the Board's policies, and normally serves as the Board's official spokesperson. (The Chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the school board determines there is not a member who qualifies, this requirement may be waived upon majority vote.) The Chair has the following specific authority and duties:
  1. Monitor Board actions to assure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the Board's own authority:
    - a. Conduct and monitor Board meeting deliberations to assure that Board discussion and attention are focused on Board issues, as defined in Board policy;
    - b. Assure that Board meeting discussions are productive, efficient, orderly, and open;
    - c. Conduct Board meetings using the authority normally vested in the Chair as described in Robert's Rules of Order.
  2. Represent the Board as its official spokesperson about issues decided by the Board and other matters related to official board business.
    - a. The chair is not authorized to exercise any power as an individual to supervise or direct the Superintendent or any employee of the district.

3. The Chair may delegate authority, when appropriate, to other Board members but the Chair remains accountable for members' use of delegated authority.
4. Execute all documents authorized by the Board, except as otherwise provided by law.
5. Countersign all orders upon the treasurer for claims allowed by the board, represent the district in all actions and perform all the duties usually incumbent on such officer. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the board to be paid, the orders may be drawn by the chair, and paid by the treasurer. A statement of the orders drawn, with a copy of such orders, shall be delivered to the clerk by the treasurer, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
6. Appoint members of all Board committees and liaisons.
7. On behalf of the Board, and in concert with the Superintendent, develop proposed Board meeting agendas.

B. Vice-Chair/Clerk

1. Serves in the absence of the Chair.
2. Assists Chair as requested in the execution of Chair responsibilities.
3. Compile and facilitate the Board's summative evaluation of the Superintendent.
4. Signs all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
5. Other duties of the Vice-Chair/Clerk defined in Minn. Stat. § 123B.14 are assigned to the Director of Finance as described in Subd. 1.

C. Treasurer

1. Annually reviews the Superintendent's contract to ascertain status on compensation and benefits.

2. Reviews individual Board member and Board expenses against Board Governance policies.
3. Makes all reports which may be called for by the school board and performs all duties a treasurer usually performs.
4. Other duties of the Treasurer defined in Minn. Stat. § 123B.14 are assigned to the Director of Finance as described in Subd. 1.

***Legal References:*** Minn. Stat. § 123B.12 (Finance)  
Minn. Stat. § 123B.14 (Officers)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

**POLICY ADOPTED:** September 9, 2009  
**POLICY REVIEWED/REVISED:** April 10, 2012; March 17, 2014; April 22, 2019;  
August 7, 2023  
**Monitoring Method:** Administrative Review  
**Monitoring Frequency:** Every three years



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

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Board Governance

Contact: Superintendent

### **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

#### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

#### **II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, equitable, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

#### **III. DEVELOPMENT OF POLICY**

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

#### **IV. ADOPTION AND REVIEW OF POLICY**

- A. The school board shall give notice of proposed policy changes or the adoption of new policies by placing the item on the agenda of three school board meetings. The proposals shall be distributed, and public comment will be allowed prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

#### **V. IMPLEMENTATION OF AND ACCESS TO POLICY**

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The Superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the implementation process.
- B. Each school board member shall have access to school district policies. Manuals shall be available in the central office and made available for reference purposes to other interested persons. Policies are also publicly available on the district website.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policies current.

- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one-third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
  
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances, keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

***Cross References:*** MSBA/MASA Model Policy 305 (Policy Implementation)

**POLICY ADOPTED:** September 9, 2009  
**POLICY REVIEWED/REVISED:** March 17, 2014; April 22, 2019; August 7, 2023  
**Monitoring Method:** Administrative Review  
**Monitoring Frequency:** Every three years



## **OPERATIONAL EXPECTATIONS**

**ISD 197 School Board**

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Board Governance

Contact: Superintendent

### **209 CODE OF ETHICS**

#### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding their role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

#### **II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

##### **A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Use the District 197 4-Way Equity Test to guide my decisions.
2. Attend school board meetings.
3. Come to the meetings prepared for discussion of the agenda items.
4. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
5. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
6. Support the decision of the school board, even if my position concerning the issue was different.

7. Recognize the integrity of my predecessors and associates and appreciate their work.
8. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
9. Inform myself about the proper duties and functions of a school board member.
10. Rendering decisions based on available facts and appropriate public input and refusing to surrender judgments to individuals and special interest groups.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.

3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
7. Members will not attempt to assume personal responsibility for resolving operational problems or complaints and will abstain from individual counsel and action. Members can provide factual information and will direct stakeholders to bring complaints to the appropriate ISD 197 employee.
8. Members' interaction with the press or other public sharing of personal opinions will recognize and respect the decisions of the Board and will not undermine those decisions.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.

2. Give the superintendent authority commensurate with their responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex-officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.
12. Avoid publicly expressing individual negative judgments about the Superintendent's performance. Any such judgments of the Superintendent will be made only by the full Board, meeting in closed session.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

### **III. BOARD MEMBER VIOLATIONS**

In the event of a member’s willful and/or continuous violation of policy, the Board will address and resolve the matter by the following process:

1. Private conversation between Board Chair and individual Board Member.
2. Board conversation with individual Board Member during study session.
3. Board motion and censure of individual Board Member during Board meeting.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

**POLICY ADOPTED:** September 9, 2009  
**POLICY REVIEWED/REVISED:** March 17, 2014; May 6, 2019; May 15, 2023  
**Monitoring Method:** Administrative Review  
**Monitoring Frequency:** Every three years



## **OPERATIONAL EXPECTATIONS**

**ISD 197 School Board**

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Board Governance

Contact: Superintendent

### **210 CONFLICT OF INTEREST - SCHOOL BOARD MEMBERS**

#### **I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

#### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

#### **III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may, as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are

protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure ~~must~~ **shall** be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and ~~must~~ **need** only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
  - a. The school board ~~must~~ **shall** authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
  - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member ~~must~~ **shall** file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;

- (5) The interest of the school board member in the contract;  
and
  - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
- 5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting ~~where~~ **at which** all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting ~~where~~ **at which** all school board members are present, that employment ~~must be~~ **is** immediately terminated and that school board member ~~will have~~ **has** no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, ~~where~~ **when** the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting ~~where~~ **in which** the contract is approved.

#### IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute

a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

## V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

## VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

***Legal References:*** Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

***Cross References:*** **School District Policy 209 (Code of Ethics)**

<b>POLICY ADOPTED:</b>	September 9, 2009
<b>POLICY REVIEWED/REVISED:</b>	December 17, 2018; May 15, 2023
<b>Monitoring Method:</b>	Administrative Review
<b>Monitoring Frequency:</b>	Every three years



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

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Board Governance

Contact: Superintendent

### 213 BOARD COMMITTEES, TASK FORCES, AND LIAISONS

#### **Board Committees**

Committee includes, but is not limited to, board committees and subcommittees. A Committee is established to accomplish a particular task or to oversee an ongoing area in need of control or oversight. A Committee shall consist only of school board members.

#### **Task Forces**

A Task Force is a special committee, usually of experts, formed expressly for the purpose of studying and making recommendations regarding a particular problem. A task force may consist of school board members, community members, staff, and/or experts needed to carry out the function of the task force. A task force is ad hoc and temporary.

1. The Board shall create all Committees and Task Forces by a majority vote of the Board.
2. Committees and Task Forces may be created if deemed helpful to assist the Board with its duties as described in the *School Board Responsibilities* policy.
3. Committees and Task Forces will be formed by a resolution which shall outline the duties and purpose of the Committee or Task Force. All Committees and Task Forces shall have only such authority as specified by the Board.
4. The purpose of Committees and Task Forces are advisory and to prepare recommendations for board consideration.

5. Committees and Task Forces shall not:
  - a. Speak or act for the Board
  - b. Assist the CEO in operational areas or administration of Board policies
  - c. Be used to direct, advise, assist or oversee the staff
  - d. Have authority over staff and may not exercise demands on staff time and organizational resources
6. Committees and Task Forces shall be listed on the School Board page of the district website as approved by the Board and removed upon date of termination.
7. Committee and Task Force chairs must submit an informational report to the Board on a regular basis.
8. Sunset Clause - All Committees and Task Forces must be reauthorized annually by a majority of the Board to ensure they serve a continuing need. Committees and Task Forces not reauthorized shall cease to exist.

### **Liaisons**

1. Board members may be appointed by the Chair to serve as a liaison, and must adhere to the following:
  - a. The liaison's purpose is to maintain a connection and be a source of information between the Board and ISD 197 groups. The liaison will not represent administration or provide information on behalf of anyone except the Board.
  - b. The liaison is not to be used to resolve issues, may not make decisions on behalf of the Board and may not give opinions on behalf of the Board.
  - c. Board members serving as liaisons must be listed on the School Board page of the district website.

- i. Liaisons will be appointed to the elementary, middle, and high school as well as to entities that require Board participation by statute.
  - ii. The Board may choose, by majority vote, to appoint a liaison to other ISD 197 groups that request Board observation or information.
- d. Board members serving as liaisons must submit an informational report to the Board on an annual basis or as requested.

***Legal References:*** Minn. Stat. Ch. 13D (Open Meeting Law)

***Cross References:*** **School District Policy 201 (School Board Responsibilities)**  
**MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)**

**POLICY ADOPTED:** September 9, 2009  
**POLICY REVIEWED/REVISED:** December 17, 2018; May 15, 2023  
**Monitoring Method:** Administrative Review  
**Monitoring Frequency:** Every three years



## **OPERATIONAL EXPECTATIONS**

**ISD 197 School Board**

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Board Governance

Contact: Superintendent

### **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

#### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

#### **II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

#### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. ~~Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose.~~ Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

#### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

## **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (Board of Independent School Districts)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

**Cross References:** School District Policy 412 (Expense Reimbursement)

**POLICY ADOPTED:** October 16, 2006  
**POLICY REVIEWED/REVISED:** December 17, 2018; May 15, 2023  
**Monitoring Method:** Administrative Review  
**Monitoring Frequency:** Every three years



**TO:** School Board Members

**FROM:** Peter Olson-Skog, Superintendent

**DATE:** May 4, 2026

**SUBJECT:** Administrative Review of Series 300 Policies, Superintendent and Board Relations

### **BACKGROUND**

An administrative review of the Series 300 Policies (Superintendent and Board Relations), has been completed. The policies continue to adhere to the district's processes and procedures currently in place. There were no changes to policies in this section.

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.

### **RECOMMENDED RESOLUTION**

***BE IT RESOLVED*** by School Board of School District 197 to approve the Series 300 Policies, Superintendent and Board Relations, as presented.



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

Superintendent/Board Relations

Contact: Superintendent

### 301 STAFF ACCOUNTABILITY

The Superintendent is responsible for all matters related to the day-to-day operation of the organization as expressed in the Board's policies and goals. All staff members are considered to report directly or indirectly to the Superintendent.

1. The Superintendent and the Superintendent's designee(s) are responsible for supervising, directing, and disciplining employees, and the Superintendent is responsible for informing the board of significant personnel issues in a timely manner.
2. The Board will not formally evaluate any staff member other than the Superintendent, although board members may give input to the Superintendent regarding evaluations of employees.
3. If invited by the Superintendent or approved by the Board, a board member may participate in the interview process for cabinet members and principals.
4. The Board will consider the recommendations of the Superintendent regarding hiring, discharge, termination, and non-renewal decisions.

**POLICY ADOPTED:**

September 9, 2009

**POLICY REVIEWED/REVISED:**

October 16, 2017; May 15, 2023

**Monitoring Method:**

Administrative Review

**Monitoring Frequency:**

Every three years



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

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Superintendent/Board Relations

Contact: Superintendent

### 302.1 SUPERINTENDENT AUTHORITY

1. The Superintendent is responsible for the management of the schools, the administration of all school board policies, and is directly accountable to the Board.
2. The Superintendent derives authority set forth in Minnesota law, through the Board approved goals and policies, and through regular and timely communications between the Superintendent and full Board.
3. The Superintendent is authorized to establish management procedures, make decisions, establish practices, and develop activities necessary to achieve the Board's Goals and policies, subject to review by the Board.

**POLICY ADOPTED:**

September 9, 2009

**POLICY REVIEWED/REVISED:**

October 16, 2017; May 15, 2023

**Monitoring Method:**

Administrative Review

**Monitoring Frequency:**

Every three years



## **OPERATIONAL EXPECTATIONS**

**ISD 197 School Board**

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Superintendent/Board Relations

Contact: Superintendent

### **302.2 SINGLE POINT OF CONNECTION**

The Superintendent is the Board's sole point of connection to the operational organization. The Board will direct the operational organization only through the Superintendent.

Rationale: Minnesota law requires the Superintendent to perform specific supervisory and management duties. Also, Minnesota law allows the School Board to delegate duties to the Superintendent.

**POLICY ADOPTED:**

September 9, 2009

**POLICY REVIEWED/REVISED:**

October 16, 2017; May 15, 2023

**Monitoring Method:**

Administrative Review

**Monitoring Frequency:**

Every three years



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

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Superintendent/Board Relations

Contact: Superintendent

### 302.3 SINGLE UNIT CONTROL

The Board shall direct the Superintendent only through official decisions of the full board, and

1. The Board shall make decisions by formal, recorded vote in order to avoid any lack of clarity about what direction the Superintendent has been given.
2. The Superintendent is neither obligated nor expected to follow the directions or instructions of individual Board members, officers or committees unless the Board has specifically voted to delegate such exercise of authority to an individual board member.
3. In the case of Board members or committees requesting information or assistance which, in the Superintendent's opinion, require and redirect a material amount of staff time or resources that would be disruptive or unreasonable, the Superintendent may refer such requests to the full board for official authorization.

**POLICY ADOPTED:**

September 9, 2009

**POLICY REVIEWED/REVISED:**

October 16, 2017; May 15, 2023

**Monitoring Method:**

Administrative Review

**Monitoring Frequency:**

Every three years



## OPERATIONAL EXPECTATIONS

ISD 197 School Board

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Superintendent/Board Relations

Contact: Superintendent

### 304 PERFORMANCE EVALUATION

The School Board shall conduct an annual performance evaluation of the Superintendent. Evaluations shall be based on, but not limited to, qualitative and quantitative measurements that relate to the Annual Report, the Superintendent's position functions and other relevant data relating to operational expectations.

1. The performance appraisal instrument shall be approved by the School Board in consultation with the Superintendent at the beginning of the evaluation period.
2. The Board will provide the Superintendent with an evaluation at the completion of the evaluation period, using the performance appraisal as its guide.
3. The Board may request progress reports on the Superintendent's annual goals in which the Superintendent submits information that certifies and documents to the Board reasonable progress. In addition, under special circumstances the board may engage an external third party to assess compliance or reasonable progress.
4. The Board will make the final decision regarding the Superintendent annual performance evaluation.

**POLICY ADOPTED:**

September 9, 2009

**POLICY REVIEWED/REVISED:**

October 16, 2017; May 15, 2023

**Monitoring Method:**

Administrative Review

**Monitoring Frequency:**

Every three years

## 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:                     Rachel Johnston, Branch Out                    

Date of Trip/Destination/Who trip is for:           May 28 - May 29          

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

TOUR CHECKLIST	RESPONSE
1. Dates of travel	May 28- May 29, 2026
2. Trip destination	Three Rivers Park District - Baker Park Preserve
<b>3. SUBMIT:</b> Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template:</i> <a href="#">TOUR ROSTER</a>	Paste your copy of the roster template here; <b>do not override the link to the left.</b> <a href="#">Branch Out Camp Out Roster</a>
<b>4. SUBMIT:</b> Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Three Rivers Parks District Baker Outdoor Learning Center 4001 County Rd 24, Maple Plain, MN 55359 Phone: (763) 694-7856
5. Final number of <b>student travelers</b>	13
6. Final number of <b>adult travelers who are paying their own way/fare.</b>	This trip is paid for by Branch Out
7. Final number of <b>adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]</b>	All of our student participants are adults. There is no fee for students or participants.
8. Final number of <b>district employees (also include in #6 and #7 counts)</b>	6 paid employees plus 1 volunteer
9. <b>Ratio</b> of adults to students	13 students, 7 chaperones (2:1)
<b>10. FINAL TOTAL of Number of Travelers (Adults and Students)</b>	
11. Have parents received detailed information about the cancellation policies and fees?	Not applicable
12. Is travel insurance through the tour company required OR optional for your travelers?	Not applicable

## DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

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

13. Has the district completed background checks for <u>all</u> adults?	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.	No
15. How will you communicate with travelers while on tour?	We will be staying in camper cabins with them.
16. How will you communicate with families back home/not on tour?	We will call parents in case of an emergency.
17. What is your plan for those requiring medication?	School Nurse Stacie O'Leary will manage medications for our learners

Rachel Johnston, Special Education Supervisor (signed electronically)

4/22/2026

\_\_\_\_\_  
 Staff Member's/Group Leader's Signature

\_\_\_\_\_  
 Date

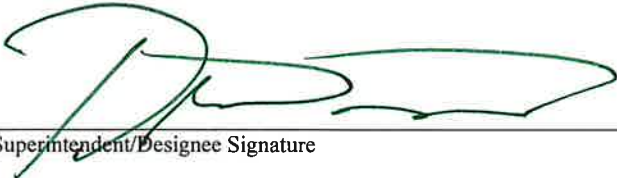
**Required Approvals:**

*Sara Klein*

4/27/26

\_\_\_\_\_  
 Principal Signature

\_\_\_\_\_  
 Date



\_\_\_\_\_  
 Superintendent/Designee Signature

\_\_\_\_\_  
 Date

*4/29/26*

\_\_\_\_\_  
 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.


## 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:** Ben Geiger Two Rivers High School

**Date of Trip/Destination/Who trip is for:** 6/13-20/26/NSDA Nationals Richmond, VA Speech

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

TOUR CHECKLIST	RESPONSE
1. Dates of travel	6/13-6/20
2. Trip destination	Richmond, VA
<b>3. SUBMIT:</b> Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template: <u>TOUR ROSTER</u></i>	 2026-NSDADISTRICT 197 TOUR ROSTER
<b>4. SUBMIT:</b> Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	<a href="https://docs.google.com/spreadsheets/d/18Mt1wnariAL-XyLzGfZi8jjX12HzrkN3wxLfZi693xE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/18Mt1wnariAL-XyLzGfZi8jjX12HzrkN3wxLfZi693xE/edit?usp=sharing</a>
5. Final number of <b>student travelers</b>	4
6. Final number of <b>adult travelers who are paying their own way/fare.</b>	0
7. Final number of <b>adults travelers who are traveling with a free or reduced fare.</b> [If any, include the amount by which their fare is reduced]	2
8. Final number of <b>district employees (also include in #6 and #7 counts)</b>	1
9. <b>Ratio</b> of adults to students	1:2
<b>10. FINAL TOTAL of Number of Travelers (Adults and Students)</b>	
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
13. Has the district completed background checks for <b>all</b> adults?	Yes

# 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.

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.	No
15. How will you communicate with travelers while on tour?	Cellphone and email
16. How will you communicate with families back home/not on tour?	Cellphone
17. What is your plan for those requiring medication?	Students will be responsible to carry and take their own medication

Staff Member's/Group Leader's Signature

4/27/26

Date

**Required Approvals:**

Principal Signature

4/27/26

Date

Superintendent/Designee Signature

4/29/26

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.

## March 2026 Check Register

NUMBER	AMOUNT	DATE	VENDOR
302231	-388.28	03/12/2026	CULLIGAN
302255	-291833.27	03/03/2026	INTERMEDIATE DIST 917
302427	-1575	03/12/2026	MN MOBILE TELEPHONE CO INC
302539	-2931	03/12/2026	OAKS OF HEATHERWOOD LLC
302593	9700	03/05/2026	AB STAFFING SOLUTIONS LLC
302594	3434	03/05/2026	ACP
302595	499.96	03/05/2026	AINSWORTH, CHARLIE
302596	2700	03/05/2026	AMN ALLIED SERVICES LLC
302597	9903.74	03/05/2026	AMPION PBC
302598	479.15	03/05/2026	BATTERIES PLUS BULBS
302599	525	03/05/2026	BAYADA HOME HEALTH CARE INC
302600	67035.28	03/05/2026	BEAUDRY OIL & PROPANE CO
302601	7510.22	03/05/2026	BSI MECHANICAL INC
302602	2732.88	03/05/2026	BSN SPORTS
302603	1379.23	03/05/2026	BUSINESS ESSENTIALS
302604	100	03/05/2026	BUTLER, DAWN
302605	15549.77	03/05/2026	CANON FINANCIAL SERVICES INC
302606	1300	03/05/2026	COVINGTON COURT APTS LP
302607	1277.66	03/05/2026	COVINGTON COURT APTS LP
302608	60.36	03/05/2026	CRYSTEEL TRUCK EQUIPMENT
302609	288.48	03/05/2026	DAKOTA COUNTY ENVIRO RESOURCES DEPT
302610	2405	03/05/2026	DASH SPORTS LLC
302611	2025	03/05/2026	DE LAMBERT, ANNE
302612	265.96	03/05/2026	DUFFY, BETH
302613	233	03/05/2026	EASTVIEW HIGH SCHOOL
302614	163.16	03/05/2026	ECKROTH MUSIC
302615	13059.2	03/05/2026	FAE LSE 6 LLC
302616	250.85	03/05/2026	FLAGSHIP RECREATION LLC

302617	100	03/05/2026	FORD, LUANN
302618	100	03/05/2026	FUN LAB INC
302619	776.22	03/05/2026	GEORGE SIEGRIED CONSTRUCTION CO
302620	3075.66	03/05/2026	GOODHUE COUNTY EDUCATION DISTRICT
302621	1300	03/05/2026	GORDON, NATHAN
302622	1091.14	03/05/2026	GRAINGER
302623	1822	03/05/2026	H & L MESABI INC
302624	1180	03/05/2026	HOLIDAY ACRES LIMITED PARTNERSHIP
302625	1180	03/05/2026	HOLIDAY ACRES LIMITED PARTNERSHIP
302626	800	03/05/2026	HOLIDAY ACRES LIMITED PARTNERSHIP
302627	1000	03/05/2026	HOLIDAY ACRES LIMITED PARTNERSHIP
302628	1400	03/05/2026	HOLIDAY ACRES LIMITED PARTNERSHIP
302629	4511.4	03/05/2026	HORIZON SOFTWARE INTERNATIONAL LLC
302630	2800	03/05/2026	ICS CONSULTING LLC (DBA ICS)
302631	850	03/05/2026	IMD RAMSEY INC
302632	1227.5	03/05/2026	IMPRESSION SIGNS & GRAPHICS CORP
302633	9257.92	03/05/2026	INTERMEDIATE DIST 917
302634	307.19	03/05/2026	INVER GROVE FORD
302635	12312.31	03/05/2026	ISD 199
302636	360	03/05/2026	ISD 279
302637	352.9	03/05/2026	JERRY'S ENTERPRISES
302638	531.92	03/05/2026	JOHNSON, ELIZABETH
302639	10215.84	03/05/2026	JORGENSON CONSTRUCTION INC
302640	132.98	03/05/2026	KEARNS, JAMIE
302641	1056	03/05/2026	KEGLEY, HELEN
302642	4364.04	03/05/2026	KOCK, DREW
302643	531.92	03/05/2026	KRACHT, RYAN
302644	728.39	03/05/2026	LAUTH, MOLLY
302645	2229.17	03/05/2026	LIND, JAMIE
302646	4104.01	03/05/2026	MAKI, CHRISTOPHER
302647	50	03/05/2026	MARTINI, JENNIFER
302648	282.97	03/05/2026	MENARDS

302649	540	03/05/2026	MERRICK INC
302650	18087.19	03/05/2026	METRO STATE UNIV
302651	340.15	03/05/2026	MIDWEST BUS PARTS INC
302652	2730	03/05/2026	MN DAKOTAS KEY CLUB DISTRICT
302653	1650	03/05/2026	MN INDIAN EDUCATION ASSN
302654	30124.73	03/05/2026	NAC MECHANICAL & ELECTRICAL SERVICES
302655	2148.99	03/05/2026	NEO ELECTRICAL SOLUTIONS
302656	132.98	03/05/2026	NERISON, SARAH
302657	756	03/05/2026	NESSIM & ASSOCIATES
302658	518.5	03/05/2026	NORTH CENTRAL BUS & EQUIP INC
302659	1353.32	03/05/2026	NORTHFIELD LINES INC
302660	1490	03/05/2026	OAKS OF HEATHERWOOD LLC
302661	1441	03/05/2026	OAKS OF HEATHERWOOD LLC
302662	400	03/05/2026	PADALINO, STEFANIA
302663	265.96	03/05/2026	PAWELEC HUEBEL, JILL
302664	3018.75	03/05/2026	PEDIATRIC CARE HOLDINGS LLC
302665	2800	03/05/2026	PRO CARE THERAPY
302666	190	03/05/2026	PROFESSIONAL WIRELESS COMMUNICATIONS
302667	177	03/05/2026	QUALITY LOCKSMITH SERVICE
302668	2167.38	03/05/2026	SAVVAS LEARNING COMPANY LLC
302669	102337.5	03/05/2026	SAYOO TRANSPORTATION LLC
302670	3630	03/05/2026	SCHIFSKY COMPANIES LLC
302671	1300.77	03/05/2026	SCHUMACHER ELEVATOR COMPANY
302672	1000	03/05/2026	SCHWAB, ERIN
302673	132.98	03/05/2026	SEALEY, BRIDGET
302674	900	03/05/2026	SHAFFER, KRISTIE
302675	398.94	03/05/2026	SPEHAR, ELIZABETH
302676	1104.47	03/05/2026	STATE SUPPLY COMPANY
302677	8540	03/05/2026	STRAYDOG STRENGTH
302678	2634.5	03/05/2026	SUMMIT COMPANIES
302679	4831.33	03/05/2026	SUNBELT STAFFING LLC
302680	64.35	03/05/2026	TEAM SPORTING GOODS INC

302681	55.46	03/05/2026	TEAMLEADER INC
302682	1985.56	03/05/2026	ULINE INC
302683	97570	03/05/2026	UNITY TRANSPORTATION LLC
302684	117.17	03/05/2026	UNIV OF MINNESOTA
302685	240	03/05/2026	UNIVERSITY LANGUAGE CENTER INC
302686	162.48	03/05/2026	VESTIS GROUP INC
302687	2244.38	03/05/2026	VIKING ELECTRIC
302688	1000	03/05/2026	VILLANO, EMILY
302689	265.96	03/05/2026	WATSON, MANDY
302690	900	03/05/2026	WATSON, PATRICK
302691	2824.17	03/05/2026	WELLS FARGO EQUIPMENT FINANCE INC
302692	14.15	03/05/2026	WERNER IMPLEMENT LLC
302693	1345	03/05/2026	WESTVIEW PARK APTS LLLP
302694	840	03/05/2026	WHITE, MARGARET
302695	210	03/05/2026	WOHLWEND, KAYE
302696	132.98	03/05/2026	WOLFE, LORETTA
302697	10356.35	03/05/2026	ZEN EDUCATE INC
302698	3000	03/12/2026	360 COMMUNITIES
302699	12010	03/12/2026	AB STAFFING SOLUTIONS LLC
302700	6075	03/12/2026	AMN ALLIED SERVICES LLC
302701	10836.9	03/12/2026	ARVIG
302702	11609.09	03/12/2026	ASPEN WASTE SYSTEMS OF MN INC
302703	272.88	03/12/2026	AT&T MOBILITY
302704	86	03/12/2026	AWARDS BY HAMMOND
302705	23.65	03/12/2026	BARBAGALLO, SYLVIA
302706	1050	03/12/2026	BAYADA HOME HEALTH CARE INC
302707	1305	03/12/2026	BAYFIELD FRUIT COMPANY
302708	57844	03/12/2026	BE SAFE TRANSPORTATION LLC
302709	500	03/12/2026	BEAUDRY OIL & PROPANE CO
302710	18492.01	03/12/2026	BIX PRODUCE CO
302711	11.08	03/12/2026	BUSINESS ESSENTIALS
302712	18.32	03/12/2026	CANON FINANCIAL SERVICES INC

302713	6444.2	03/12/2026	CITY OF WEST ST PAUL
302714	402.5	03/12/2026	COLLINS BROTHERS TOWING OF ST CLOUD
302715	2408	03/12/2026	COVINGTON COURT APTS LP
302716	3985.4	03/12/2026	DAKOTA ELECTRIC ASSN
302717	5293.75	03/12/2026	DEVELOPMENTAL DISCOVERIES PLLC
302718	31930	03/12/2026	DODGE NATURE CENTER
302719	960	03/12/2026	DRAMA LAB LLC
302720	350.61	03/12/2026	ECKROTH MUSIC
302721	2210	03/12/2026	EFFERTZ, MADELINE
302722	246.46	03/12/2026	FACTORY MOTOR PARTS CO
302723	353.5	03/12/2026	HOBART SERVICE
302724	5249.19	03/12/2026	HOUGHTON MIFFLIN HARCOURT
302725	159.54	03/12/2026	JERRY'S ENTERPRISES
302726	150	03/12/2026	JONCKOWSKI, RICHARD
302727	140	03/12/2026	JW PEPPER & SONS INC
302728	105475.38	03/12/2026	KELLY SERVICES INC
302729	6920.27	03/12/2026	KREMER SERVICES, LLC
302730	192	03/12/2026	LAKEVILLE NORTH HIGH SCHOOL
302731	100	03/12/2026	LANGEMO, JOSH
302732	100	03/12/2026	LARSEN, THOMAS
302733	630	03/12/2026	LINDSEY, SARAH
302734	2515.25	03/12/2026	LOFFLER COMPANIES
302735	100	03/12/2026	LOUGHMILLER, WESTON
302736	1566	03/12/2026	MCDONOUGH'S
302737	54.97	03/12/2026	MENARDS
302738	186.83	03/12/2026	MIDWEST BUS PARTS INC
302739	357.9	03/12/2026	MN FED/TEACHERS
302740	513.4	03/12/2026	NASSEFF MECHANICAL CONTRACTORS
302741	5.9	03/12/2026	NEISIUS, JULIE
302742	516	03/12/2026	NESSIM & ASSOCIATES
302743	186.06	03/12/2026	PARMAN ENERGY GROUP LLC
302744	1419.2	03/12/2026	POMP'S TIRE SERVICE INC

302745	100	03/12/2026	RUNDQUIST, LEO
302746	56776	03/12/2026	SAYOO TRANSPORTATION LLC
302747	230.73	03/12/2026	SEIU LOCAL #284
302748	5943.58	03/12/2026	SOUTHWEST MINN STATE UNIV
302749	9846.22	03/12/2026	SPRWS
302750	112	03/12/2026	ST ANTHONY VILLAGE HIGH SCHOOL
302751	1400	03/12/2026	SUNRISE BANKS NA
302752	2431.68	03/12/2026	T MOBILE USA INC
302753	1879.25	03/12/2026	TRANE U S INC
302754	15516.77	03/12/2026	TRIO SUPPLY COMPANY
302755	1847.88	03/12/2026	VESTIS GROUP INC
302756	700	03/12/2026	WATSON, PATRICK
302757	6000	03/12/2026	Z PUPPETS ROSENSCHNOZ
302758	16778.17	03/12/2026	ZEN EDUCATE INC
302759	26632.16	03/19/2026	150 MARIE LLC
302760	150	03/19/2026	4 WINDS STABLES LLC
302761	12980	03/19/2026	AB STAFFING SOLUTIONS LLC
302762	299	03/19/2026	AMERICAN FLAGPOLE & FLAG CO
302763	11975.09	03/19/2026	AMPION PBC
302764	2195	03/19/2026	ASG COMMERCIAL CLEANING LLC
302765	212	03/19/2026	AWARDS BY HAMMOND
302766	100	03/19/2026	AXINIA, MARIA
302767	773.9	03/19/2026	BATTERIES PLUS BULBS
302768	1096.44	03/19/2026	BSI MECHANICAL INC
302769	602.46	03/19/2026	BUSINESS ESSENTIALS
302770	200	03/19/2026	BUTLER, DAWN
302771	525	03/19/2026	CAPONI ART PARK
302772	10547.2	03/19/2026	CESO FINANCE LLC
302773	63614.9	03/19/2026	CM CONSTRUCTION CO INC
302774	436.13	03/19/2026	COMCAST
302775	47.1	03/19/2026	CULLIGAN
302776	3585.6	03/19/2026	DAVID HOY & ASSOCIATES

302777	720	03/19/2026	DE JESUS, ARACELI
302778	2150	03/19/2026	DE LAMBERT, ANNE
302779	4885.88	03/19/2026	DG MN CS 2021 LLC
302780	130	03/19/2026	EAGAN FORENSICS BOOSTERS
302781	480.46	03/19/2026	ECKROTH MUSIC
302782	10859.92	03/19/2026	FAE LSE 6 LLC
302783	450	03/19/2026	FIELD ENVIRONMENTAL CONSULTING
302784	160.29	03/19/2026	FOLLETT CONTENT SOLUTIONS
302785	3075.66	03/19/2026	GOODHUE COUNTY EDUCATION DISTRICT
302786	8077.92	03/19/2026	HI TECH REFRIGERATION
302787	6135.9	03/19/2026	IDEAL ENERGIES SOLAR LEASING 2025 LLC
302788	50	03/19/2026	INFINITE HEALTH COLLABORATIVE
302789	187	03/19/2026	INSTITUTE FOR ENVIR ASSESSMENT INC
302790	1561.8	03/19/2026	INTERMEDIATE DIST 287
302791	127.73	03/19/2026	JERRY'S ENTERPRISES
302792	1562	03/19/2026	KEGLEY, HELEN
302793	35071.86	03/19/2026	KELLY SERVICES INC
302794	1120	03/19/2026	KIDCREATE STUDIO WOODBURY
302795	4364.04	03/19/2026	KOCK, DREW
302796	100	03/19/2026	LANGEMO, JOSH
302797	100	03/19/2026	LARSEN, THOMAS
302798	728.39	03/19/2026	LAUTH, MOLLY
302799	400	03/19/2026	LEGACY CELTIC MUSIC LLC
302800	2229.17	03/19/2026	LIND, JAMIE
302801	18860.18	03/19/2026	LOFFLER COMPANIES
302802	1536	03/19/2026	LOFFLER MANAGEMENT SOLUTIONS
302803	140	03/19/2026	LR PRO-SERVICES LLC
302804	56663.06	03/19/2026	LUNIESKI & ASSOCIATES
302805	2431.7	03/19/2026	MADISON ENERGY INVESTMENTS III LLC
302806	31.87	03/19/2026	MADISON ENERGY INVESTMENTS II LLC
302807	4104.01	03/19/2026	MAKI, CHRISTOPHER
302808	385	03/19/2026	MAY, THERESA

302809	246.86	03/19/2026	MENARDS
302810	2446.4	03/19/2026	MIDWEST BUS PARTS INC
302811	620	03/19/2026	MILLES, RICHARD
302812	479.92	03/19/2026	MN GLOVE & SAFETY INC
302813	470.25	03/19/2026	MOBILE RADIO ENGINEERING
302814	3222.7	03/19/2026	MSC RICE01
302815	140	03/19/2026	MSHSL
302816	864	03/19/2026	NAL LETTERING
302817	94.4	03/19/2026	NAPA AUTO PARTS
302818	1963.21	03/19/2026	NORTH CENTRAL BUS & EQUIP INC
302819	378	03/19/2026	OCCUPATIONAL HEALTH CENTERS OF MN PC
302820	319.84	03/19/2026	POMP'S TIRE SERVICE INC
302821	461.64	03/19/2026	PREMIUM WATERS INC
302822	6560	03/19/2026	PRO CARE THERAPY
302823	1900	03/19/2026	PSYCH RECOVERY INC
302824	159.12	03/19/2026	SHERWIN WILLIAMS
302825	678.1	03/19/2026	SHRED N GO INC
302826	126	03/19/2026	SOUTH ST PAUL HIGH SCHOOL
302827	238.56	03/19/2026	ST PAUL PIONEER PRESS
302828	363.96	03/19/2026	STATE SUPPLY COMPANY
302829	665	03/19/2026	STAY TUNED PIANO SERVICES
302830	9188.62	03/19/2026	SUNBELT STAFFING LLC
302831	4950	03/19/2026	TMB PROPERTIES
302832	1374.82	03/19/2026	UMR
302833	109272.5	03/19/2026	UNITY TRANSPORTATION LLC
302834	120	03/19/2026	UNIVERSITY LANGUAGE CENTER INC
302835	30.02	03/19/2026	VERIZON WIRELESS
302836	324.96	03/19/2026	VESTIS GROUP INC
302837	840	03/19/2026	WHITE, MARGARET
302838	8491.92	03/19/2026	ZEN EDUCATE INC
302839	25616.72	03/13/2026	MN FED/TEACHERS
302840	100	03/13/2026	RANGE CREDIT BUREAU INC

302841	5820.85	03/13/2026	SEIU LOCAL #284
302842	246.71	03/13/2026	WI SCTF
302843	13671.25	03/26/2026	AB STAFFING SOLUTIONS LLC
302844	3980	03/26/2026	ACP
302845	499.96	03/26/2026	AINSWORTH, CHARLIE
302846	750.82	03/26/2026	ARCHKEY TECHNOLOGIES
302847	692.61	03/26/2026	AVIBEN LLC
302848	266.5	03/26/2026	AWARDS BY HAMMOND
302849	917.45	03/26/2026	BATTERIES PLUS BULBS
302850	1305	03/26/2026	BAYFIELD FRUIT COMPANY
302851	858.75	03/26/2026	BENEFIT EXTRAS INC
302852	5414.73	03/26/2026	BIMBO BAKERIES USA
302853	15513.58	03/26/2026	BIX PRODUCE CO
302854	2123	03/26/2026	BREDEMUS HARDWARE CO INC
302855	1030	03/26/2026	BROWN, CASSIE
302856	4712.21	03/26/2026	BSI MECHANICAL INC
302857	611.48	03/26/2026	BSN SPORTS
302858	1573.84	03/26/2026	BUCKEYE CLEANING CENTERS
302859	14549.26	03/26/2026	BUSINESS ESSENTIALS
302860	100	03/26/2026	BUTLER, DAWN
302861	2357.44	03/26/2026	CARGILL INCORPORATED
302862	4572.5	03/26/2026	CARPER, ROB
302863	15054	03/26/2026	CESO FINANCE LLC
302864	1080	03/26/2026	CHARACTER KIDS LLC
302865	3270.79	03/26/2026	CITY OF MENDOTA HEIGHTS
302866	20000.01	03/26/2026	CM CONSTRUCTION CO INC
302867	1009.93	03/26/2026	COMMERCIAL KITCHEN SERVICES
302868	2282	03/26/2026	CREPEAU, ADAM
302869	5092	03/26/2026	DODGE NATURE CENTER
302870	1459.8	03/26/2026	DREAM OF WILD HEALTH
302871	3240	03/26/2026	ENGINEERING FOR KIDS
302872	5722.89	03/26/2026	FRONTLINE EDUCATION

302873	48.54	03/26/2026	FUENTES, EVANGELINE
302874	6594	03/26/2026	FUTURA LANGUAGE PROFESSIONALS
302875	75	03/26/2026	GEORGAKOPOULOS, TESS
302876	29.9	03/26/2026	GOPHER STAGE LIGHTING
302877	6156	03/26/2026	H & B SPECIALIZED PRODUCTS
302878	195138.6	03/26/2026	HEALTHPARTNERS, INC
302879	196319.5	03/26/2026	HEALTHPARTNERS, INC
302880	325.24	03/26/2026	HORIZON COMMERCIAL POOL SUPPLY
302881	696	03/26/2026	HOUGHTON MIFFLIN HARCOURT
302882	1379.18	03/26/2026	ICS CONSULTING LLC (DBA ICS)
302883	1227.5	03/26/2026	IMPRESSION SIGNS & GRAPHICS CORP
302884	5824.69	03/26/2026	INSTITUTE FOR ENVIR ASSESSMENT INC
302885	36686.21	03/26/2026	INTERMEDIATE DIST 917
302886	211.74	03/26/2026	JERRY'S ENTERPRISES
302887	232.48	03/26/2026	JW PEPPER & SONS INC
302888	630	03/26/2026	KIDCREATE STUDIO WOODBURY
302889	510	03/26/2026	KRISTIN DAVIS LAW LLC
302890	1335	03/26/2026	LAUGHLIN'S PEST CONTROL
302891	145322.5	03/26/2026	LIBERTY MUTUAL INSURANCE
302892	840	03/26/2026	LINDSEY, SARAH
302893	2530.16	03/26/2026	LOFFLER COMPANIES
302894	356.53	03/26/2026	LOFFLER COMPANIES INC
302895	735	03/26/2026	LVC COMPANIES
302896	6772.8	03/26/2026	MARSHALL CAVENDISH CORPORATION
302897	2502.77	03/26/2026	MCDONOUGH'S
302898	8069.64	03/26/2026	MCGRAW HILL SCHOOL ED HOLDINGS LLC
302899	8580	03/26/2026	MCGRAW HILL
302900	868.89	03/26/2026	MENARDS
302901	199.05	03/26/2026	MIDWEST BUS PARTS INC
302902	129.99	03/26/2026	MN GLOVE & SAFETY INC
302903	655.83	03/26/2026	MN STATE COMM & TECH COLLEGE
302904	686	03/26/2026	MRI SOFTWARE

302905	3645	03/26/2026	NATIONAL TREASURE KUNG FU INC
302906	48	03/26/2026	NCPERS GROUP LIFE INS
302907	15555.5	03/26/2026	NEO ELECTRICAL SOLUTIONS
302908	1175	03/26/2026	NEP LLC
302909	384	03/26/2026	NESSIM & ASSOCIATES
302910	756.41	03/26/2026	NORTH CENTRAL BUS & EQUIP INC
302911	2262	03/26/2026	NORTHEAST METRO DIST 916
302912	117	03/26/2026	OCCUPATIONAL HEALTH CENTERS OF MN PC
302913	62.78	03/26/2026	OXYGEN SERVICE
302914	41927.1	03/26/2026	PAYDHEALTH LLC
302915	1522.5	03/26/2026	PEDIATRIC CARE HOLDINGS LLC
302916	4908	03/26/2026	PETERSON BROS ROOFING
302917	130.8	03/26/2026	PROFESSIONAL WIRELESS COMMUNICATIONS
302918	105	03/26/2026	ROSEVILLE HIGH SCHOOL SPEECH
302919	95387.5	03/26/2026	SAYOO TRANSPORTATION LLC
302920	1300.77	03/26/2026	SCHUMACHER ELEVATOR COMPANY
302921	341.2	03/26/2026	SHRED N GO INC
302922	277.5	03/26/2026	SNA
302923	136	03/26/2026	SOUNDWAVE SOLUTIONS
302924	1455.6	03/26/2026	ST CLOUD AREA SCHOOL DISTRICT 742
302925	385	03/26/2026	STOCKTON STEPHANIE
302926	576	03/26/2026	STOUT LINDA
302927	5402	03/26/2026	SUMMIT COMPANIES
302928	90	03/26/2026	TERHORST, KATHRYN
302929	259.8	03/26/2026	TRANSPORTATION & DELIVERY INC
302930	11059.52	03/26/2026	TRIO SUPPLY COMPANY
302931	2316.56	03/26/2026	TRIPLE SHIFT ENTERTAINMENT LLC
302932	112.59	03/26/2026	UMR
302933	173.88	03/26/2026	UNIV OF MINNESOTA
302934	162.48	03/26/2026	VESTIS GROUP INC
302935	58	03/26/2026	WE'VE GOT IT COVERED LLC
302936	176	03/26/2026	WEATHER WATCH INC

302937	1695	03/26/2026	WOHLWEND, KAYE
302938	4433.56	03/26/2026	XCEL
302939	325	03/26/2026	ZAHL PETROLEUM
302940	25676.37	03/27/2026	MN FED/TEACHERS
302941	100	03/27/2026	RANGE CREDIT BUREAU INC
302942	5914.15	03/27/2026	SEIU LOCAL #284
302943	246.71	03/27/2026	WI SCTF
252600402	39.88	03/17/2026	ANDERSON, KARRAH
252600403	122.34	03/17/2026	BARRI, NELL
252600404	143.66	03/17/2026	BARTELS, MARGARET
252600405	50.39	03/17/2026	BERGLUND, NECOLE
252600406	755.52	03/17/2026	BERNARD, MEGHAN
252600407	150	03/17/2026	BLOOM, JULIA
252600408	83.12	03/17/2026	BOERGER, JULIE
252600409	166.61	03/17/2026	BOLCHEN, CHRISTOPHER
252600410	30.02	03/17/2026	CHALLIFOUR, KATHERINE
252600411	84.97	03/17/2026	CLARKIN, STEFANIE
252600412	158.49	03/17/2026	DEGEER, MELINDA
252600413	60.39	03/17/2026	DREELAN, STACY
252600414	105.56	03/17/2026	EMMONS, TEBETH
252600415	7.77	03/17/2026	FARAH, FARHIYO
252600416	54.23	03/17/2026	FISK, EMILY
252600417	53.05	03/17/2026	FUENTES, ANGELA
252600418	87.17	03/17/2026	GARCIA, CARRIE
252600419	60	03/17/2026	GINGOLD, DAVID
252600420	14.97	03/17/2026	HALL, ASHLEY
252600421	70.18	03/17/2026	HITI, CHRISTOPHER
252600422	17.91	03/17/2026	HODSON, ALEXANDRA
252600423	19.87	03/17/2026	ISLER, LATHYRELLE
252600424	59.02	03/17/2026	JIMENEZ ARENDS, YBETH
252600425	83.67	03/17/2026	JOHNSON, EMMA
252600426	476.27	03/17/2026	KELLY, SAKAI

252600427	163.78	03/17/2026	KINTZ, SABRINA
252600428	35.96	03/17/2026	KOHN, TERA
252600429	130.99	03/17/2026	KURTH, MARICEL
252600430	28.49	03/17/2026	LAFORCE, MARINA
252600431	24.97	03/17/2026	LOZANO, RACHELLE
252600432	7.4	03/17/2026	LUFKIN, STACY
252600433	200	03/17/2026	MBILIMA, DORICA
252600434	28.54	03/17/2026	MCELHENNY, EILEEN
252600435	57.78	03/17/2026	MCINTOSH, SUSAN
252600436	69.48	03/17/2026	MERINO CORONA, MONICA
252600437	39.22	03/17/2026	METZ, KARA
252600438	128.04	03/17/2026	MILLER, CYNTHIA
252600439	118.71	03/17/2026	MONSOUR, JILLIAN
252600440	15.95	03/17/2026	MYRAN, BRENDA
252600441	108.03	03/17/2026	NELSON, TAMAR
252600442	20.3	03/17/2026	NILAN, JOEY
252600443	81.49	03/17/2026	O'LEARY, STACIE
252600444	74.65	03/17/2026	OLIVA, STEPHANIE
252600445	15.36	03/17/2026	PETERSON, JULIE
252600446	10.84	03/17/2026	PETERSON, SARA
252600447	8.99	03/17/2026	REGAN, JENNIFER
252600448	124.98	03/17/2026	ROSA, LORIANNE
252600449	51.08	03/17/2026	RUCKDASHEL, KELSEY
252600450	91.42	03/17/2026	SCHILTZ, EMMA
252600451	55.95	03/17/2026	SCHLEMMER, EMILY
252600452	173.85	03/17/2026	SCOTT, LAURA
252600453	38.45	03/17/2026	SHERIDAN, KEVIN
252600454	58	03/17/2026	SIEBENALER, ANN
252600455	412.99	03/17/2026	SMITH, PRENTICE
252600456	51.19	03/17/2026	SPINNER, AMANDA
252600457	369.75	03/17/2026	STITES, PAYTON
252600458	15	03/17/2026	STROM, JULIE

252600459	209.62	03/17/2026	TOWNSEND, MARY
252600460	70.33	03/17/2026	VEENENDALL, JENNIFER
252600461	30.16	03/17/2026	VESEY, BENJAMIN
252600462	48.79	03/17/2026	WEISS, DAVID
252600463	50.97	03/17/2026	WILEY, EMILY
252600464	239.18	03/17/2026	WOLFER, JEFFREY
252600465	53.65	03/17/2026	ZELLMER, KIMBERLY

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2,153,607.91	Total
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2,635,042.04	PR 3/13/26
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2,660,839.68	PR 3/27/26
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7,449,489.63	Grand Total
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**INDEPENDENT SCHOOL DISTRICT NO. 197  
WEST ST. PAUL, MINNESOTA  
TREASURER'S REPORT TO SCHOOL BOARD**

**Mar-26**

Fund	Balance Beginning Of Month	Receipts	Disbursements	Balance End Of Month
<b>General</b>	(5,694,714.30)	12,714,944.17	10,336,027.56	(3,315,797.69)
<b>Food Service</b>	1,437,581.63	533,660.91	265,622.55	1,705,619.99
<b>Comm. Service</b>	2,916,896.82	582,129.88	408,562.99	3,090,463.71
<b>Building Construct</b>	8,116,740.21	21,674.20	99,348.47	8,039,065.94
<b>Debt Service</b>	2,861,629.75			2,861,629.75
<b>Trust &amp; Agency</b>	217,715.37	19,175.61	32,559.50	204,331.48
<b>Custodial Fund</b>	42,642.01	37,923.16	21,217.22	59,347.95
<b>Self Insurance</b>	1,186,481.48			1,186,481.48
<b>OPEB Trust</b>	5,922,460.72		98,133.32	5,824,327.40
<b>Internal Service</b>	2,559,933.80			2,559,933.80
<b>Total</b>	19,567,367.49	13,909,507.93	11,261,471.61	22,215,403.81

Bank	Balance Per Bank Statement	Outstanding Checks	Other Reconciling Items	Balance Per Treasurer's Books
<b>US Bank</b>	10,638,529.70	1,039,739.71	(89,880.55)	9,508,909.44
<b>Ehlers Bond</b>	7,098,093.10			7,098,093.10
<b>PMA</b>				281,801.81
<b>PMA Bond</b>	-			-
<b>PERA</b>				5,266,158.68
<b>CD'S</b>				60,440.78
<b>Total</b>				22,215,403.81

-

May 4, 2026

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

**It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).**

### **Designation of the Identified Official with Authority for Education Identity and Access Management**

Organization Name: West St. Paul-Mendota Heights-Eagan Area Schools

6-Digit or 9-Digit Organization Number: 0197-01

Will the Superintendent/Executive Director act as the IOwA? Yes

Superintendent or Executive Director Name: Peter Olson-Skog

EDIAM Username: polsonskog

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Sarah Larsen, School Board Chair

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Date

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)



# ***Equity Advisory and Strategic Framework Equity Implementation Target Update***

**May 4, 2026  
School Board Meeting**

Presented By:

Peter Mau, Assistant Superintendent

Kevin Sheridan, Educational Equity Coordinator

# School District 197 Equity Advisory 2025-2026

# Role

The role of the District 197 Equity Advisory is to advise district administration in matters related to equity, especially as they relate to the work of the Strategic Framework.

Specifically, the Equity Advisory will provide input and feedback on the broad outcomes for the Equity Focus Area of the Strategic Framework as well as goals and metrics of equity-related action plans. Further, the Equity Advisory will receive regular updates on the progress of the equity action plans. In addition, members will have opportunities to share about site-specific equity work they are engaged in as well as equity challenges they are facing.

# Equity Focus Area

## **Commitments for District 197's Equity Work:**

- Diverse Classrooms and Schools
- Teacher and Leader Quality and Diversity
- Equitable Resource Allocation
- Equitable Curriculum, Instruction and Assessment
- Equitable School and Classroom Environments
- Equitable Student Leadership and Voice
- Equitable Family and Community Partnerships

# Members

- Andrea Boe, Pilot Knob Teacher
- Nell Barri, American Indian Ed. Coordinator
- Jess Cabak, HS Principal
- Olivia Caban, HS Student
- Logan Crabtree, HS Student
- Salma Dalmar, HS Student
- Allie Duellman, Somerset Teacher
- Farhiyo Farah, East African Liaison
- Leah Foxhill, Family
- Evangeline Fuentes, HS Student
- Sean Garrick, Family
- Dominique Harness, Family & FH Teacher
- Imogen Hegg, HS Student
- Arafo Issa, HS Student
- Chucky Her, Friendly Hills Counselor
- Arafo Issa, HS Student
- Debbi Krohn, Mendota Teacher
- Miles Lawson, Secondary Curriculum Coordinator
- Alana Lucio, Family
- Sara Maldonado, Moreland Teacher
- Peter Mau, Assistant Superintendent
- Aubrey McMahon, HS Student
- Nicole McMahon, Family, AIPAC Chair
- Aliya Mohamed, HS Student
- Halima-Nawaal Mohamoud, HS Student
- Andrea Saenz, ESL Coordinator
- Rob Sahli, Moreland Principal
- Kevin Sheridan, Educational Equity Coordinator
- Jon Vaupel, School Board Member
- Kelli Walters, ELC Lead Teacher
- Kate Wedewer, HS Student

# Highlights

## **Continued updates to Equity Advisory about targets and other initiatives.**

- Supporting People Who Identify 2SLGBTQ+ professional development session for all licensed staff
- Progress with creating a student advisory group for the Nutrition Services Team
- Update on the Ojibwe class at Two Rivers
- Progress with increasing the number of internships and earned certifications by high school students of color

# Highlights

## **Provided a forum for groups to share:**

- The Chair of our American Indian Parent Advisory Committee shared about AIPAC's role in the district and their process for an annual vote
- Queer Equity Leadership Team shared suggestions for updating language in our Diversity, Equity and Inclusion Tool for sites to reflect on how our physical spaces make people feel seen and affirmed.

# Highlights

## **Supported the development of the Language Access Plan:**

- Reviewed various district plans and MDE guidance
- Provided input and feedback on the School District 197 Plan

# Highlights

## **Input and Feedback opportunities for the development of our new three year Achievement & Integration Plan**

- Reviewed current programs and provided feedback
- Offered recommendations for the FY27-29 Plan

# Equity Focus Area Implementation Targets 2025-2026

# Focus Areas

**FOCUS  
AREAS**

1

Establish a district-wide system of social-emotional learning and support

2

Build equitable systems and support throughout the district

3

Increase E-12 opportunities for career exploration and preparation

# Equity Advisory

- Members provide input and feedback at monthly meetings
- Representative - student, staff, families, sites and district, racially, gender identity, and more

# We Are All Responsible for Equity

- School Board
- Superintendent
- Educational Equity Coordinator
- Equity Advisory
- District Leaders
- Site Leaders
- Teachers and Staff
- Students and families

# Focus Area: Equity



- Diverse classrooms & schools
- Staff quality & diversity
- Resource allocation
- Curriculum, Instruction, & Assessment
- Schools & classrooms
- Student leadership & voice
- Family & community partnerships

# Diverse Classrooms and Schools

School District 197 commits to promoting equity in educational programs and extracurricular activities. Representation in our classrooms and programs should reflect the diversity of our schools.

## *Objectives:*

- Increase Unified programming/opportunities for middle school students.
- Increase the number of historically marginalized students (students of color, students who are English Learners, students with IEPs) who are engaged in opportunities for career exploration and preparation.

# Teacher and Leader Quality and Diversity

Recruiting, hiring, and retaining a diverse workforce that reflects the demographics of our student population. This includes ongoing professional development focused on equity, racial consciousness and cultural responsiveness.

## *Objectives:*

- Create a required virtual staff training for licensed staff on our Equity Policy.
- Provide training on supporting Native American students to new teachers.
- Update and deliver the Supporting 2SLGBTQ+ People training to licensed staff.
- Provide 40+ school board members, district leaders, site administrators, teachers, and AIPAC members the opportunity to attend an immersive learning experience called Learning from Place: Bdote.
- Offer sites the opportunity to develop specific staff experiences to learn a new language
- Implement the updated School District 197 Teacher Evaluation Rubric (including cultural competence) and train administrators to observe and provide actionable feedback on indicators. (also in SEL)

2

Build equitable systems and support throughout the district

# Equitable Resource Allocation

Prioritizing the allocation of resources, including but not limited to, curriculum, facilities, staffing, support services, technology, transportation, and activities, in a manner that ensures all students, especially historically marginalized students, have the access and opportunity necessary to succeed.

## *Objectives:*

- Implement a sliding scale fee for student parking passes at the high school.

# Equitable Curriculum, Instruction & Assessment

Prioritizing culturally relevant curriculum, equitable rubrics for decision-making, inclusive instructional practices, and fair assessment and grading to reflect student learning accurately.

## *Objectives:*

- Implement an Ojibwe course offering at the high school.
- Engage secondary teachers in ongoing professional development on the Ready for Rigor Framework for Culturally Responsive Teaching. (also in SEL)
- Implement District 197's Amazeworks supplemental curriculum in Special Services center-based programs. (also in SEL)
- Complete a comprehensive review of K-8 Special Education instructional practices in literacy.
- Implement evidence-based curriculum/resources aligned to the Science of Reading in special education services for students with disabilities in grades K-8.
- Explore equitable grading practices with secondary school leaders.

# Equitable School and Classroom Environments

Committing to culturally affirming, inclusive, and responsive community building and behavior management, fostering diverse physical spaces, rituals, and routines, while nurturing strong, supportive student relationships and holding them to high expectations. Additionally, we're prioritizing behavior support and discipline practices that reduce disparities in suspensions and focus on restoring relationships when harm occurs.

## *Objectives:*

- Disseminate updated Gender Inclusion procedures through licensed staff training, the staff hub, and meetings with school administrators and counselors.
- Provide professional development to general education staff on accommodations and modifications for students with Individualized Education Plans (IEPs) and 504 plans.
- Develop a 2SLGBTQ+ Inclusive School self-reflection tool for sites to use.
- Develop a document outlining equity considerations for staff to use when planning for the start of the school year with students and families.

# Equitable School & Classroom Environments

## Objective:

Develop a document outlining equity considerations for staff to use when planning for the start of the school year with students and families.

- Making Each Student Feel Seen and Welcome
- Creating a class environment that is affirming and inclusive
- Engaging Families in Affirming and Inclusive Ways



2

Build equitable systems and support throughout the district

# Equitable Student Leadership & Voice

2

Build equitable systems and support throughout the district

Seeking to gather and understand student perspectives (especially those from historically marginalized groups) in decision-making processes, creating spaces for student affinity groups, and providing leadership opportunities.

## *Objectives:*

- Increase the number of student ambassadors to the Beyond Our Walls Summit to at least seven.
- Create a student advisory group to meet with Nutrition Services to provide input and feedback on menu offerings.

# Equitable Student Leadership & Voice

2

Build equitable systems and support throughout the district

## Youth Ambassadors

- Develop equity driven leadership
- Explore personally important equity issues
- Co-lead a break session at the Equity Summit



# Equitable Family and Community Partnerships

Building linguistic and cultural bridges between the school district and our diverse communities, and seeking representation reflective of student demographics on district advisory committees while offering affinity spaces, cultural liaisons, family education, and interpretation and translation resources. These tools will enable us to better understand the perspectives, goals, and priorities of our communities and actively seek ongoing input and feedback.

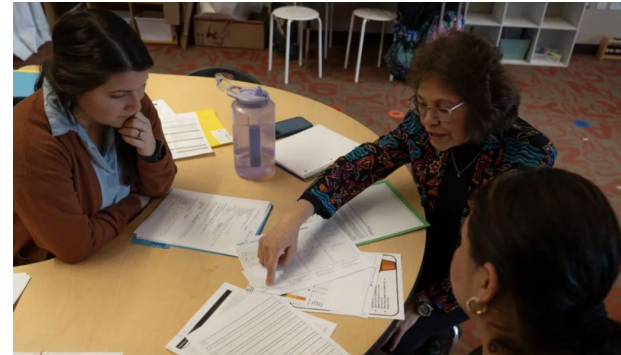
## *Objectives:*

- Train and certify bilingual staff to be reserve interpreters to ensure effective communication with multilingual families during high-demand events.
- Provide non-English speaking families with opportunities to give feedback on our language access services.
- Develop a Language Access Plan to document and promote our district's commitment and strategies to ensure equitable access to families who are non-English speaking.

# Equitable Family & Community Partnerships

**Objective:** Develop a Language Access Plan to document and promote our district's commitment and strategies to ensure equitable access to families who are non-English speaking.

**Objective:** Train and certify bilingual staff to be reserve interpreters to ensure effective communication with multilingual families during high-demand events.



# Equitable Family & Community Partnerships



**Together we CARE.**  
**Together we THRIVE.**

Our team of cultural liaisons, translators, and interpreters plays a vital role in our school community, and we are deeply grateful for the care, connection, and expertise they bring to their work each day. While their role is always essential, this year they stepped in to support students and families in even more ways—meeting needs with heart and a deep commitment to our community.

Their impact reaches across every school. They are trusted partners in helping families feel welcomed, supported, and connected.



**Together, we want all families to know: you belong here, and we are grateful you are a part of our community.**

**Questions?**



## **Special Education Advisory Committee (SEAC)**

School Board Meeting – May 4, 2026

Presented by:

Rachel Johnston, Special Education Supervisor

# Special Education Advisory Committee



A125A.24 Parent Advisory Councils:

“Increase the involvement of parents of children with disabilities in district policy making and decision making, school districts must have a special education advisory council that is incorporated into the district's special education system plan.”

# Membership



SEAC Members 25-26

Special Education Leadership: Sara Lein, Laurie Hume, Rachel Johnston

- Parent representatives: At least 1 from each building level: Elementary, Middle, High, plus ECSE and Branch Out
- Staff Representatives: At least 1 teacher or paraprofessional from each building level
- Nonpublic Staff Representative from Community of Saints
- Nonpublic Parent representative
- Principal Representative: Libby Huettl from Somerset
- School Board Representative: Morgan Steele

# 2025-2026 Meeting Topics



## Meeting 1 - October 1

Communities For All

## Meeting 2 - December 11

Supported Decision Making & Guardianship

## Meeting 3 - January 8 (in person) & February 12 (Virtual)

Navigating Dakota County Supports

## Meeting 4 - May 6

Technology Addiction - Aris Clinic

# Communities for All



DAKOTA COUNTY  
**COMMUNITES  
FOR ALL**

WEDNESDAY, OCTOBER 1  
6:00 P.M.

Learn about how Dakota County is creating  
an inclusive environment for individuals  
with Disabilities

SEAC welcomed  
DeAnn Prouty  
from Dakota  
County to share  
information about  
“**Communities  
for All**”

# Communities for All

## Communities for All | Dakota County



- Accessible, safe and welcoming spaces: Equal access regardless of physical or cognitive abilities.
- Inclusive programs: Activities and events that welcome everyone.
- Supportive services: Help for those who need help participating.
- Respectful attitudes: Treating everyone with dignity and understanding.

*Dakota*  
COUNTY



# Supported Decision Making

SEAC welcomed Katie Hestness from Lutheran Social Services to share information about **“Supported Decision Making”**

Supported Decision-Making and Guardianship



*This training is supported with funding from Minnesota Department of Human Services, Aging and Disability Services Division.*



# Supported Decision Making



## Features of Supported Decision-Making

- Person-Centered
- Self-Directed
- Flexible
- Utilizes Trusted Supporters
- Promotes Independence
- Increased Quality of Life
- Reduces Guardianship



## Things to Consider

### Supported Decision-Making:

- Maintains Rights
- Is the person able to assist in their care with supports available?
- Does the person have capacity to understand and make decisions regarding their care?
- Does disagreement in their choices mean they don't have the right to make them?

### Guardianship:

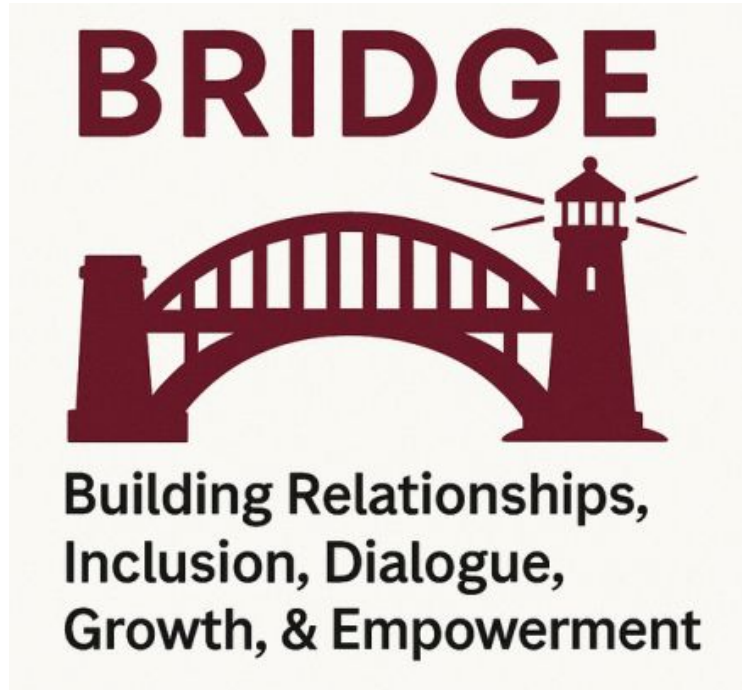
- Removal of rights
- If help is needed, could it be a limited guardianship?
- Could it be a limited duration?
- What is the problem you are trying to solve with guardianship?
- Is guardianship needed or is it just more "comfortable"?



**Lutheran  
Social Service**  
of Minnesota

# County Resources

## Dakota County SEAC



The Dakota County Special Education Advisory Committee partnered with Intermediate School District 917's B.R.I.D.G.E. group to provide information on navigating Dakota County Services and Supports.



# Screen Addiction



**Erik Kersten, MA, LPCC**  
**Therapeutic Team**  
**Psychotherapist**



# 2026-2027 Meetings



Date	Time	Meeting Location
Wednesday October 1	5:30 to 6:30	Branch Out (or TBD)
Wednesday December 3	5:30 to 6:30	Branch Out (or TBD)
Wednesday February 4	5:30 to 6:30	Branch Out (or TBD)
<i>Spring</i> Dakota County SEAC meeting	TBD (Arranged by 917)	TBD



For more information about SEAC, contact:

**Rachel Johnston**

Special Education Supervisor

[rachel.johnston@isd197.org](mailto:rachel.johnston@isd197.org)



# Early Learning Advisory Committee

May 4, 2026

School Board Meeting

Presented by: Laurie Hume, Assistant Director of Early Learning



# Early Learning Advisory Committee

## According to Minnesota Statutes 124D.13, Subdivision 9:

- ❑ The board must appoint an advisory council from the area in which the program is provided.
- ❑ A majority of the council must be parents participating in the program, who represent the demographics of the community.
- ❑ The district must ensure, to the extent possible, that the council includes representation of families who are racially, culturally, linguistically, and economically diverse.
- ❑ The council must assist the board in developing, planning, and monitoring the early childhood family education program.
- ❑ The council must report to the board and the community education advisory council.

# Membership

## Parents

Dominique Harness  
Sharron White  
Travis Moore  
Hailey Moore  
Tricia Rodgers (PAN Rep)  
Garnag Kucha  
Daniel Debessa  
Sergio Sandoval

## Staff

Laurie Hume **Assistant Director of Early Learning**  
Tim Aune **School Board Representative**  
Ybeth Jimenez **Interpreter**



# 2025-2026 Meeting Dates and Topics

**October 8:** Emergency Procedures/Parent Handbook

**November 12:** Curriculum Review -Big Day in PreK , Amazeworks and Conscious Discipline

**January 14:** Kindergarten & Preschool Registration

**February 11:** Technology and Young Children

**March 11:** Community Resources

**April 8:** Planning for Next Year- Review of Science of Reading

Meetings were held virtually and in person at the EL and Family Resource Center at 6:00 pm

Attendance ranged from 5 to 30 depending on the topic

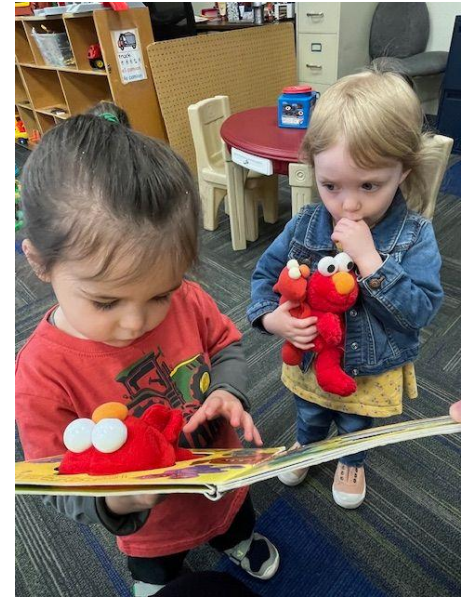
# 2025-2026 Meeting Format

- ❑ **Director Updates**
- ❑ **Parent Feedback**
  - ❑ Communication
  - ❑ Conferences
  - ❑ Registration Process
  - ❑ Meeting Topics
- ❑ **Parent Questions**
- ❑ **Topic of the Night**



# 2025-2026 Accomplishments

- ❑ Feedback Increased
  - ❑ Added a listening session with a parent lead
  - ❑ Created a space to listen to families



# Future Goals

- ❑ Vary meeting times to increase opportunities to attend
- ❑ Create family events that celebrate our diversity



# Questions?

Thank you!



**Laurie Hume, Assistant Director of Early Learning**



**TO:** School Board Members

**FROM:** Peter Mau, Assistant Superintendent

**DATE:** May 4, 2026

**SUBJECT:** Approval of Language Access Plan

### **BACKGROUND**

School District 197 is committed to ensuring that all students, families, and community members have equitable access to district information, services, and educational opportunities. As the linguistic diversity of our community continues to grow, the district has expanded its use of interpretation and translation services to better support families who communicate in a language other than English.

Currently, the district utilizes a variety of tools and services to support language access, including LanguageLine for on-demand phone interpretation in more than 240 languages, TalkingPoints for two-way multilingual communication between staff and families, ParentSquare for mass communication with auto-translation, and districtwide translators and interpreters who provide written translations and in-person interpretation services.

In Spring 2024, new state legislation was enacted requiring school districts to formalize language access practices. In response, School District 197 engaged in a multi-phase development process that included staff training, a comprehensive review of current practices, and input from a Language Access Review Team. This work resulted in the development of a formal Language Access Plan, which is being presented to the School Board for approval for the first time.

The proposed Language Access Plan establishes a coherent framework for how the district will provide timely, meaningful, and equitable access to information for families. It aligns with Minnesota Statute 123B.32 and Title VI of the Civil Rights Act of 1964, both of which require school districts to implement effective processes to support individuals who communicate in languages other than English.

The plan outlines expectations for the use of trained or certified interpreters in key educational interactions, including those related to academic progress, program placement, and specialized services. It also includes enhancements to current services, such as the development of an on-call interpreter model and district-specific training for multilingual staff serving as interpreters.

Administration recommends approval of the Language Access Plan to ensure compliance with state and federal requirements and to strengthen the district's commitment to equitable family engagement.

**RECOMMENDED RESOLUTION**

***BE IT RESOLVED*** by the School Board of Independent School District No. 197 that the Language Access Plan be approved as presented.



# Language Access Plan

Presentation to the School Board May 4, 2026  
Peter Mau, Assistant Superintendent and  
Kevin Sheridan, Educational Equity Coordinator

# Purposes of our Language Access Plan

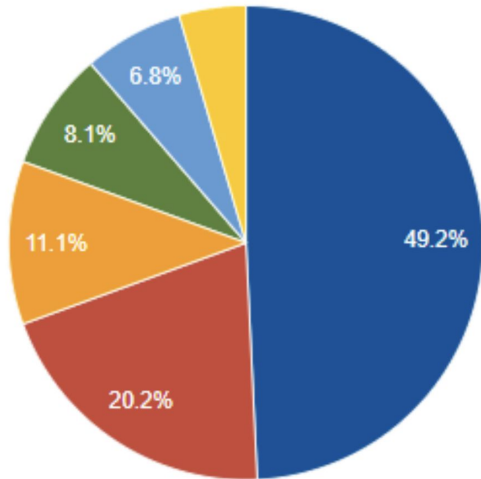
- To ensure that School District 197 provides timely, meaningful, and equitable access to information and services for families and community members in a language that they can understand.
- To remove language barriers and empower all families to engage in their children's education.
- To align with [Minnesota Statute 123B.32](#) and [Title VI of the Civil Rights Act of 1964](#), which require school districts to provide and utilize processes and procedures that effectively assist students and adults who communicate in a language other than English.

# Current Language Access Supports

- LanguageLine
- TalkingPoints
- ParentSquare
- Districtwide Translators/Interpreters

# LanguageLine

*An on-demand, audio interpretation service, allowing school staff to connect with an interpreter in seconds to help facilitate communication with families over the phone in more than 240 languages.*



■ Spanish ■ Somali ■ Amharic ■ Oromo ■ Pashto ■ All Other Languages

Language	Calls	Minutes	Avg Call Length (min)	Avg Connect Time (sec)
SPANISH	201	1,628	8	7
SOMALI	84	828	10	35
AMHARIC	32	271	8	8
OROMO	29	225	9	41
PASHTO	19	131	7	23
ARABIC	15	87	7	25
SWAHILI	6	53	9	23
VIETNAMESE	6	47	9	3
LINGALA	5	98	20	4
TIGRIGNA	5	48	10	29
URDU	3	25	8	4
FRENCH	2	13	7	89

# TalkingPoints

*A two-way texting platform designed for education, allowing school staff to communicate with families in over 150 languages via automated translation.*

- Messages can be in the form of an “announcement” or a “direct message”
- Messages are received in the language identified by the family
- Families can respond in their own language to any message and staff will receive it in English
- Families can also initiate a “direct message” to a staff member

# TalkingPoints

*A two-way texting platform designed for education, allowing school staff to communicate with families in over 150 languages via automated translation.*

## Direct Messages:

- **77,616** messages sent by teachers, principals and support staff
- **79,441** messages sent by families

## Announcements:

- **5,802** announcements sent by staff to a group (class, school community)

# ParentSquare

*A communications platform used primarily for one-way mass communication, sending important updates—such as attendance notifications and school-wide announcements like snow days—via phone call, text message, and email.*

- Messages are auto translated into families' preferred language
- **1,405** messages have been sent to families this year
  - Examples: school newsletters, community newsletters, snow day announcements, emergency-related notifications
  - District Communications uses this the most.

# Districtwide Translators & Interpreters

*Two full time Spanish speaking districtwide translators/interpreters serve staff and families in a variety of ways.*

- Regularly complete translation requests from staff in accordance with the district expectation that any written communication being sent broadly to families is provided in both English and Spanish.
- Serve as interpreters for Spanish speaking families during school conferences, Special Education meetings, back to school events, etc.

Monica Merino Corona  
Spanish Interpreter/Translator-  
District Wide



Mary Pirela  
Spanish Interpreter/Translator  
District Wide



# Language Access Plan Development

Spring 2024 - New legislation was passed

Fall 2024 - Language Access Network Training Sessions 1 and 2

Winter 2025 - Language Access Review Team convenes to assess current practices and services

Spring 2025 - Language Access Network Training Sessions 3 and 4

Fall 2026 - Feedback on current services gathered from families/Additional trainings

Winter 2026 - Draft of Language Access Plan was developed and reviewed by Team

Spring 2026 - Language Access Plan presented to School Board

Fall 2026 - Language Access Plan fully implemented

# Proposed Language Access Plan

- A more coherent organization of the language access tools and services that we provide for students and families
- A clear statement of our commitment to ensuring **every family has equitable access to information** by providing high quality interpretation and translation services

# Proposed Language Access Plan

MN Statute 123B.32 requires the plan to include:

- How the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, determinations, and placement of students in specialized programs and services.

# Proposed Language Access Plan

Additions to our interpretation services:

- A new required training program for multilingual staff to act as “on call” interpreters
- An official posting process to ensure alignment to the new legislation

# What's Next

School Board approval in 2025-2026 required

Resolution before you



**TO:** School Board Members

**FROM:** Brian Schultz, Director of Finance

**DATE:** May 4, 2026

**SUBJECT:** Review Fiscal Year 2025-2026 Budget Revisions

### **BACKGROUND**

A copy of the 2025-2026 budget revisions for the General and Construction funds are included below.

The general fund unassigned fund balance is being revised and will result in an increase of \$370,154 more than we anticipated adding to the fund balance as a result of last year's reductions. As such, we will add ~\$1.6 to \$1.7 million to our unassigned fund balance.

Revenues are projected to increase due to updated estimates based on better information than was available when the original budget was adopted. The largest revenue changes occurred in special education aid, general education aid, Compensatory/English learner aid, and medical assistance funding.

Expenditures are projected to increase as well. Here again a result of having better information in hand than was available in June before the budget year began. Increased expenditures were concentrated in contracted transportation, contracted services for special education programming, costs for the new Minnesota paid family medical leave program, post-employment benefits and curriculum textbooks.

The construction fund restricted reserve was adjusted based on updated project costs after the budget was adopted.

The administration is not recommending any revisions to the original adopted budgets in the Community Education, Food Service or Debt Service Funds.

Additional information will be provided during the meeting.

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. Examples of how we allocate equitable resources include:

1. Compensatory education funds are distributed based on student and school free/reduced lunch participation and are used for intervention programming.
2. Intervention programs, such as, ADSIS, Title I, etc., have been put in place to support students who are behind grade level and/or not meeting standards.
3. English Learning programming that is in place supports students whose primary language is not English.
4. Achievement and integration programs are intended to achieve racial and economic integration, increase student achievement and reduce academic disparities within the district.

Independent School District No. 197  
 Budget Summary  
 General Fund

	2025-26 Original			2025-26 Revised		% of Overall 2025-26
	Budget	Change \$	Change %	Budget	Revised Budget	
<b>Revenues</b>						
Local Property Taxes	\$ 26,914,924	\$ (26,225)	-0.1%	\$ 26,888,699		24.3%
State Aid	74,856,101	3,784,430	5.1%	78,640,531		70.9%
Federal Aid	2,632,726	16,945	0.6%	2,649,671		2.4%
Other Local Revenues	1,709,492	983,723	57.5%	2,693,215		2.4%
<b>Total Revenues</b>	<b>\$ 106,113,243</b>	<b>\$ 4,758,873</b>	<b>4.5%</b>	<b>\$ 110,872,116</b>		<b>100.0%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ 59,024,533	\$ (130,006)	-0.2%	\$ 58,894,527		53.9%
Employee Benefits	23,223,415	1,334,084	5.7%	24,557,499		22.5%
Purchased Services	16,701,758	1,016,791	6.1%	17,718,549		16.2%
Supplies and Materials	3,470,721	524,916	15.1%	3,995,637		3.7%
Capital Expenditures	1,998,277	1,056,581	52.9%	3,054,858		2.8%
Other Expense	437,712	586,353	134.0%	1,024,065		0.9%
<b>Total Expenditures</b>	<b>\$ 104,856,416</b>	<b>\$ 4,388,719</b>	<b>4.2%</b>	<b>\$ 109,245,135</b>		<b>100.0%</b>
<b>Budget Surplus/(Deficit)</b>	<b>\$ 1,256,827</b>			<b>\$ 1,626,981</b>		
<b>Net Revised Budget Change</b>				<b>370,154</b>		
<b>Projected Restricted Fund Balance</b>				<b>3,091,676.00</b>		
<b>Projected Unassigned Fund Balance</b>				<b>3,961,046.00</b>		
<b>Total Projected Fund Balance</b>				<b>7,052,722.00</b>		

Independent School District No. 197  
 Budget Summary  
 Construction Fund

	2025-26 Original		2025-26 Revised	
	Budget	Change \$	Change %	Budget
<b>Revenues</b>				
Interest Earnings	\$ 20,000	\$ 239,000	1195.0%	\$ 259,000
Bonds Issued	-	-	0.0%	-
<b>Total Revenues</b>	<b>\$ 20,000</b>	<b>\$ 239,000</b>	<b>1195.0%</b>	<b>\$ 259,000</b>
<b>Expenditures</b>				
Salaries and Wages	\$ 330,000	\$ (143,415)	-43.5%	\$ 186,585
Employee Benefits	90,079	(24,573)	-27.3%	65,506
Purchased Services	-	-	0.0%	-
Supplies and Materials	-	-	0.0%	-
Capital Expenditures	8,558,758	(4,851,851)	-56.7%	3,706,907
Other Expense	-	-	0.0%	-
<b>Total Expenditures</b>	<b>\$ 8,978,837</b>	<b>\$ (5,019,839)</b>	<b>-55.9%</b>	<b>\$ 3,958,998</b>
<b>Budget Surplus/(Deficit)</b>	<b>\$ (8,958,837)</b>			<b>\$ (3,699,998)</b>
<b>Net Revised Budget Change</b>				<b>5,258,839</b>
<b>Projected Restricted Fund Balance</b>				<b>7,313,868</b>

**RECOMMENDED RESOLUTION**

No resolution is needed at this time.