

Work Session

Monday, August 15, 2022 7:30 PM

Waconia Public Schools - District Office - Conf Rm A, 512 Industrial Blvd.,
Waconia, MN 55387

1. Superintendent Updates

Presenter: Brian
Gersich,
Superintendent

1.A. Fall update

Back-to-School Fall Activities 2022-2023

Aug 15	7:30 AM 7:00 PM	Season Begins for Fall Activities Wildcat Athlete-Coach-Parent Meeting - WHS Auditorium
Aug 16	8:00 AM 12:00 PM	New Teacher Orientation -WHS C107 New Teacher Lunch - WHS Commons
Aug 22	7:30 AM - 3:30 PM	Workshop Week
Aug 23	7:30 AM - 3:30 PM	Workshop Week
	5:30 PM - 7:30 PM	6th Grade Open House - WMS
Aug 24	7:30 AM - 3:30 PM 3:30 PM - 7:30 PM	Workshop Week K-12 Open House
Aug 25	7:30 AM - 3:30 PM 8:00 AM - 10:00 AM 5:30 PM - 7:00 PM	Workshop Week Staff Welcome Back - WHS Commons/Auditorium Early Childhood Open House
Aug 26	7:30 AM - 3:30 PM	Workshop Week
Aug 29		First Day of School Grades 1-12
Aug 31		First Day of School Kindergarten

**2. School Board Member Employment with ISD 110 for
2022-2023 School Year**

The Leader November 15, 2016

Can board members be employed by district?

By Bill Kautt, MSBA Associate Director of Management Services

Often times, following the election of new school board members, comes the question of whether a board member can be employed by the school district outside of his/her duties as a board member.

M.S. 123B.195 states:

“Notwithstanding section 471.88, subdivision 5, a school board member may be newly employed or may continue to be employed by a school district as an employee only if there is a reasonable expectation at the beginning of the fiscal year or at the time the contract is entered into or extended that the amount to be earned by that officer under that contract or employment relationship will not exceed \$8,000 in that fiscal year. Notwithstanding section 122A.40 or 122A.41 or other law, if the officer does not receive majority approval to be initially employed or to continue in employment at a meeting at which all board members are present, that employment is immediately terminated and that officer has no further rights to employment while serving as a school board member in the district.”

Therefore, any newly elected school board member who was employed by the school district (i.e., substitute teacher, bus driver, coach, etc.) prior to the election must receive majority approval to continue his/her employment with the school district at a board meeting at which all school board members are present. If the new school board member fails to receive majority approval, his/her employment is immediately terminated, and he/she has no further rights to employment while serving as a school board member in the school district.

In addition, money earned by school board members employed by their school districts during this fiscal year will count toward the \$8,000 limit. However, any compensation received for being a school board member does not count against the \$8,000 limit.

Finally, all school board members that are employed by their school districts must be approved each fiscal year at a board meeting at which all members are present.

3. **Policy Committee Discussion Items**

Presenter: Vice Chair
Johnson

3.A. 203.1 School Board Procedures; Rules of Order

Adopted: _____

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: _____

Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

[Note: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

3.B.203.2 Order of the Regular School Board
Meeting

Adopted: _____

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. Written communications.
9. Superintendent's announcements.
10. Other old or unfinished business.
11. New business.
12. Adjournment.

[Note: The school board should incorporate its preferred order of business into this policy.]

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

3.C.203.6 Consent Agendas (May 2016)

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Policy Adopted: May 2006
Reviewed: May 2016
Independent School District No. 110
Waconia, MN

4. **Agenda Items - Best Practices for
Adding/Removing Items**

Presenter: Chair
Geller

5. **Board Handbook: Committee Descriptions**

Presenter: Chair
Geller

6. **Safe Learning Plan Draft (Fall 2022)**

ISD 110

DRAFT Safe Learning Plan 2022

ISD 110 continues to monitor the ever-changing guidelines and requirements from the MN Department of Education (MDE), MN Department of Health (MDH), Center for Disease Control and Prevention (CDC), Governor Walz, the State of MN and local public health. The District seeks to engage stakeholders to focus on partnerships and collaboration to keep our schools and community healthy. The following updated Safe Learning Plan was developed to address ISD 110's infectious disease response to COVID-19 for the fall of 2022.

There have been many advancements in medical treatments to effectively treat COVID-19. This combined with widespread vaccination availability within our community allows consideration for continued adjustments of mitigation measures for the fall of 2022, including efforts to streamline to be more consistent and follow health guidelines similar to other infectious disease procedures of the past (influenza).

That said, COVID-19 disease response is continually evolving and if prevalence and risk in the community increases, ISD 110 will work with state and community partners to discuss potential changes to mitigation measures.

For fall, ISD 110 will be using its local authority to implement the following Safe Learning Plan.

COVID-19 Symptoms and Positive Cases

- Self monitoring for symptoms, **anyone with symptoms or feeling ill should stay home and test.**
 - Return after being fever free for more than 24 hours without fever reducing medication and improvement of symptoms.
- Report any COVID-19 positive cases immediately.
 - Employees report to your supervisor. If your supervisor is not available, please contact the front office of your school building.
 - Students and families report to the front office of your school building.
 - ISD 110 is required to submit weekly building specific positive COVID-19 numbers to MDH.
- Anyone who **tests positive for COVID-19 should:**
 - Stay home for 5 days after symptom onset or 5 days after test date if asymptomatic.
 - Before returning positive person must be:
 - Fever free for at least 24 hours without fever reducing medication.
 - AND
 - Symptoms of COVID-19 are improved
 - ISD 110 strongly recommends wearing a well-fitting mask for 10 days from onset.

Contact Tracing and Quarantining

- ISD 110 will not require quarantining of household or non-household students/staff.

- Families, students and staff should closely monitor for symptoms.
- Test after exposure and if any symptoms arise.
- Avoid close contact with positive cases.
- Contact Tracing will only be done if required by MDH.

Masks/Face Coverings

- Masks will continue to be **recommended**, but not required for students, teachers, staff and visitors to ISD 110 facilities.
- Consistent with past practice for infectious disease, students or staff presenting to the health office with symptoms of a respiratory illness will be asked to wear a mask.
- ISD 110 will provide masks for students and staff, as available.

Notification

- Families and staff will be notified of cases of COVID-19 when:
 - Elementary Buildings, Preschool, Waconia Learning Center and Transitions
 - There are three or more students/staff in a classroom absent due to testing positive for COVID-19 or having COVID-19-like symptoms.
 - OR
 - Five percent of the total school building enrollment on any given day is absent due to COVID-19-like illness or testing positive.
 - Secondary Buildings
 - Five percent of the total school building enrollment on any given day is absent due to COVID-19-like illness or testing positive.
- **Reporting**
 - ISD 110 is required to submit weekly building specific positive COVID-19 numbers to MDH.

Social Distancing and Cohorting

- Social Distancing is still recommended yet not required. When possible, maintain a 3-foot distance between students and a 6-foot distance between adults.
- Cohorting is still recommended yet not required. When possible, cohorting will be done.

Cleaning and Sanitizing

- We will continue to follow our district's plan for daily cleaning and disinfecting high-touch surfaces to reduce the risk of spreading COVID-19 and other infectious diseases.
- Per CDC guidance, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces.
- Heating, ventilating and air conditioning (HVAC) building systems have been assessed and maintained for proper ventilation and filtration. Systems are continuously evaluated and maintained to ensure healthy indoor air quality that meets industry standards while maximizing fresh air intake along with hospital quality HVAC filtration.

COVID-19 Vaccinations

- COVID-19 vaccines are recommended for eligible individuals by MDH and CDC.

COVID-19 Testing

- MDH and CDC recommend testing for anyone with COVID-19 symptoms.
- CDC recommends all those who have been exposed to a person with COVID-19, be tested 5 days after exposure, even if asymptomatic.
- ISD 110 will provide home COVID-19 rapid test kits from MDH for students and staff, as available.

Activities and Community Education Programs

- All ISD 110 Activities and Community Education Programs will follow the safety protocol expectations established in this Safe Learning Plan and the MSHSL requirements.
- Activities and Community Education are planning to maintain normal programming and scheduling for the 2022-23 school year.

Additional Safety Protocols

- Continue with routine hand washing, cleaning and disinfecting.
- Continue to educate and encourage good respiratory etiquette.

Monitoring and Responding to COVID-19 Data

- ISD 110 will continue to monitor COVID-19 data and trends in the area.
- Our goal will continue to be creating the safest environment possible by monitoring guidance from MDE, MDH, the Governor, the State, and local public health.
- If COVID-19 prevalence and risk to the community increases, ISD ONE10 will work with community partners such as local public health, area hospitals and MDH to discuss potentially enhancing or adding mitigation measures. If requirements or mandates change, we will update our plan and communicate as needed.

Additional Education Considerations

- Building administrators will work individually with families and/or staff to address special circumstances not covered in this Safe Learning Plan.
- We will do our best to accommodate those with additional health concerns.
- As in the past, Waconia Public Schools will work with families for additional options for education and instruction including full time online learning options. These options can be explored by contacting the respective building principal.

Additional Quarantine and COVID-19 Resources from Minnesota Department of Health

- [MDH COVID-19 Quarantine Guide For schools, child care, and youth programming](#)
- [MDH What to do if you have COVID-19](#)