



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, October 18, 2021
SPCC-Governor's Room, 600 S. 5th St., Saint Peter,
MN 56082
6:30 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Consider Requests to Speak on the Agenda	2
V. Approval of Consent Agenda Items	
VI. Student Spotlight- Amy Paz Diaz and Brogan Spector (North Elementary)	
VII. Action Items	
1. Consideration of School Board Member Appointment	33
2. Consider Second/Final Reading of Revisions to the Policy Manual	35
3. Consider Approval of Tentative Contract Agreements for Individual Contracts and Employment Agreements	71
VIII. Information Items	
1. Report on Student Enrollment	74
2. First Reading of Revisions to the Policy Manual	76
IX. Reports	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
X. Upcoming Meetings of the School Board Negotiations	
Monday, October 25, 2021	
4:30 PM	
SPMS-Conference Room A/B	
XI. Special Board Meeting	
Monday, November 8, 2021	
6:30 PM	
SPMS-Media Center	
XII. Regular Board Meeting	
Monday, November 15, 2021	
6:30 PM	
SPCC-Governor's Room	
XIII. Adjournment	



ADDENDUM

REGULAR BOARD MEETING October 18, 2021 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the following minutes:
 - Regular Board Meeting-September 20, 2021
 - Study Session-September 30, 2021
 - Special Board Meeting-October 4, 2021
 - Study Session-October 4, 2021
 - Study Session-October 14, 2021

2. Approval of Bills (\$1,738,306.35) and wire transfers (\$3,413,026.40) for September 2021.

3. Personnel
 - a. The approval of the hiring of a School Readiness Classroom Assistant (Charlotte Chouanard Harguth) at Saint Peter Early Childhood effective September 20, 2021. This is a replacement position.

 - b. The acceptance to rescind hire recommendations for two special education and traffic support paraprofessionals (Chelsie Short and Paige Bryant) at South Elementary.

 - c. The approval of the hiring of a part-time/as needed School Nurse (Mary Powers) with Saint Peter Public Schools effective September 27, 2021.

 - d. The approval of the hiring of a special education and traffic support paraprofessionals (Samantha Deyo) at South Elementary effective September 29, 2021.

 - e. The acceptance of the resignation of the secretary (Jessica Schrupf) for Community & Family Education and the Early Childhood Center effective October 13, 2021.

 - f. The approval of a reduction from 6.75 to 4 hours per student contact day for a special education paraprofessional (Denise Blashcko) at North Elementary.

- g. The approval of an intermittent Family Medical Leave for the Business Office/Human Resources Administrative Assistant (Erica Walter) from October 11, 2021 through January 21, 2022.
- h. The approval of the hiring of a paraprofessional (Cristian Collazo) at Saint Peter Middle school beginning October 25, 2021. This is a replacement position.
- i. The approval of the hiring of a paraprofessional (Madison Reyes) at Saint Peter Middle school beginning October 25, 2021. This is a replacement position.
- j. The approval of Saint Peter High School Diplomas for Dominick Wills and Olivia Melton.

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED
Minutes of Regular Board Meeting

The School Board
Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Jon Carlson, Vickie Hager & Tracy Stuewe.

Others present: Superintendent Bill Gronseth, Principals: Jon Graff, Darin Doherty, Doreen Oelke, Ytve Prafke, and Chris Ovrebo, Administrative Team members: Marc Bachman, Tim Regner, Tami Skinner, Heather Deshayes and Chris Ovrebo and many members of the Saint Peter Community.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, September 20, 2021, beginning at 6:30 PM in the Saint Peter High School-Performing Arts Center-2121 Broadway Ave. St. Peter, MN 56082.

I. Call Meeting to Order-6:31PM

II. Pledge of Allegiance

III. Consideration and Adoption of the Agenda (Stuewe/Lokesngard, unanimous)

IV. Approval of Consent Agenda Items

- 1. Approval of the Regular Board Meeting Minutes of August 16, 2021.
- 2. Approval of Bills (\$1,535,476.29) and wire transfers (\$4,147,420.21) for August 2021.
- 3. Personnel
 - a. The approval of an increase of 15 minutes per day of extra duties for the following paraprofessionals at South Elementary. These increases are due to the need for additional traffic and bus support before and after school each day.

Ann Braun	Jen Lee
Barb Fortier	Barb Franchino
Pam Wood	
 - b. The approval of hiring of a 3.5 hour per day special education paraprofessional (Bridget Mullaly) at South Elementary. This is a replacement position.
 - c. The approval of hiring of a 4.5 hour per day special education & traffic support paraprofessional (Korrina Haack) at South Elementary. This is a replacement position.

- d. The approval of hiring of a School Readiness Classroom Assistant (Morgan Small) at Saint Peter ECSE. This is a replacement position.
- e. The approval of hiring of a School Readiness Classroom Assistant (Anna Widmer) at Saint Peter ECSE. This is a replacement position.
- f. The approval of the hiring of an IT Support Specialist (Dana Owens) for the 2021-22 school year. This is a replacement position.
- g. The approval of the hiring of a long-term chemistry substitute teacher (Heidi Niemeyer) at Saint Peter High School. This position is available due to a maternity leave.
- h. The approval of the hiring of a special education paraprofessional (Drew Obermiller) at North Elementary. This is a replacement position.
- i. The approval of the hiring of a special education teacher (Ryan Timmerman) at Hoffmann Learning Center. This is a replacement position.
- j. The acceptance of the resignation of a health assistant (Ana Garza) at Saint Peter High School effective August 16, 2021.
- k. The approval of maternity leave request for a FACS teacher (Amanda Blue) at Saint Peter High School. Her leave will begin on the date of her child's birth extend until November 2, 2021.
- l. The approval of the hiring of a 1.0 secondary math teacher (Dave Nixon) at Oshawa Learning Academy. This is a new position due to increasing student enrollment.
- m. The approval of the hiring of a special education & traffic support paraprofessional (Martha Kyoore) at South Elementary. This is a replacement position.
- n. The acceptance of the resignation of a special education paraprofessional (Lori Webster) at South Elementary.
- o. The approval of the hiring of a part-time housekeeper (Rodney Bonvillian) at Minnesota Valley Education District and Hoffmann Learning Center. This is a replacement position.
- p. The approval of a leave of absence for a special education paraprofessional (Cindy Bruce) at South Elementary. Ms. Bruce has secured a Tier 1 Academic Behavior Strategist license and will be working as a special education teacher at South this school year.
- q. The acceptance of the resignation of a special education paraprofessional (Steve Sassenberg) at North Elementary effective August 19, 2021.
- r. The acceptance of the resignation of a special education paraprofessional (Tanner Schmidt) at Saint Peter Middle School.
- s. The approval of the hiring of a Saints Overtime Assistant (Isabella Delwiche) at Saint Peter Community Education. This is a replacement position.
- t. The acceptance of the resignation of an elementary physical education teacher (Jordan Rudenick) at North Elementary School.
- u. The acceptance of the resignation of a special education teacher (Kawthar Abdi) at North Elementary effective August 19, 2021.
- v. The approval of adjustments to the following paraprofessional hours

due to newly adopted start and end times for SPMS.

Lisa Battcher (SPED)	6.75
Angela Krueger (SPED)	6.75
Sam Maas (SPED)	6.75
Grace Pehrson (SPED)	6.75
Amy Raebel (SPED)	6.75
Jamila Said (ELL)	6.75
Anita Tuomala (SPED)	6.75
Brenda Victor (SPED)	6.75
Carlaa Wallig (SPED)	6.75
Ashley Wills (SPED)	6.75

- w. The approval of a long-term FACS Substitute teacher (Corrine Kreft) at Saint Peter High School until November 2, 2021. This position is to cover a maternity leave.
- x. The approval of the hiring of a replacement physical education teacher (Kent Bass) at North Elementary for the 2021-22 school year.
- y. The acceptance of the resignation of principal's secretary (Kim Meyer) at South Elementary effective August 30, 2021.
- z. The approval of the hiring of a homebound instructor (Julie Carlblom) at North Elementary. This is a new position based on a learner's medical requirements.
- aa. The approval of a reduction in hours from five (5) to four (4) per day for a mail delivery & housekeeping employee (Verl Pettis) with Saint Peter Public Schools.
- bb. The approval of the hiring of a Saints Overtime Assistant (Allison Held) at Saint Peter Community and Family Education. This is a replacement position.
- cc. The acceptance of the resignation of a Saints Overtime Assistant (Beatriz Villarreal) at Saint Peter Community and Family Education effective September 15, 2021.
- dd. The acceptance of the resignation of an ECSE paraprofessional (Susan Buchta) at Saint Peter Early Childhood Special Education effective September 8, 2021.
- ee. The acceptance of the resignation of a School Readiness Classroom Assistant (Roberta Connor) at Saint Peter Early Childhood.

- ff. The acceptance of the resignation of an ECSE paraprofessional (Aubrey Larson) at Saint Peter Early Childhood Special Education.
 - gg. The acceptance of the reduction in hours for an ECSE paraprofessional (Darla Sykes) with Saint Peter Early Childhood Special Education. This is the result of enrollment fluctuations.
 - hh. The approval of the hiring of a paraprofessional (Austin Petersen) at Saint Peter Middle School for the 2021-22 school year. This is a replacement position.
 - ii. The approval of hiring of a School Readiness Classroom Assistant (Charley Chouanard) at Saint Peter ECSE. This is a replacement position.
 - jj. The approval of the hiring of a special education paraprofessional (Taylor Perrin) at North Elementary. This is a replacement position.
 - kk. The acceptance of the resignation of a Payroll Supervisor/Accountant (Cheri Portner) with Saint Peter Public Schools effective September 13, 2021.
 - ll. The approval of the hiring of a Saints Overtime Assistant (Madison Olson) at Saint Peter Community and Family Education. This is a replacement position.
 - mm. The approval of the hiring of a special education & traffic support paraprofessional (Roberta Zamma Gallarati) at South Elementary. This is a replacement position.
 - nn. The approval of the hiring of a Principal's Secretary (Deb Pfeifer) at South Elementary. This is a replacement position.
 - oo. The approval of the hiring of a 1.0 health assistant (Robin Jacobson) at Saint Peter High School. This is a replacement position.
 - pp. The approval of the hiring of a special education & traffic support paraprofessional (Paige Bryant) at South Elementary. This is a replacement position.
 - qq. The approval of the hiring of a full-time custodial engineer (Jammy Hague) at Saint Peter High School. This is a replacement position.
 - rr. The approval of obsolete equipment at Saint Peter Middle School due to disrepair.
 - ss. The approval of obsolete equipment at South Elementary in order to remove from District 508's inventory.
 - tt. The approval of obsolete equipment in order to remove it from the district inventory and properly recycle or dispose of it.
- | | <u>Quantity</u> | <u>Description</u> |
|-----|-----------------|---|
| 103 | | Chromebooks |
| | 49 | Chromebook Desktops |
| | 9 | Student Device Carts |
| | 5 | Desktop PCs |
| | 1 | Printer |
| | Multiple | Peripherals (Cables, Keyboards, mice, etc.) |
- uu. The approval of obsolete equipment at North Elementary in order to remove from District 508's inventory.

- vv. The approval of Saint Peter High School diplomas for Christian Miller, Tuyen Pitts and Braxton Honetschlager.

V. Consider Requests to Speak on the Agenda

Many community members spoke to the districts universal masking policy including:

- Rita Rassbach
- Eva Kracht
- Ryan Ranft
- Kate Martens
- Brad DeVos
- Marcia Stapleton
- Shari Crocker
- Sophia Grigsby
- Amy Kochsiek
- Bill Weber
- Julie Weber
- Dawn Selly
- Jeremy Geppert
- Sara Robinson
- Lisa Walter
- Levi Robb/Jenni Robb
- Emma Volk-Kleschult
- Beverly Pillers
- Lexi Wentworth
- Andrea Faches
- Joanne Genewick
- Kim Beecher

VI. Action Items

1. COVID Data Review with Possible Amendment for Gr 9-12
 - Motion to recommend masking Pre-K-12 (Stuewe/Hager) Yay: Stuewe, Hager
Nay: Lokensgard, Leonard, Carlson, Dixon) motion failed
 - Motion to amend the current policy to recommend masking grades 9-12 starting
September 20, 2021 (Lokesngard/Stuewe) Yay: Hager, Carlson, Stuewe,
Lokesngard Nay: Dixon, Leonard) motion passes
2. Consider Approval of Student Representatives to the School Board for 2021-22
(Carlson/Hager, unanimous)
3. Consider Approval of Superintendent Goals for 2021-22 (Hager/Dixon, unanimous)
4. Consider Certification of Preliminary 2021 Levy (Lokensgard/Carlson, unanimous)
5. Consider Updating Bank Signers at HomeTown and First National Banks to Shea
Roehrkasse and Heather Kusler (Stuewe/Lokensgard, unanimous)

It was approved to remove Jordan Paula and replace him with Shea Roehrkasse as a signer on the SPHS Activities Account at HomeTown Bank. Kristi Davis and Sandy Clementson should remain on the HomeTown Activities account.

Heather Kusler will replace Barb Berg on the North Elementary Activities account at First National Bank.

6. Consider Second/Final Reading of Revisions to the Policy Manual (Hager/Stuewe, unanimous)
7. Consider Approval of SRO duties, Business Agreement and Evaluation Input Form
Motion to table SRO business agreement and evaluation input form until everything can be finalized. (Stuewe/Carlson, unanimous)

VII. Information Items

1. Fundraising Plans by Site for 2021-22
North has one new fundraiser for school supplies which helps fund PBIS programs, the other schools have the same fundraisers as last year.
2. Report on Student Enrollment
Business Manager, Tim Regner, presented current enrollment numbers for the 2021-22 school year.
3. First Reading of Revisions to the Policy Manual
707, 708 -no substantial changes
709- Retained current language pretaing to discipline
712- We would like to get more input on this policy before bringing it for the second reading

VIII. Reports

1. Building Principals
Mrs. Prafke (Early Childhood)
One class in in quarantine
Routines are getting established
Focus on safety
October 14th-First Early Childhood Screening
Mrs. Oelke (South Elementary)
Falling into routine
Three new imagination Stations-funding from \$50,000 donation
FAST Assessments are complete-staff will look at results on Friday (first early release)
First STAR Pride Assembly October 1st
Mr. Doherty (North Elementary)
Drop off/pick up going smoothly
Saints Center is back for its first episode of the year-created by PBIS team
Extra recess time this year
Additional Social Worker at North/EC
Thankful Thursdays
Mr. Graff (SPMS)
Smooth thansition into the school year
8th grade class has great leaders
Working on organizaional & Google skills

Homecoming week

Mrs. Sykora (RockBend and HLC)

30 students in the 2 ALC classrooms at MVED, 25 students on the wait list

OLA students should be moving into the classrooms soon

FAST testing will start soon

Working on staffing for after school credit recovery at SPHS-hoping to have that ready for 2nd quarter

2. Superintendent of Schools

Thank you to the Native American Parent Advisory Committee for the educational Smudging prior to tonight's meeting.

Homecoming week this week, lots of excitement in our buildings

Congratulations to the three graduates listed in the consent agenda: Christian Miller, Tuyen Pitts and Braxton Honetschlager

Excited to have more of a focus on education again

3. Board Members

a. Around the Table

Leonard-Thanks Bill Soderlund for his service to the School Board and his dedication to district 508, appreciates district administrators for the challenges they are navigating.

IX. Upcoming Meetings of the School Board

Study Session

Thursday, September 30, 2021

6:30PM

SPMS-Media Center

Study Session

Monday, October 4, 2021

6:30PM

SPMS-Media Center

Negotiations

Tuesday, October 5, 2021

4:45PM

SPMS-Conference Room A/B

Policy Review

Tuesday, October 12 2021

8:30AM

SPMS-Conference Room A/B

X. Adjournment-9:20PM (Stuewe/Hager, unanimous)

Dated: October 18, 2021

Drew Dixon, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Study Session

The School Board Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Jon Carlson, Vickie Hager and Tracy Stuewe.

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky

A Study Session of the School Board of Saint Peter Public Schools was held Thursday, September 30, 2021, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

I. **Call to Order**-6:32PM, Leonard

II. **Consideration and Adoption of the Agenda**-(Carlson/Lokensgard, unanimous)

III. **School Board Appointment Process**-

The school board discussed various options for appointing a 7th member to the school board.

IV. **Upcoming Meetings of the School Board**

Special Board Meeting

Monday, October 4, 2021

6:30PM

SPMS-Media Center

Study Session

Monday, October 4, 2021

6:40PM

SPMS-Media Center

Negotiations

Tuesday, October 5, 2021

4:45PM

SPMS-Conference Room A/B

Policy Review

Tuesday, October 12, 2021

8:30AM
SPMS-Conference Room A/B
Study Session
Thursday, October 14, 2021
6:30PM
SPMS-Media Center

Regular Board Meeting
Monday, October 18, 2021
6:30PM
SPCC-Governor's Room

Special Board Meeting
Monday, November 8, 2021
6:30
SPMS-Media Center

V. **Adjournment**-8:02PM (Carlson/Hager, unanimous)

Dated:

Drew Dixon, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED
Minutes of Special Board Meeting

The School Board
Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, and Tracy Stuewe.

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky
Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, and Jana Sykora.

A Special Board Meeting of the School Board of Saint Peter Public Schools was held Monday, October 4, 2021, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

I. Call Meeting to Order-6:30, Leonard

II. Pledge of Allegiance

III. Consideration and Adoption of the Agenda

IV. Action Items

1. Consider Appointment of Election Judges for November 2, 2021 School District Election (Lokensgard/Stuewe) Role Call Yay: Stuewe, Dixon, Lokensgard, Leonard
NAY: None Resolution passes

V. Upcoming Meetings of the School Board

Study Session

Monday, October 4, 2021

6:40PM

SPMS-Media Center

Negotiations

Tuesday, October 5, 2021

4:45PM

SPMS-Conference Room A/B

Policy Review

Tuesday, October 12, 2021

8:30AM

SPMS-Conference Room A/B

Study Session

Thursday, October 14, 2021

6:30PM

SPMS-Media Center

Regular Board Meeting

Monday, October 18, 2021

6:30PM

SPCC-Governor's Room

Special Board Meeting

Monday, November 8, 2021

6:30

SPMS-Media Center

VI. **Adjournment**-6:33PM (Stuewe/Dixon, unanimous)

Dated: October 18, 2021

Drew Dixon, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED
Minutes of Study Session

The School Board
Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Jon Carlson and Tracy Stuewe

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky
Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, Ytve Prafke, and Jana Sykora.

A Study Session of the School Board of Saint Peter Public Schools was held Monday, October 4, 2021, beginning at 6:45 PM in the Saint Peter Middle School-Media Center.

I. Call Meeting to Order-6:33PM, Leonard

II. Consideration and Adoption of the Agenda-(Lokensgard/Dixon, unanimous)

III. Annual Report on Student Achievement

Mr. Doherty reviewed 2020 student achievement results and all principals answered questions board members asked.

IV. Upcoming Meetings of the School Board

Negotiations

Tuesday, October 5, 2021

4:45PM

SPMS-Conference Room A/B

Policy Review

Tuesday, October 12, 2021

8:30AM

SPMS-Conference Room A/B

Study Session

Thursday, October 14, 2021

6:30PM

SPMS-Media Center

Regular Board Meeting

Monday, October 18, 2021

6:30PM
SPCC-Governor's Room

Special Board Meeting
Monday, November 8, 2021
6:30
SPMS-Media Center

V. **Adjournment**-8:06PM (Dixon/Lokensgard, unanimous)

Dated: October 18, 2021

Drew Dixon, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Study Session

The School Board Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Vickie Hager & Tracy Stuewe.

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky

A Study Session of the School Board of Saint Peter Public Schools was held Thursday, October 14, 2021, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

I. Call Meeting to Order-Leonard, 6:30 PM

II. Consideration and Adoption of the Agenda-(Dixon/Lokensgard, unanimous)

III. School Board Appointment Selection-The school board had a discussion regarding candidates for the available school board seat. A finalist was identified to be brought forward at Monday's (10.18.21) Regular Board Meeting.

IV. Upcoming Meetings of the School Board

Regular Board Meeting
Monday, October 18, 2021
6:30 PM
SPCC-Governor's Room

Negotiations
Monday, October 25, 2021
4:30 PM
SPMS-Conference Room A/B

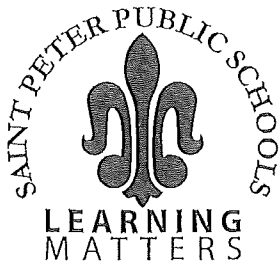
Special Board Meeting
Monday, November 8, 2021
6:30 PM
SPMS-Media Center

Regular Board Meeting
Monday, November 15, 2021
6:30 PM
SPCC-Governor's Room

V. Adjournment-7:19 PM (Stuewe/Lokensgard, unanimous)

Dated:

Drew Dixon, Board Clerk



DISTRICT OFFICE
100 Lincoln Drive, Suite 229
Saint Peter, MN 56082-1351
507-934-5703 (Office)
507-934-2805 (Fax)
www.stpeterschools.org

Date: 10/13/2021
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Construction Bills, Board Bills,
Payroll & Student Activity Amounts:**

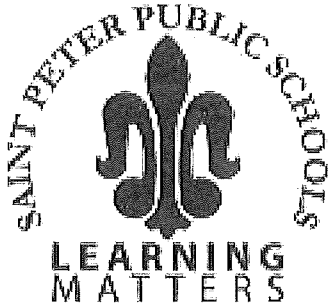
September 2021 - Construction Account	\$0.00
September 2021 - Board Bills	\$744,837.97
September 2021 - Payroll Account	\$988,841.81
September 2021 - Student Activity	\$4,626.57
	<hr/> <hr/>
	\$1,738,306.35

St. Peter Public Schools
 Independent School District 0508
 Wire Transfer Report
 September-21

Folder: DO Staff Share
 File: WIRE TRANSFER REPORT

		(Feb/Aug bond pymt)
MSDLAF to USBank		
MSDLAF to FNB payroll account ACH	9/15/2021	505,000.00
MSDLAF to FNB payroll account ACH	9/30/2021	495,000.00
MSDLAF-Max to FNB BO	9/7/2021	600,000.00
MSDLAF-Max to FNB BO	9/17/2021	500,000.00
MSDLAF-LA to CCF	9/16/2021	400,000.00
FNB-BO to BCBS - medicare health	9/21/21	15,265.00
Wire of federal payroll taxes	9/3/2021	352.68
Wire of federal payroll taxes	9/16/2021	160,016.60
Wire of federal payroll taxes	9/17/2021	1,456.64
Wire of federal payroll taxes	9/30/2021	985.69
Wire of federal payroll taxes	9/30/2021	158,370.89
Wire of state payroll taxes	9/1/2021	23,295.12
Wire of state payroll taxes	9/3/2021	71.95
Wire of state payroll taxes	9/16/2021	27,627.77
Wire of state payroll taxes	9/20/2021	290.02
Wire of state payroll taxes	9/30/2021	223.72
PERA payments	9/2/2021	94.64
PERA payments	9/16/2021	20,160.82
PERA payments	9/17/2021	822.24
PERA payments	9/30/2021	21,762.54
TRA payments	9/2/2021	79.28
TRA payments	9/16/2021	87,790.20
TRA payments	9/30/2021	771.66
TRA payments	9/30/2021	84,763.75
Further	9/2/2021	488.00
Further	9/2/2021	1,759.83
Further	9/7/2021	1,073.25
Further	9/14/2021	517.00
Further	9/21/2021	26.01
Further	9/21/2021	2,200.00
Further	9/21/2021	36,416.00
Further	9/22/2021	724.75
Further	9/22/2021	1,708.00
Further	9/28/2021	255.04
Horace Mann	9/9/2021	2,339.00
Horace Mann	9/21/2021	2,089.00
Ameriprise/NBSGroup Bill	9/20/2021	1,550.00
Ameriprise/NBSGroup Bill	9/29/2021	1,550.00
Pioneer - Dental direct debits	9/7/2021	4,239.34
Pioneer - Dental direct debits	9/13/2021	186.67
Pioneer - Dental direct debits	9/13/2021	3,188.93
Pioneer - Dental direct debits	9/20/2021	2,496.00
Pioneer - Dental direct debits	9/21/2021	1,419.00
Pioneer - Dental direct debits	9/27/2021	5,198.01
CCF - BCBS debits	9/2/2021	96,825.98
CCF - BCBS debits	9/9/2021	84,876.44
CCF - BCBS debits	9/16/2021	37,997.79
CCF - BCBS debits	9/23/2021	19,606.20
Electronic Deposit Fees - Gateway	9/3/2021	20.00
Electronic Deposit Fees - Merch Billing	9/8/2021	74.95

Total Wires 3,413,026.40
 20



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: September 14, 2021

SUBJECT: Recommendation to Hire

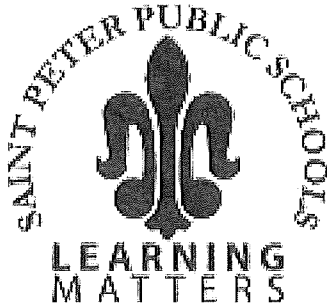
Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Charlotte Chouanard Harguth**
 - School Readiness Classroom Assistant
 - \$13.30/hour
 - Start date: September 20, 2021
 - Replacement Position
 - Charlotte (Charley) will complete timesheets for her hours.

This position is not included in the paraprofessional agreement.

CC: Charlotte (Charley) Chouanard
grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: September 27, 2021

SUBJECT: Rescind-Recommendation to Hire

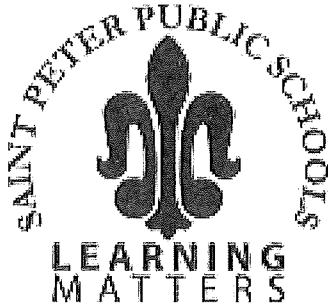
I would like to rescind the recommendation to hire for the following individuals:

- Chelsie Short
- Paige Bryant

The hire memo for these individuals was approved at the September 20, 2021 meeting of the School Board.

Please let me know if you have any questions regarding this request.

CC:
Grp_hire_para



MEMO TO: Superintendent Gronseth
Members of the School Board

FROM: Ytive Prafke

DATE: September 22, 2021

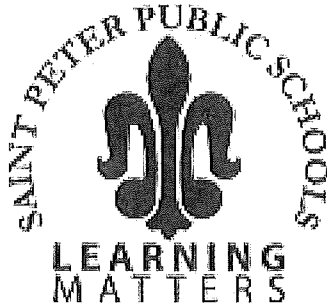
SUBJECT: School Nurse Part-Time

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Mary Powers**
 - School Nurse Part-time/As Needed**
 - \$40.93 per hour (To be updated after contract settlement)
 - BS Step 15
 - Timesheets to be completed -Approved by Ytive Prafke
 - Start date: September 27, 2021
 - Nurse Support and Covid-19 Related duties

CC: Mary Powers
grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: September 22, 2021

SUBJECT: Recommendation to Hire

I am pleased to recommend Ms. Samantha Deyo for a part time, 6.75 hours per day special education & traffic support paraprofessional position at South Elementary. This is a replacement position.

NEW EMPLOYEE SUMMARY

- **Samantha Deyo**
 - Start date: September 29, 2021
 - Will work Monday, Wednesday and Friday
 - Step 1A, \$13.00 per hour, 6.25 hours per day SPED Para
.50 hour per day traffic/safety support

We are excited to have Ms. Deyo join our staff. Please let me know if you have any questions.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



MEMO TO: Bill Gronseth, Superintendent
School Board Members

FROM: Tami Skinner

DATE: October 5, 2021

SUBJECT: Office Support Staff
Resignation

I am writing to recommend that you accept the resignation of Jessica Schrumpf as the Secretary for Community & Family Education and the Early Childhood Center. Her last day of employment is October 13, 2021.

Jessica has been a valuable staff member, and we thank her for her many years of service to the students, staff, and families in our district. We will miss her greatly and wish her the very best in her new position.

Please feel free to contact me if you have any questions regarding this resignation.

CC: J. Schrumpf

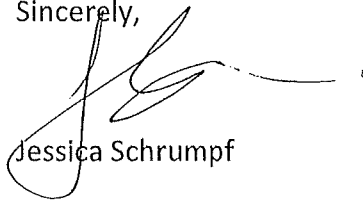
October 4, 2021

Dear Tami and Ytve,

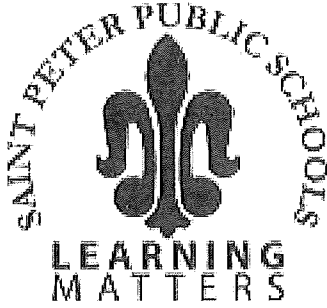
I regret to inform you that I am resigning from my administrative assistant position Saint Peter Schools effective October 15, 2021. I have accepted a position with Nicollet County that will further my growth and development in my career. I have enjoyed working at Saint Peter Public Schools and will miss my colleagues. However, this new position will challenge my growth and further my career.

Based off of my contracted work schedule, my last day in the office will be October 13th, 2021, with October 14th and 15th scheduled as non-contracted days. During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible. Please let me know if there is anything specific that you would like me to do.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Schrupf', with a long horizontal flourish extending to the right.

Jessica Schrupf



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Darin Doherty, Principal

DATE: September 30, 2021

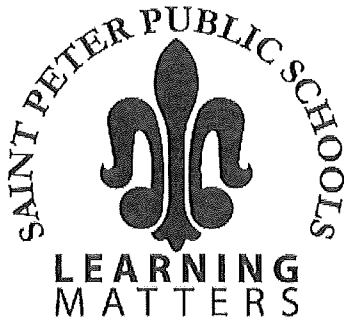
SUBJECT: Blaschko Reduction of Hours

Denise Blaschko is a special education paraprofessional at North Elementary. She is regularly scheduled to work 6.75 hours per day during instructional days. She was injured at school on September 16, 2021, at approximately 9:30 AM and taken by ambulance to the emergency room. She was on personal injury leave from September 17 through September 26, 2021. Her doctor approved her return to work on a half-day schedule until she could return to a regular school day.

- **Denise Blaschko**
 - Starting September 29 her workday will be 7:30-11:30 AM until she feels well enough to return to her regular 6.75 hour/ student contact day.
Total Hours: 4 hours/ student contact day

Please let me know if you have any questions.

CC: Denise Blaschko <dblanschko@stpeterschools.org>
grp_hire_para <grp_hire_para@stpeterschools.org>
Lisa Pierson <lisap@regionv.k12.mn.us>



MEMO TO: Superintendent Gronseth
Saint Peter School Board

FROM: Tim Regner

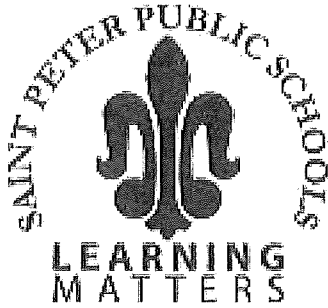
DATE: October 8, 2021

SUBJECT: Family Medical Leave Request

This memo is to recommend the approval of a Family Medical Leave request from Erica Walter, Business Office/Human Resources Administrative Assistant.

Ms. Walter is requesting an intermittent Family Medical Leave from October, 11 2021 through January 21, 2022 . To ensure accurate payroll, Ms. Walter's contracted payroll will be paused during this leave and she will submit timesheets to the District Office for her approved hours. Upon the conclusion of her leave, payroll will resume based upon her contract.

Thank you for your consideration and please contact me if you have any questions.



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: October 18, 2021

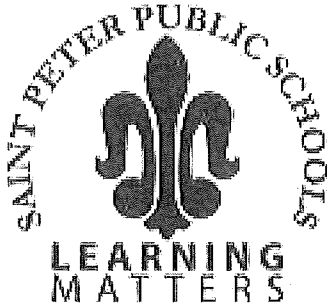
SUBJECT: Para Hire

Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Cristian Collazo for the position. Cristian is a student at GAC. This is a replacement position.

EMPLOYEE SUMMARY

- **Cristian Collazo**
 - M,W,F = 2 hours per student contact day
 - T,H = 3 hours per student contact day
 - Step 1 at a rate of \$13.00/hour.
 - Start date: October 25, 2021

CC: Cristian Collazo
grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: October 18, 2021

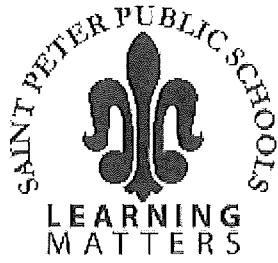
SUBJECT: Para Hire

Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Madison Reyes for the position. Madison is a student at GAC. This is a replacement position.

EMPLOYEE SUMMARY

- **Madison Reyes**
 - M,W,F = 4 hours per student contact day
 - T,H = 3 hours per student contact day
 - Step 1 at a rate of \$13.00/hour.
 - Start date: October 25, 2021

CC: Madison Reyes
grp_hire_para



TO: Mr. Gronseth
Members of the School Board

FROM: Jana Sykora

DATE: Oct. 4, 2021

RE: Dominick Wills, graduate

I am requesting that the board of education award a Saint Peter High School diploma to Dominick Wills.

Upon review of his course credits and transcripts, it has been determined that Dominick meets the established requirements.

If you have any questions regarding Dominick's accomplishments, please let me know.

cc: Sandy Clementson



TO: Mr. Gronseth
Members of the Board of Education

FROM: Annette Engeldinger

DATE: Sept. 23, 2021

SUBJECT: Olivia Melton

I am requesting that the board of education award a Saint Peter High School diploma to Olivia Melton.

Upon review of her course credits and transcripts, it has been determined that she meets the established requirements.

If you have any questions, please let me know.

slc
c: Jana Sykora, Guidance Counselor



ADDENDUM

REGULAR BOARD MEETING October 18, 2021 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consideration of School Board Member Appointment

Action: Requires a Resolution

Background: According to Minnesota Statutes, section 123B.09, subdivision 5b, when a vacancy occurs on the School Board, the Board is required to fill the vacancy by appointment. The appointed School Board Member will continue to serve on the School Board until an individual is elected under Minnesota Statutes, section 205A.10, subdivision 3, as the successful candidate in a special election the following November.

The appointment of a school board member will become effective 30 days after the date of the adoption of a resolution, unless a petition to reject the appointee is filed with the School District clerk as provided in Minnesota Statutes, section 123B.09, subdivision 5b(b), within 30 days.

Applications were accepted for the vacancy, and they have been reviewed separately by the School Board members. Each member selected four finalists and administration identified top candidates for consideration. A study session was held for discussion of the finalists. The process will continue tonight with an expected Resolution of Appointment.

Presentation: Superintendent Gronseth

Options/Recommendation: I recommend selecting a candidate for appointment, and passing the resolution.

RESOLUTION APPOINTING A BOARD MEMBER

WHEREAS, a vacancy in the School Board within the meaning of Minnesota Statutes, section 123B.09, subdivision 5b, presently exists; and

WHEREAS, the four-year term for the presently vacant seat began on the first Monday of January 2020, pursuant to Minnesota Statutes, section 123B.09, subdivision 1; and

WHEREAS, Minnesota Statutes, section 123B.09, subdivision 5b, requires the Board to fill this vacancy by appointment, which will continue until an individual is elected under Minnesota Statutes, section 205A.10, subdivision 3, as the successful candidate in a special election conducted for the purpose of electing an individual to serve the unexpired portion of the term of the current vacancy; and

WHEREAS, this appointment will be effective 30 days after the date of the adoption of this resolution, unless a petition to reject the appointee is filed with the School District clerk as provided in Minnesota Statutes, section 123B.09, subdivision 5b(b), within 30 days.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 508, Saint Peter Public Schools, State of Minnesota, as follows:

1. Effective 30 days after the date of this resolution, _____ is appointed to fill the current vacancy until an individual is qualified under Minnesota Statutes, section 205A.10, subdivision 3, as the successful candidate in a special election conducted for the purpose of electing an individual to serve the unexpired portion of the term of the current vacancy.

2. If a petition to reject the appointment of _____ is filed with the School District Clerk within 30 days after the date of this resolution, and meets the requirements of Minnesota Statutes, section 123B.09, subdivision 5b(b), the appointment is ineffective.

Date: October 18, 2021

Drew Dixon, Clerk



ADDENDUM

REGULAR BOARD MEETING October 18, 2021 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Second/Final Reading of Revisions to the Policy Manual

Action: Requires a Motion

Background: The Policy Committee reviewed the following policies and have brought them forward for a second reading:

- a. Policy 707 Transportation of Public-School Students
(Deletion of 007.30)
No further changes
- b. Policy 708 Transportation of Nonpublic School Students
(Deletion of 007.31)
No further changes
- c. Policy 709 Student Transportation Safety
(Deletion of 007.29, 007.34, 007.35, 007.36, 007.37, 007.38)
No further changes
- d. Policy 709FM Notification to Employer of Moving Violation Form
No further changes
- e. Policy 710 Extracurricular Transportation
(Deletion of Policy 007.32)
No further changes
- f. Policy 711 Video Recording on School Buses
(Deletion of Policy 007.32)
No further changes
- g. Policy 712 Video Surveillance Other Than on Buses
(No current Policy)
No further changes

Presentation: Superintendent Gronseth, Policy Committee

Options/Recommendation: I recommend approving these policies revisions.

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 2017

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside ~~two~~ one miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed

appropriate by the school board.

~~***[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]***~~

- ~~C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)~~
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the

nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)

- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may

provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)

- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's

school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of

students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in,

Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

Cross References:

~~MSBA/MASA~~ Model Policy 708 (Transportation of Nonpublic School Students)
~~MSBA/MASA~~ Model Policy 709 (Student Transportation Safety Policy)
~~MSBA/MASA~~ Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 708

Orig. 1995

Revised: _____

Rev. 2017

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))
- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of

transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)

- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)
- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

~~MSBA/MASA Model~~ Policy 707 (Transportation of Public School Students)
~~MSBA/MASA Model~~ Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

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Rev. 2017

709 STUDENT TRANSPORTATION SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school

bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.

- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's privilege to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Administrators may resolve issues with a restorative approach and have the discretion to respond to the situation as deemed appropriate. Parents or guardians will be notified of any suspension of bus privileges.

A. Discipline

- 1. The first time a student violates any of the rules of the bus, the student responsible will be warned, his or her parents/guardians will

- be notified, and the student may face in-school detention.
- 2. The second time an incident occurs, the parents/guardians of the student will be notified. The student may face in-school detention or removal from the bus for up to five days.
- 3. The third time an incident occurs, the student responsible will be removed from the bus for five or more days, and his or her parents/guardians will be notified.
- 4. The fourth time an incident occurs, the student responsible may be removed from the bus for the remainder of the year.
- 5. Any infraction serious enough in nature may be cause for immediate removal from the bus.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

- 1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
- 2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
- 3. Communicate safety concerns to their school administrators;
- 4. Monitor bus stops, if possible;
- 5. Have their children to the bus stop 5 minutes before the bus arrives;
- 6. Have their children properly dressed for the weather; and
- 7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law

relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually"

means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

~~**[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**~~

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

~~**[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]**~~

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

~~**[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**~~

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus

Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a

School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online

~~through the Minnesota Department of Public Safety State Patrol web page.]~~

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety

training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

~~XI. STUDENT TRANSPORTATION SAFETY COMMITTEE~~

~~The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.~~

Legal References:

Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References:

- ~~MSBA/MASA Model~~ Policy 416 (Drug and Alcohol Testing)
- ~~MSBA/MASA Model~~ Policy 506 (Student Discipline)
- ~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
- ~~MSBA/MASA Model~~ Policy 707 (Transportation of Public Students)
- ~~MSBA/MASA Model~~ Policy 708 (Transportation of Nonpublic Students)
- ~~MSBA/MASA Model~~ Policy 710 (Extracurricular Transportation)

<p>Notification to Employer Of Moving Violation</p> <p>Commercial Drivers License 49 CFR 383.31 Minnesota Statute 171.168</p>		
<p>Upon conviction of any moving violation by any state or local jurisdiction the holder of a Minnesota Commercial Driver License must notify their employer(s) in writing within 30 days of such conviction.</p>		
<p>DRIVER NAME (First Name, MI, Last Name)</p>	<p>STATE</p>	
<p>COMMERCIAL DRIVER'S LICENSE NUMBER</p>	<p>DID THE VIOLATION HAPPEN IN A CMV? G YES G NO</p>	
<p>DATE OF CONVICTION</p>		
<p>LOCATION OF OFFENSE</p>	<p>CITY</p>	<p>STATE</p>
<p>DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:</p>	<p>DATE</p>	
<p>SIGNATURE OF DRIVER</p>		

709-19F

Adopted: _____

MSBA/MASA Model Policy 710

Orig. 1995

Revised: _____

Rev. 2012

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An "emergency or other unforeseeable circumstance" does not include situations where regular transportation is available or scheduled.

For example, if a scheduled extracurricular event occurs outside of the school district and

the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee's use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students' advancement was not predicted. These circumstances may justify an employee's use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References:

MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 711

Orig. 1995

Revised: _____

Rev. 2012

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.
3. Video recordings **will may** be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district **or the transportation contractor** until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

~~MSBA/MASA Model~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)
~~MSBA/MASA Model~~ Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
~~MSBA/MASA Model~~ Policy 506 (Student Discipline)
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
~~MSBA/MASA Model~~ Policy 709 (Student Transportation Safety Policy)
~~MSBA/MASA Model~~ Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 712

Orig. 1996

Revised: _____

Rev. 2012

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

~~**[Note: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]**~~

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
- ~~3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.~~

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family

Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

~~MSBA/MASA Model~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)
~~MSBA/MASA Model~~ Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
~~MSBA/MASA Model~~ Policy 506 (Student Discipline)
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
~~MSBA/MASA Model~~ Policy 709 (Student Transportation Safety Policy)
~~MSBA/MASA Model~~ Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation



ADDENDUM

REGULAR BOARD MEETING October 18, 2021 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Approval of Tentative Contract Agreements for Individual Contracts and Employment Agreements

Action: Requires a Motion

Background: Included in your packet are tentative contract agreements for the following individual contracts:

Individual Contract:

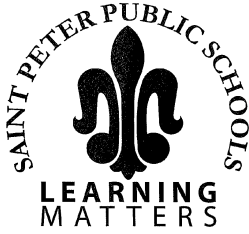
- Administrative Assistant to the Superintendent Sarah Janovsky

Employment Agreements:

- School Information Coordinator Kurt Hildebrandt

Presentation: Superintendent of Schools

Options/Recommendation: I recommend approval of each contract agreement listed.



MEMO TO: Members of the School Board
FROM: Bill Gronseth
DATE: 10.12.2021
SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Administrative Assistant to the Superintendent. Details are as follows:

Tentative Contract Agreement

Name of Employee: Sarah Janovsky

Position: Administrative Assistant to the Superintendent

	2021-2022	2022-2023
Salary	\$48,204	\$49,409
FICA/PERA	\$7,302	\$7,485
H&H (single)	<\$12,500	<\$12,500
Dental Insurance (single)	\$440	\$440
Life Insurance	\$55.80	\$55.80
Total	\$68,501.80	\$69,889.80

I recommend your approval of this contract.

cc: Maripsa Romero



MEMO TO: Members of the School Board
FROM: Bill Gronseth
DATE: 10.12.2021
SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the School Information Coordinator. Details are as follows:

Tentative Contract Agreement

Name of Employee: Kurt Hildebrandt
Position: School Information Coordinator

	2021-2022	2022-2023
Rate	\$23.00/hr	\$23.46/hr
FICA/PERA	\$3.48/hr	\$3.55/hr
Total	\$26.48/hr	\$27.01/hr

I recommend your approval of this contract.



ADDENDUM

REGULAR BOARD MEETING October 18, 2021 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Report on Student Enrollment

Background: At tonight's meeting, I will present you with the enrollment numbers as of Monday, October 11, 2021. Enrollment numbers are important for us to monitor on an ongoing basis. This has especially been true through the pandemic. School districts across the State and the Nation have seen enrollment changes. We will be providing a monthly report with our enrollment numbers.

Presentation: Business Manager
Superintendent of Schools

	Bdgt	8/30	9/7	9/13	9/20	9/27	10/4	10/11
*.6	51.6	0	33.6	34.2	35.4	36.6	36.6	36.6
ECSE	86		56	57	59	61	61	61
South								
HK	0	0	32	31	31	31	31	31
K	165	144	110	113	114	114	114	114
1	114	120	119	120	119	119	118	117
Total South	279	264	261	264	264	264	263	262
North								
2	144	139	138	138	138	137	136	136
3	131	128	127	127	126	123	123	123
4	160	158	155	155	155	152	152	150
Total North	435	425	420	420	419	412	411	409
M/S								
5	167	166	164	161	158	154	157	157
6	139	138	138	136	134	131	129	129
7	185	181	180	178	178	176	176	175
8	172	180	179	179	177	175	174	174
Total M/S	663	665	661	654	647	636	636	635
HS								
9	175	181	179	178	178	178	177	178
10	190	195	193	192	193	191	192	191
11	184	177	175	173	172	172	172	171
12	143	145	146	144	144	142	141	142
Total HS	692	698	693	687	687	683	682	682
Total K-4	714	689	681	684	683	676	674	671
Total 5-12	1355	1363	1354	1341	1334	1319	1318	1317
Total K-12	2069	2052	2035	2025	2017	1995	1992	1988
Total K-12 w/RB	2099	2081	2063	2052	2043	2021	2018	2014
Rock Bend	30	29	28	27	26	26	26	26
10	0	0	0	0	0	0	0	0
11	8	8	8	8	8	8	8	8
12	21	21	20	19	18	18	18	18



ADDENDUM

REGULAR BOARD MEETING October 18, 2021 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: First Reading of Revisions to the Policy Manual

Background: The following policies were reviewed by the Policy Committee and brought forward for a first reading:

a. 720 Vending Machines

(No corresponding Policy)

Note: We currently only have vending machines in the teacher's workroom

III. Strike notation following

V.A. Strike notation

V.B. Strike Notation

V.C. Strike Notation

Cross References: "Strike MSBA/MASA model"

b. 722 Public Data Requests

(No corresponding Policy)

Strike opening notation

Responsible Authority:

Superintendent Gronseth

100 Lincoln Drive, Saint Peter, MN 56082

507-934-5703

bgronseth@stpetersschools.org

Data Practices Compliance Official:

Superintendent Gronseth

100 Lincoln Drive, Saint Peter, MN 56082

507-934-5703

bgronseth@stpetersschools.org

Data Practices Designee:

Sarah Janovsky

100 Lincoln Drive, Saint Peter, MN 56082

507-934-5703

sjanovsky@stpetersschools.org

Cross Reference: strike "MSBA/MASA Model"

c. 722F Public Data Request Form

(No corresponding policy)

Replace with:

<https://docs.google.com/document/d/15W2akxgQoNa2hq8GqFou1xi700GKzYl1qXoRhTS0MQ0/edit>

Presentation: Superintendent of Schools
Policy Committee

Adopted: _____

MSBA/MASA Model Policy 720

Orig. 1996

Revised: _____

Rev. 2019

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

[Note: This provision can be narrowed to apply only to specific facilities.]

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

~~***[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]***~~

- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

~~***[Note: This dollar figure is lower than the \$175,000 statutory requirement for sealed bids but is recommended to protect the interests of the public.]***~~

- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.

~~***[Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.]***~~

- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.

- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.

- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: ~~MSBA/MASA Model~~ Policy 210 (Conflict of Interest – School Board Members)
~~MSBA/MASA Model~~ Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 722
Orig. 2017

Revised: _____

722 PUBLIC DATA REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
 - 1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 - 2. A requestor is not required to explain the reason for the data request.
 - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 - 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.
- B. Summary Data
1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

Superintendent Gronseth
 100 Lincoln Drive, Saint Peter, MN 56082
 507-934-5703
bgronseth@stpetersschools.org

Data Practices Compliance Official:

Data Practices Compliance Official:
 Superintendent Gronseth
 100 Lincoln Drive, Saint Peter, MN 56082
 507-934-5703

Data Practices Designee(s):

Data Practices Designee:
 Sarah Janovsky
 100 Lincoln Drive, Saint Peter, MN 56082
 507-934-5703
sjanovsky@stpetersschools.org

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References:

~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. ____
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____**	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.



**INDEPENDENT SCHOOL DISTRICT NO.508
PUBLIC DATA REQUEST FORM**

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED)	PHONE NUMBER:*
ADDRESS:*	EMAIL:*
DATE OF REQUEST:	

DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)

MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:

INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES
 _____**

**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

- Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

