



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, April 17, 2023
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	
V. Approval of Consent Agenda Items	3
VI. Student Spotlight-Shay Drinkall and Amelia Atkinson, South Elementary	
VII. Action Items	
1. Consider Resolution Approving Adult Basic Education Consortium	31
2. Consider Revisions of FY23 Budget	34
3. Consider Non-Renewal of Probationary Teacher Contracts	37
4. Consider Unrequested Leave of Absence for Tenured Teacher Contracts	39
5. Consider Approval of Bids for Proposals for Summer Projects	41
6. Consider Policies for Approval with a Single Reading	65
VIII. Information Items	
1. Summer Programming 2023	121
2. First Reading of Revisions to the Policy Manual	122
IX. Reports	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
X. Upcoming Meetings of the School Board Policy Committee	
Wednesday, April 26, 2023	
4:00 PM	
DO	
XI. Study Session	
Monday, May 1, 2023	
6:30 PM	
SPMS-Media Center	
XII. Education Committee	
Tuesday, May 9, 2023	
1:00 PM	
DO	
Business Committee	

Wednesday, May 10, 202
4:00 PM
DO

Regular Board Meeting
Monday, May 15, 2023
6:30 PM
SPCC-Governor's Room
XIII. **Adjournment**



ADDENDUM

REGULAR BOARD MEETING April 17, 2023 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of March 20, 2023.
2. Approval of Bills (\$1,854,054.61) and Wire Transfers (\$3,554,173.40) for March 2023.
3. Grants & Donations
 - a. The approval of a \$29,980 grant from the Minnesota State Arts Board. Funds from this grant will support sPARK Mobile Art Studio during the school year. This program will serve children in grades K-6.
 - b. The approval of a \$4,000 grant from Prairie Lakes Regional Arts Council. Funds from this grant will support the Summer sPARK Mobile Art Studio. This program serves children from PreK-12 yrs. and is scheduled for seven weeks this summer.
 - c. The approval of a \$750 donation plus instructors from the Govenaires Performing Arts Association to offer music lessons in a continuing partnership with Saint Peter Community & Family Education.
4. Personnel
 - a. The approval of the hiring of a paraprofessional (Theresa Lekander) at South Elementary effective March 29, 2023.
 - b. The approval of the termination of a Food Service Employee (Aaron Cassidy) effective March 20, 2023.
 - c. The acceptance of the retirement of a Title I Paraprofessional (Barb Fortier) at South Elementary School effective June 2, 2023.
 - d. The acceptance of the resignation of a custodian (Steve Ream) at Saint Peter Middle School effective April 14, 2023.

- e. The acceptance of the retirement of a Head Cook (Mary Thompson) at South Elementary School effective June 2, 2023.
- f. The acceptance of the resignation of a food service employee (Matthew Becker) at Saint Peter High School effective April 6, 2023.
- g. The acceptance of the retirement of an Activities Office Administrator Assistant (Kristi Davis) from the activities department effective June 30, 2023.
- h. The approval to designate technology equipment as obsolete in order to remove it from the district inventory and properly recycle or dispose of it.
- i. The acceptance of the acknowledgment to end the agreement with the Facilities Use Coordinator (Barb Regner) at the end of the contract period, June 30, 2023, due to financial reasons.
- j. The acceptance of the acknowledgment to end the agreement with the Community Outreach Coordinator (Heather Deshayes) at the end of the contract period, June 30, 2023, due to financial reasons.
- k. The acceptance of the retirement of a Health Office Support staff (Marlene Willson) at South Elementary effective June 7, 2023.
- l. The approval of the hiring of a Native American Cultural Liaison (Charmayne Klah) beginning April 13, 2023.
- m. The acceptance of the resignation of a Custodial Engineer (Jose Velasquez) at Saint Peter High School effective April 13, 2023.
- n. The acceptance of the resignation of a Custodial Engineer (Sydnee Jahnke) at Saint Peter High School effective April 28, 2023.
- o. The approval of employment for substitute teachers and paraprofessionals in March 2023.
- p. The approval of employment for substitute teachers and paraprofessionals in April 2023.
- q. The approval of a Saint Peter High School Diploma for a student (Alan Perez) who has completed all required courses.

Minutes of Regular Board Meeting

The School Board Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Kate Martens, Charlie Potts, Tracy Stuewe & Bill Kautt.

Principals: Annette Engeldinger, Jon Graff, Darin Doherty & Ytive Prafke

Administrative Team members: Tim Regner, Sharon Petersen & Ayan Musse

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky and members of the public

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, March 20, 2023, beginning at 6:30 PM in the SPCC-Governor's Room.

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

II. Pledge of Allegiance

III. Consideration and Adoption of the Agenda-(Lokensgard/Leonard, unanimous)

IV. Consider Requests to Speak on the Agenda

V. Approval of Consent Agenda Items-(Leonard/Stuewe, unanimous)

1. Approval of the Regular Board Meeting minutes of February 23, 2023.
2. Approval of the Study Session minutes of March 13, 2023.
3. Approval of Bills (\$1,763,011.10) and Wire Transfers (\$3,189,077.14) for February 2023.
4. Contracts
 - a. The approval of a contract with Diamond Tower Service to perform the annual maintenance and inspections on the district's cell tower.
5. Personnel
 - a. The acceptance of the retirement of a teacher (Carri Borchert) at South Elementary effective June 2, 2023.
 - b. The approval of the hiring of a paraprofessional (Hailie Wentworth) at Oshawa Learning Academy effective March 1, 2023.
 - c. The approval of the hiring of a full-time, long-term 7th/8th grade Special Education Substitute (Ashley Wills) at Saint Peter Middle School from February 24, 2023 through April 17, 2023.

- d. The acceptance of the resignation of a 5th/6th grade science teacher (Jason Toupen) at Saint Peter Middle School at the end of the 2022-2023 school year.
- e. The acceptance of the resignation of an Early Childhood and Targeted Services Program Assistant (Gina Evenson) effective February 28, 2023.
- f. The approval of a FMLA request for a special education teacher (Hannah Struckman) at South Elementary from May 15, 2023 through September 29, 2023.
- g. The acceptance of the resignation of a paraprofessional (Amber Roberts) at South Elementary effective March 9, 2023.
- h. The approval of coaches for the spring 2023 season.

VI. Student Spotlight-Charlie Hagen and Maya Knutson, SPMS

Both Students participated in the SPMS musical "Lion King". Charlie played "Rifiki" and Maya served as a crew member. Participating in the play pushed both students outside of their comfort zones and provided an excellent experience, both would participate in the future.

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VII. Action Items

- 1. Consider FY24 Budget Adjustments-(Lokensgard/Leonard, unanimous)
- 2. Consider Approval of Second Reading of Revisions to the Policy Manual-(Martens/Leonard, AYE: Leonard, Lokensgard, Stuewe, Potts, Dixon, Martens NAY: Kautt)

VIII. Information Items

- 1. Native American Advisory Committee Update
Mr. Graff updated the board on the NAPAC team voting concurrence for their annual compliance. A vote of concurrence indicates that the committee meets the state standard of having a committee and meeting the needs of Native American students.
- 2. Facilities Update
Sharon Petersen updated the school board on facilities updates that will occur during the summer months.

IX. Reports

- 1. Building Principals
 - Early Childhood-
 - Spring conferences next week
 - Transition planning
 - Online registration for the Fall is open
 - There will be no Read and Feed this summer for the first time in 14 years
 - Free meals for all will start July 1, 2023
 - North-
 - 35 students attended the Young Writers Conference

Teachers are finishing up Junior Achievement
Spotlight: Student Support Team-95% attendance, 57% less behavior referrals,
20% less health office visits

March 31st Super Saints Assembly-Family Fued

SPMS-

SPMS Musical "Lion King"

5th/6th Grade Math Masters (2 teams, one took second) at Bethany Luthern College
last week

Student Council Fundraiser-Penny Wars, raised \$4,200 for a bench in memory of
Emily Kracht and Emily's scholarship.

SPHS-

Student Support Team-Focus on behavior, improvements are being seen

130 Choir students, 33 chaperones are going to New York City

Spanish Students attended Concorida Language Camp, a few French students will
attend as well

2. Superintendent of Schools

Free Meals beginning July 1, 2023-they will be working on funding rates for future
compensatory distributions

Tomorrow is the last day of the 3rd Quarter

3. Board Members

a. Around the Table

Tracy Stuewe-Appreciates the administrative teams work on budgetary details

Bill Kautt-Please contact your legislators to vote in favor of 5 & 5

Kate Martens-Appreciates the work SPEA has done with Administration on the
budget, NAPAC's vote of concurrence is admirable and the work they are doing is
wonderful for our students

X. Upcoming Meetings of the School Board

Business Committee

Tuesday, March 21, 2023

5:00 PM

DO

Policy Committee

Wednesday, March 29, 2023

4:00 PM

DO

HR Committee

Thursday, March 30, 2023

7:30 AM

DO

Education Committee
Tuesday, April 11, 2023
1:00 PM
DO

Business Committee
Wednesday, April 12, 2023
4:00 PM
DO

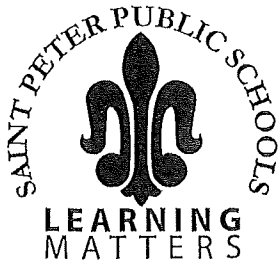
Regular Board Meeting
Monday, April 17, 2023
6:30 PM
SPCC-Governor's Room

XI. Adjournment-7:30 PM (Stuewe/Leonard, unanimous)

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Dated: April 17, 2023

Kate Martens, 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: 4/6/2023
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

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March 2023 - Board Bills	\$740,214.62
March 2023 - Payroll Account	\$1,083,401.68
March 2023 - Student Activity	\$30,438.31
	<hr/>
	<u>\$1,854,054.61</u>

St. Peter Public Schools
Wire Transfer Report

Mar-23

MSDLAF to USBank (Feb/Aug bond pymt)

MSDLAF to FNB payroll account ACH	3/15/2023	560,000.00
MSDLAF to FNB payroll account ACH	3/31/2023	525,000.00
MSDLAF-Max to FNB BO	3/1/2023	410,000.00
MSDLAF-Max to FNB BO	3/10/2023	250,000.00
MSDLAF-Max to FNB BO	3/17/2023	210,000.00
MSDLAF-Max to FNB BO	3/27/2023	225,000.00
MSDLAF-LA to CCF	3/10/2023	250,000.00
MSDLAF-AAA to MSDLAF	3/29/2023	14,254.00
MSDLAF-Gilbertson to MSDLAF	3/29/2023	8,204.00
FNB-BO to BCBS - medicare health	3/21/23	15,676.50
Wire of federal payroll taxes	3/15/2023	63.44
Wire of federal payroll taxes	3/15/2023	166,212.73
Wire of federal payroll taxes	3/31/2023	176,092.66
Wire of state payroll taxes	3/1/2023	29,726.63
Wire of state payroll taxes	3/16/2023	11.33
Wire of state payroll taxes	3/16/2023	27,789.58
Wire of state payroll taxes	3/30/2023	29,653.12
PERA payments	3/20/2023	58.06
PERA payments	3/20/2023	24,443.41
TRA payments	3/3/2023	93,577.35
TRA payments	3/20/2023	90,758.71
Horace Mann	3/3/2023	2,359.00
Horace Mann	3/22/2023	2,359.00
Ameriprise/NBSGroup Bill	3/1/2023	1,600.00
Ameriprise/NBSGroup Bill	3/16/2023	1,600.00
Ameriprise/NBSGroup Bill	3/31/2023	1,600.00
Medsurety-FNB	March	705.00
Medsurety-FNB BO	March	13,295.26
Matrix	3/16/2023	1,252.27
Matrix	3/16/2023	1,252.27
Colonial Life	3/3/2023	650.77
Colonial Life	3/3/2023	7,944.81
Pioneer - Dental direct debits	3/6/2023	4,496.66
Pioneer - Dental direct debits	3/13/2023	2,309.15
Pioneer - Dental direct debits	3/21/2023	1,617.00
Pioneer - Dental direct debits	3/20/2023	5,301.64
Pioneer - Dental direct debits	3/21/2023	2,914.97
Pioneer - Dental direct debits	3/27/2023	
CCF - BCBS debits	3/2/2023	112,016.44
CCF - BCBS debits	3/9/2023	115,488.89
CCF - BCBS debits	3/16/2023	41,727.94
CCF - BCBS debits	3/23/2023	85,124.42
CCF - BCBS debits	3/30/2023	41,996.44
Electronic Deposit Fees - Merch Billing	3/7/2023	39.95

Total Wires 3,554,173.40



**TO: Bill Gronseth, Superintendent
School Board**

**FROM: Tami Skinner, Community &
Family Education Director**

**SUBJECT: Minnesota State Arts Board
Grant Award**

DATE: April 5, 2023

Saint Peter Community & Family Education recently applied for and received a \$29,980 grant from the Minnesota State Arts Board. Funds from this grant will support sPARK Mobile Art Studio during the school year. This program will serve children in grades K-6.

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The goal is to remove barriers by bringing free art programming to students after school, on weekends, and on non-school days, including take-home kits during school vacations. April Malphurs, along with various assistants, will introduce artists as role models by using works of art by culturally diverse artists for inspiration in the lessons. Our mission is for children to participate in a meaningful art program that fosters creativity, reflects the diversity of the children, and helps them have fun!

I recommend that you accept these grant funds.



**TO: Bill Gronseth, Superintendent
School Board**

**FROM: Tami Skinner, Community &
Family Education Director**

**SUBJECT: Prairie Lakes Regional Arts
Council Grant**

DATE: April 5, 2023

Saint Peter Community & Family Education recently applied for and received a \$4,000 grant from Prairie Lakes Regional Arts Council. Funds from this grant will support the Summer sPARK Mobile Art Studio. This program serves children from PreK-12 yrs. and is scheduled for seven weeks this summer.

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The goal is to remove barriers by bringing a free weekly art program to parks near rental properties and manufactured housing locations. April Malphurs, the art instructor, will introduce artists as role models by using works of art by culturally diverse artists for inspiration in the lessons. Our mission is for children to participate in a meaningful art program that fosters creativity, reflects the diversity of the children, and helps them have fun!

I recommend that you accept these grant funds.



**TO: Bill Gronseth, Superintendent
School Board**

**FROM: Tami Skinner, Community &
Family Education Director**

SUBJECT: Donation

DATE: April 11, 2023

The Govenaires Performing Arts Association is continuing the partnership with Saint Peter Community & Family Education to offer music lessons. They have provided instructors and a \$750 donation to help defray some of the participant fees for the following music lessons:

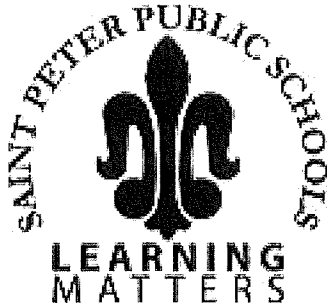
Colorguard: Beginning Flag and Choreography

Private Lessons: Brass Instruments

Private Lessons: Percussion

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We are very grateful for their generosity and commitment to inspiring people through music. I recommend that you accept this donation.



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Doreen Oelke, Principal
South Elementary School

DATE: March 16, 2023

SUBJECT: Special Education Paraprofessional
Hire

Applications were received, and interviews took place for a special education paraprofessional position at South Elementary School. This position is a replacement position. I am recommending the following candidate:

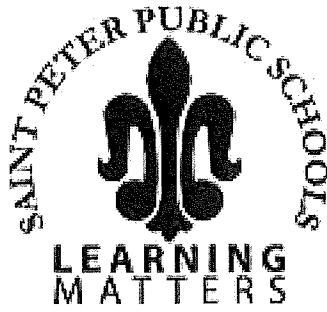
- **Theresa Lekander**
 - 6.5 hours per day as a SpEd paraprofessional & .25 hours per day as traffic/safety support 14
 - \$15.25/hour (Step 1/Lane A).
 - Theresa's first day will be March 29, 2023.
 - She will complete a timesheet for all work completed.

We are very excited to welcome Theresa to South Elementary!

If you have any questions, please contact me.

CC:

grp_hire_para@stpeterschools.org



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: 3/21/2023

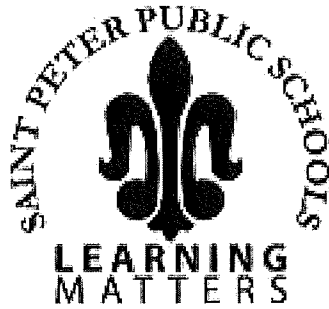
SUBJECT: Food Service termination

Aaron Cassidy will be terminated from the school effective immediately. 3/21/2023

- Aaron last day of work was 3/20/2023
- Aaron was terminated from his position due to a behavior issue.
- Aaron is within the 6 month probationary period hire date Nov 14th

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CC: Aaron Cassidy



MEMO TO: Bill Gronseth
District 508 School Board

FROM: Doreen Oelke, South Elementary
Principal

DATE: March 31, 2023

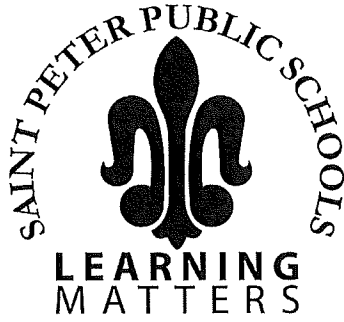
SUBJECT: Fortier Title I Paraprofessional
Retirement

I would like to recommend that you accept the retirement request of Barb Fortier as a Title I paraprofessional & traffic support para at South Elementary. Her retirement will be effective at the conclusion of the 2022-2023 school year (June 2, 2023).

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Mrs. Fortier has worked in the district since 2013 and is known locally as the first welcoming smile of the South morning drop off loop. We are going to miss her at South Elementary and we want to wish her the best in her retirement.

CC: grp_hire_para
Barb Fortier



March 30, 2023

To: Bill Gronseth

From: Sharon Petersen
Operations and Maintenance Supervisor

RE: Resignation of Steve Ream

Steve Ream has resigned his Custodian position at St Peter Middle School.

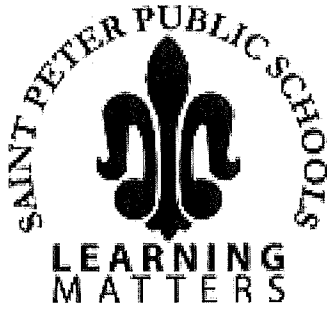
His resignation is effective as of April 14, 2023.

We wish him the very best.

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Cc: Jerry Doyle

Jon Graff



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: 4/11/2023

SUBJECT: Food Service retirement

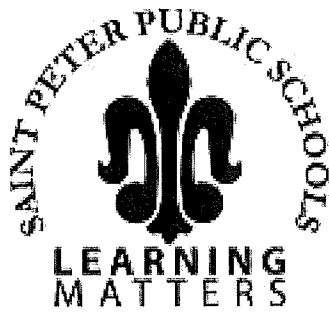
Mary Thompson will be retiring June 2nd 2023

- Mary has been with the food service for 30 years. Though my time with her has been short compared to her years of service. I feel grateful for the time I have had with her. We are excited for Mary's retirement and her choice to stay on as a part time employee.
- Mary will return as a 3.5 hour position starting school year 2023-2024.
- Retirement letter to follow

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Congratulations Mary!

CC: Mary Thompson



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: 4/11/2023

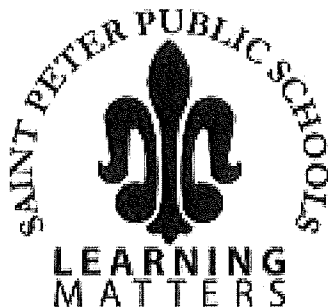
SUBJECT: Food Service resignation

Matthew Becker will be resigning from the High school effective 4/15/2023

- Matthews last day of work was 4/6/2023 A time sheet will be turned in for his last days of work.
- Matthew is resigning due to personal issues.
- This should not affect future employment with St. Peter

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CC: Matthew Becker



MEMO TO: Superintendent, Bill Gronseth
Members of the School Board

FROM: Shea Roehrkasse

DATE: 4/12/2023

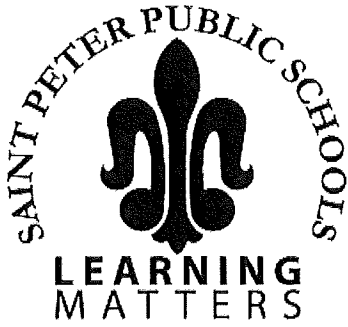
SUBJECT: AD Admin Assistant Retirement

I am saddened but happy to announce that Kristi Davis will be retiring as the Activities Office Administrator Assistant. Her last day will be June 30th, 2023. Kristi has worked for the district in a variety of positions over the years, and stepped into this vacant position in a crunch. I can't thank her enough for helping me these last two years, and we will miss her dearly.

Congratulations Kristi!

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CC: grp_hire_misc
Kristi Davis



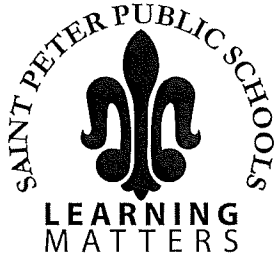
TO: Saint Peter Public Schools School Board
FROM: Gus Sorbo
DATE: 11-APR-2023
RE: Designate Equipment Obsolete
CC: Bill Gronseth, Tim Regner

Recommendation: I recommend the school board designate the following equipment as obsolete in order to remove it from the district inventory and properly recycle or dispose of it.

Equipment:	<u>Quantity</u>	<u>Description</u>
	219	iPads
	12	Desktops
	15	Laptops
	435	Chromebooks
	19	Computer monitors
	4	Network switches
	11	Projectors
	3	Printers
	3	DVD or VCR Players
	2	Wireless Access Points
	103	Hot Spots
	5	Telephones
	3	Power Supplies
	1	Scanner
	Multiple	Peripherals (mice, keyboards, document cameras, etc.)

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- Notes:**
- All data will be wiped or data storage will be removed prior to recycling or disposing of the equipment.
 - The equipment recommended for recycling or disposal will no longer run current software or is damaged/non-functioning. We cannot re-use it within the district and it does not have meaningful resale value.
 - A detailed list of equipment has been submitted to the business office.
 - iPads and chromebooks will be wiped and offered for resale, if there is value



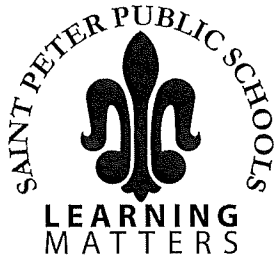
TO: Saint Peter School Board
FROM: Bill Gronseth
DATE: 04.17.23
RE: **Non-renewal of Employment Agreement**

In order to create a balanced FY24 budget, reductions have been planned for the coming year. As part of the planned reductions, the agreement with the Facilities Coordinator, Barb Regner, will not be renewed at the end of the contract period, June 30, 2023, due to financial reasons.

Ms. Regner has been an asset to Saint Peter Schools. Her efforts have made operations run more smoothly and safely. Especially notable are her efforts to coordinate our facilities' use during the pandemic. Her attention to detail and strong work ethic have been greatly appreciated.

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We wish Ms. Regner well as she pursues new opportunities.



TO: Saint Peter School Board
FROM: Bill Gronseth
DATE: 04.17.23
RE: Non-renewal of Employment Agreement

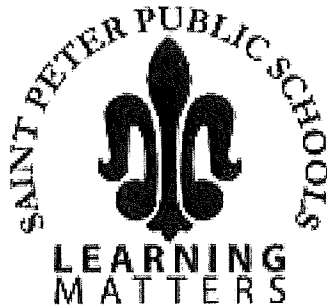
In order to create a balanced FY24 budget, reductions have been planned for the coming year.

As part of the planned reductions, the agreement with the Community Outreach Coordinator, Heather Deshayes, will not be renewed at the end of the contract period, June 30, 2023, due to financial reasons.

Ms. Dehayes has been an asset to the school district as she has worked to enhance the community's engagement with the school district. Her efforts have resulted in a greatly improved website, social media presence, informational materials, and branding.

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We wish her well as she pursues new opportunities.



MEMO TO: Bill Gronseth
District 508 School Board

FROM: Doreen Oelke

DATE: April 14, 2023

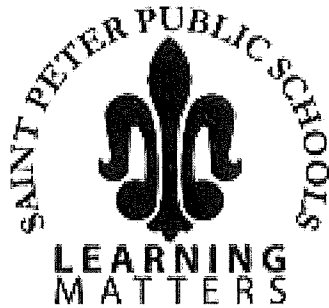
SUBJECT: Willson-Office Support Retirement

I would like to recommend that you accept the retirement resignation of Marlene Willson as the Health Office Support person at South Elementary at the end of her 2022-2023 contract. Her last day of employment will be June 7, 2023.

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I would like to thank Mrs. Willson for her dedication and commitment to Saint Peter Public Schools for the past 30 years and wish her the best in her retirement!

CC: grp_hire_office
Marlene Willson



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Jon Graff

DATE: April 13, 2023

SUBJECT: Native American Cultural
Liaison

Applications were received and interviews took place for the district Native American Cultural Liaison position. This position is funded through state American Indian Education Aid

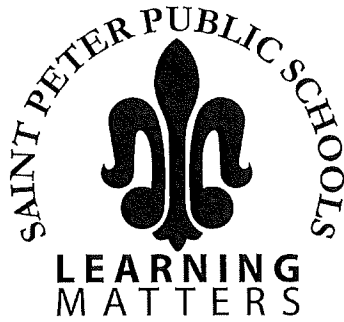
I am pleased to recommend Charmayne Klah for the position.

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NEW EMPLOYEE SUMMARY

- **Charmayne Klah**
 - \$27/hour
 - Up to 10 hours per week until June 15 pay period
 - Hours will be documented by timesheet
 - Start Date: April 13, 2023

CC: Charmayne Klah
grp_hire_certified



April 13, 2023

To: Bill Gronseth

From: Sharon Petersen
Operations and Maintenance Supervisor

RE: Resignation of Jose Velasquez

Jose Velasquez has resigned his Custodial Engineer position at St Peter High School.

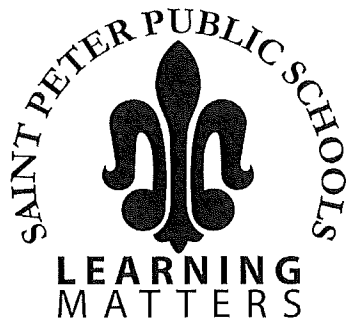
His resignation is effective as of April 13, 2023.

We wish him the very best.

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Cc: Annette Engeldinger

Robert Ploog



April 13, 2023

To: Bill Gronseth

From: Sharon Petersen
Operations and Maintenance Supervisor

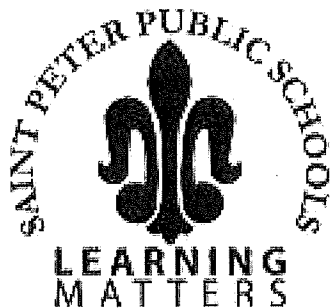
RE: Resignation of Sydnee Jahnke

Sydnee has resigned her full time custodial position at the high school.

Her last day will be April 28, 2023.

27

Cc: Anette Engledinger
Robert Ploog



MEMO TO: Members of the School Board
Bill Gronseth

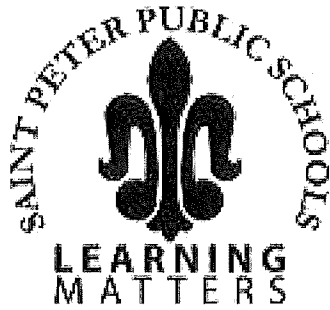
FROM: Ytive Prafke/Erica Walter

DATE: 03/14/2023

SUBJECT: On-Call Substitute Hires

Please consider the approval of employment for the following substitute teachers and paraprofessionals:

Licensed Teacher Substitutes	Paraprofessional Substitutes	Student Workers
Nancy Kapernick		
Kenna West		



MEMO TO: Members of the School Board
 Bill Gronseth

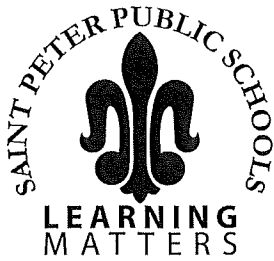
FROM: Ytve Prafke/Erica Walter

DATE: 04/12/2023

SUBJECT: On-Call Substitute Hires

Please consider the approval of employment for the following substitute teachers and paraprofessionals:

Licensed Teacher Substitutes	Paraprofessional Substitutes	Student Workers
	Lillian Anderson	



TO: Mr. Gronseth
Members of the School Board

FROM: Jana Sykora

DATE: March 28, 2023

RE: Alan Perez, graduate

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

Upon review of his course credits and transcripts, it has been determined that Alan meets the established requirements. Alan plans to participate in the Saint Peter High School commencement ceremony on June 2, 2023.

I am happy to speak to Alan's accomplishments at Saint Peter High School and Rock Bend ALC if you have questions.

30

cc: Sandy Clementson



ADDENDUM

REGULAR BOARD MEETING Monday, April 17, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Resolution Approving Adult Basic Education Consortium

Action: Requires a Resolution

Background: This resolution is required annually to support the agreement in place with surrounding communities to provide services at the Area Adult Learning Center. Tami Skinner will provide more information and answer any questions regarding the agreement.

Presentation: Superintendent Gronseth, Tami Skinner

Options/Recommendation: I recommend passing this resolution.

PARTICIPATING SCHOOL DISTRICT'S ADULT BASIC EDUCATION AGREEMENT

WHEREAS, the School Board accepts the responsibility of providing Adult Basic Education (ABE) opportunities to its adult residents 17 years of age and older who are not currently enrolled in public school regular classes; and

WHEREAS, the School Board understands that programs funded through PL230 (Adult Education Act of 1965 as amended) and MS Chapter 123.35 Subd. 1, 2, and 4, Education program for Adults needs to be part of a cooperative ABE delivery system established by a written agreement among/between two or more school districts; and

WHEREAS, the Minnesota Department of Education, through state and federal laws, makes funds available for ABE services; and

WHEREAS, the purpose of the laws are to enable all adults to acquire the basic skills necessary to function in society and also enable adults who so desire to continue their education to at least the level of completion of secondary school; and

WHEREAS, the participating public school districts include but are not limited to:

Gibbon Fairfax Winthrop	District 2365
Le Sueur-Henderson	District 2397
St. Peter	District 508
Tri-City United	District 2905
Sibley East	District 310
Nicollet	District 507
Cleveland	District 391
Waseca	District 829
Janesville-Waldorf-Pemberton	District 2835
New Richland-Hartland-Ellendale-Geneva	District 2168
Waterville-Elysian-Morristown	District 2143

WHEREAS, the participating agencies may include but are not limited to:

Nicollet County Law Enforcement Center
Le Sueur County Law Enforcement Center

WHEREAS, the participating school district will:

- Provide the services of their Community Education Director as a representative of the ABE Management team
- Provide as needed: space, equipment, evening building supervision, CE catalog advertising

- Submit appropriate financial data required by the State to qualify for program approval which makes them eligible for State and Federal grants as well as local levy authority to support ABE programming; and

WHEREAS, the management team will:

- Develop and monitor the program budget
- Develop formulas, both revenues and expenditures, for the distribution of consortium dollars
- Make organizational structure and staffing recommendations to implement the program
- Develop operational guidelines and procedures
- Employ and supervise ABE staff working in multiple school districts
- Evaluate the overall program; and

WHEREAS, The Le Sueur-Henderson School Board, serving as the fiscal agent, will:

- Submit application materials for State and Federal and other grants
- Submit all applicable State and Federal reports
- Provide assurances to State and Federal reports
- Provide the services of their Community Education Director as the chairperson of the ABE Management Team
- Approve and administer the annual budget
- Employ consortium-wide ABE staff working on behalf of the consortium; and

WHEREAS, the length of this agreement is from July 1, 2023, to June 30, 2024;

NOW THEREFORE BE IT RESOLVED that Independent School District #2397 Le Sueur-Henderson Schools agrees to work with the above named school districts and agencies in continuing a cooperative ABE program. There will be no cost of this Agreement for the district/agency unless there are inadequate funds during said fiscal year, in which case each member agrees to provide a fair share adjustment prorated on the basis of its share of the incurred deficit. The Area Adult Learning Cooperative is not a legal entity. All authority and liability rests with the local School Boards of the participating school districts.

Adopted this _____ day of _____, 2023.

District Number

Superintendent

School Board Chairperson

School Board Clerk



ADDENDUM

REGULAR BOARD MEETING Monday, April 17, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Revisions of FY23 Budget

Action: Requires a Motion

Background: Budget plans continually change over the course of a year. Typically, there are small adjustments that need to be made to respond to changing revenues or expenditures. Factors such as enrollment decline, inflation, increasing costs of natural gas, etc. have caused a variance from the planned budget. The Business Committee thoroughly reviewed the recommended adjustments and have brought it to the full board for consideration.

Presentation: Superintendent Gronseth
Business Manager Tim Regner

Options/Recommendation: I recommend accepting the FY23 Budget Revisions.

	A	B	C	D	E	F	G
1	Tregner/Dpeterson/budget 22-23 REV/Budget Worksheet 22-23 FY 23 Revised			St. Peter Public Schools			
2	22-23 to Board April 23			2022-23			
3				Revised Budget			
4				April 2, 2023			
5							
6			Fund Balances				Projected
7			as of				Fund Balance
8	Funds		6/30/2022	Revenues	Expenditures	Transfers	6/30/2023
9							
10	General Fund unassigned Funds, 01,03, 22	*	4,543,924	29,722,322	31,536,930	1,081,087	3,810,403
11							
12	concession Fund 21 Part of unassigned		-35,673				
13							
14	Assigned Gifted and Talented		0				0
15	Assigned learning and development		0				0
16	Nonspendable (Prepalds)	*	27,954				27,954
17	Medical assistance -restricted		60,006			-24,899	35,107
18	Restricted Basic Skills		844				844
19	Restricted staff Dev		0				0
20	Restricted for A & I		0				0
21	Restricted for area learning Center		131				131
22	Restricted for Scholarship		139,501			-8,204	131,297
23	Restricted for student activities						0
24	High School Fund 30		74,069	90,000	90,000		74,069
25	Middle School Fund 13		22,665	20,000	20,000		22,665
26	South Elementary Fund 12		20,089	27,500	27,500		20,089
27	North Elementary Fund 11		20,712	50,000	50,000		20,712
28							
29							
30	Assigned for severence		364,171				364,171
31	Assigned for VEBA trust		473,000			10,000	483,000
32	Assigned Bond and CSP		48,455			-48,455	0
33	Assigned for operatin new HS		835,000			-835,000	0
34							0
35	Assigned water mitigation		374,737				374,737
36	Assigned AAA		68,949			-14,254	54,695
37	Assigned Fund the Depreciation		192,955				192,955
38							0
39							0
40							0
41	General Fund Sub Total		7,231,489	29,909,822	31,724,430	160,275	5,577,156
42							
43							
44							
45	Capital Expenditure 01 /05						
46	Restricted for deferred maintenance/LTFM		-87,884	875,839	1,214,391		-426,436
47	Operating Cap (eq&fac)		342,669	554,900	607,478	139,725	429,816
48	Capital Fund Sub Total		254,785	1,430,739	1,821,869	139,725	3,380
49							
50							
51	Total General Fund Total		7,486,274	31,340,561	33,546,299	300,000	5,580,536
52							
53							
54							
55	Food Service 02		1,242,787	1,538,725	1,884,058		897,454
56							
57							0
58	Community Service 04						0
59	Restricted for community education		352,007	367,305	406,849		312,463
60	Restricted for early childhood family education		32,640	112,730	148,759		-3,389
61	Restricted for school readiness		-659,222	338,179	572,928		-893,971
62	unassigned		-12,736	36,239	8,300		15,203
63	Total fund Balance Fund 04		-287,311	854,453	1,136,836		-569,694
64							
65							
66							
67	Debt Redemption 07		667,320	3,252,594	3,249,600		670,314
68	This only includes original Bond not refunding						
69	Refunding of \$48,017,264 principle will pay interest						
70	on borrowing until can pay off original Bond						
71							
72	Trust Fund 08		733,410	21,000	22,000		732,410
73							
74	Insurance Fund 20	m					
75	Dental Reserve		129,632	250,000	230,000		149,632
76	Health Insurance Reserve		426,779	3,950,000	3,750,000		626,779
77	Total Fund 20		556,411	4,200,000	3,980,000		776,411
78							
79							
80							
81	District Totals		10,398,891	41,207,333	43,818,793	300,000	8,087,431
82							
83							

	A	B	C	D	E	F	G	H
379								
380								
381								
382								
383								
384								
385								
386								
387								
388								
389								
390								
391								
392								
393								
394								
395								
396								4/2/23
397	FY 23 - this year							
398								
399	Actual fund Balance							4,543,922
400								
401								
402	Actual 21/22 Revenues							27,535,903
403	legislative increase 2% - FY22 Gen Ed revenue 6728 x.02 to 6863 or 135 x 2281 est ADM for FY22							307,935
404	estimated change in enrollment FY 22 2281 ADM FY23 estimate 2273 = -8 X X 6863							-52,882
405	estimate decrease in compensatory from FY 22							-233,478
406	remove Covid Fin 150						Remove FY 24	-47,981
407	remove Covid Fin 155						"	-711,324
408	remove Covid Fin 163						"	-54,793
409	remove Covid Fin 170						"	-85,000
410	remove Covid Fin 171						"	-90,069
411	Add Covid Fin 160						"	1,278,026
412	Add Covid Fin 161						"	319,506
413	Add Covid Fin 163						"	96,456
414	Add Covid Fin 169 ? Mostly for summer school expenses estimated bal 174,905 in FY 24						"	122,780
415	Add Covid Fin 170						"	50,276
416	Remove saftey Grants						"	-20,616
417	Additional referendum revenue						"	521,066
418	Estimated extra Sped funding above FY 22 projection						remove 24	600,000
419	Est extra interest and misc to match SMART							230,517
420	transfer money assigned during fy15-18 835,000 is balance remaining						remove FY 24	835,000
421	Transfer from AAA-14254, Gilbertson 8204,Bbond, Solar 48455, Med Assit 24899.50							95,812
422	Title funds at Oshawa not received due to change program - will be able to bill next year							-44,000
423	Estimate 22/23 Revenues				fy23 rev	30,653,134		30,653,134
424					fy23 exp	31,386,655		
425	Actual 21/22 Expenditures				revenue over expenditures	-733,521		29,278,684
426	Expenditure increase estimate							1,000,000
427	estimated extra costs inflation, fuel, etc							296,764
428	Est. amount to be assigned in FY23 to the Assigned for VEBA Trust					remove fy24		10,000
429	MVED negotiations							50,000
430	remove CSP expense funded by transfer in							-175,280
431	solar project							272,000
432	Net staff cost changes additions deletions etc							114,762
433	Tech. initiative 1 to 1							139,725
434	additional covid funds supplemented not supplanted							400,000
435	estimated 21-22 allocations to gen fund from other funds to reduce budget							-300,000
436	est extra sped costs from FY21-22 extra revenue 23-24							300,000
437	Estimated 22/23 Expenditures							31,386,655
438								
439	Estimated fund balance 6/30/2023 - FY23					goal 60 days		3,810,401
440						5,038,871		About 45
441								days
442								
443								% of Revenue
444								12%
445								

36



ADDENDUM

REGULAR BOARD MEETING Monday, April 17, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Non-Renewal of Probationary Teachers Contracts

Action: Requires a Resolution

Background: In order to create a balanced FY24 budget, reductions have been planned for the coming year. The first three consecutive years of a teacher's first teaching experience in Minnesota in a single district is deemed to be a probationary period of employment. During the probationary period, any annual contract may not be renewed based on a decision by the School Board. The teachers listed on the resolution are being recommended for non-renewal due to financial limitations.

Presentation: Superintendent of Schools

Options/Recommendation: We recommend passing the resolution.

**RESOLUTION RELATING TO THE NONRENEWAL OF THE TEACHING
CONTRACTS OF PROBATIONARY TEACHERS**

WHEREAS, the individuals listed below are probationary teachers in Independent School District No. 508.

BE IT RESOLVED, by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5 and the District Master Agreement, that the teaching contract of the listed individuals, probationary teachers in Independent School District No. 508, are hereby non-renewed at the close of the current 2022-2023 school year.

BE IT FURTHER RESOLVED that written notice be sent to each teacher listed regarding non-renewal of their contracts.

Non-renewal of teacher contracts apply to the following:

1. Kent Bass
2. Sara Corbin
3. Emily Elverum
4. Stephanie Evans
5. Rachel Ryan
6. Kinsey Irvin
7. Ethan Sindelir
8. Marilyn Steffen
9. Mary Tobar
10. Matthew Weets
11. Melise Baumgarn



ADDENDUM

REGULAR BOARD MEETING Monday, April 17, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Proposals for Unrequested Leave of Absence for Tenured Teacher Contracts

Action: Requires a Resolution

Background: In order to create a balanced FY24 budget, adjustments have been planned for the coming year. The plans include a reduction in teaching staff including three tenured teachers. A process for placing tenured staff on an unrequested leave of absence is defined by the District Master Agreement and State Statute. This resolution is a proposal to place staff on unrequested leave of absence. Teachers included have 14 days to request a hearing if they wish to object to this action. A subsequent action of the school board at the next regular meeting will finalize the action.

Presentation: Superintendent of Schools

Options/Recommendation: We recommend passing the resolution.

**RESOLUTION RELATING TO THE PROPOSED
UNREQUESTED LEAVE OF ABSENCE FOR TENURED TEACHERS**

WHEREAS, the individuals listed on the attached page are tenured teachers in Independent School District No. 508.

BE IT RESOLVED by the School Board of Independent School District No. 508 as follows:

That it is proposed the individuals listed below, tenured teachers in Independent School District No. 508, be placed on unrequested leave of absence without pay or fringe benefits, at the close of the 2022-2023 school year. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10 upon the grounds described in said statute and which are specifically as follows: financial limitations, discontinuance of positions.

BE IT FURTHER RESOLVED that written notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teachers and that an affidavit of the same be placed in their personnel file with a copy of the notice and resolution.

Proposed unrequested leaves of absence apply to the following tenured teachers:

1. Jennifer Curtis
2. Emmelie Pinz
3. Paola Rodeback



ADDENDUM

REGULAR BOARD MEETING Monday, April 17, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of Bid for Proposals for Summer Projects

Action: Requires a Motion

Background: Requests for proposals were made for scheduled maintenance work to be completed over the summer. Operations and Maintenance Supervisor, Sharon Peterson will share information and recommendations regarding these projects.

Presentation: Superintendent Gronseth
Sharon Petersen

Options/Recommendation: I recommend approval of the selected proposals.



TO: Saint Peter School Board
FROM: Sharon Petersen
DATE: April 13,2023
RE: MS Ceiling Tile Replacement 2023

Ceiling tile replacement for the Early Childhood classrooms and the 2nd floor Middle School and District Office hallways.

Contractor	Proof of Insurance and Bonding	Project Process and Procedures	Base Bid	Alternative Option Bid (if offered.)	
Twin City Accoustics	X	X	\$ 73,000.00	X	
Ceiling Pro International	X	X	\$ 129,950.00	X	

PROPOSAL

Twin City Acoustics, Inc.
9449 Science Center Drive,
Ste 100
New Hope, MN 55428

St. Peter School District

Attn: Sharon

Date: March 24, 2022

Job Name/Location: St Peter MS Ceiling
Replacement

Plans and Specifications by:

Architect:

Addends:

We propose to furnish the following materials for the above job in accordance with the terms and conditions below.
Labor and equipment for installation is included unless specifically stated to the contrary

763-535-6697 Fax 763-535-5309:

www.tcacoustics.com

Section Acoustical Ceilings 09510
Labor and materials to furnish and install finishes as per plans and specifications

Our Price: \$73,000.00

Pricing includes:
New USG Radar #22523 & 2' tees in existing grid and wall angle
Demo of existing 2x4 tile & Tectum panels in hallways
Dumpsters
Misc. Grid Repairs
Basic final clean

Material, Labor & tax included in our price.

For the sum of see above \$ see above

FOB Jobsite Delivery as required

This proposal is subject to acceptance within 30 days.

TERMS: Net cash payment for 90% of value of materials delivered on job, and labor for installing materials in job during previous 30 day period; shall be due 10th of following month, balance net cash 30 days after completion.

All taxes now or hereafter levied by any federal, state or local authority, upon sale of foregoing materials, are not included in the price and shall be paid by purchaser unless specifically stated otherwise in this proposal.

Accepted By: _____

TWIN CITY ACOUSTICS, INC

By: _____ Title _____

By Jerry Stark 612-991-7799



10601 Red Circle Drive
 Minnetonka, MN 55343
 Phone: 952-947-0007
 Fax: 952-947-0004
www.ceilingprohq.com
Info@ceilingpro.com

Quote



QUOTE #:	CPIQ1095
DATE:	Mar 24, 2023

Prepared For:

Sharon Petersen
 Saint Peter Public Schools
 100 Lincoln Dr
 Saint Peter, MN 56082

Prepared By:

Oscar Ramirez
oscar.ramirez@ceilingprohq.com
 Main: 952-947-0007
 Direct: 952-737-6795
 Cell: 952-994-4286

Phone: 507-934-5703
 Cell:
 Email: spetersen@stpetersschools.org

Job Site:

Fully Insured. Certificate of Insurance upon request.

P.O. Number	Valid Through	Jun 22, 2023
-------------	---------------	--------------

Description	Location Floor Type	Total
-------------	------------------------	-------

Remove 12,387 square feet of existing Acoustical Ceiling in rooms 215, 217, 219, 206B, 211A Copy Room, 2007 Main office Room, Cafeteria and hallways where there is no tectum tiles (according to colored Floor plan submitted by client)

Fix and replace broken grids and install tee-bars to change 2x4's into 2'x2' In rooms 215, 217, 219, 206B, 211A Copy Room, 2007 Main office Room, Cafeteria and hallways where there is no Tectum Tiles (according to colored Floor Plan submitted by client)

Install 12,387 square feet of new 2' x 2' USG # 22523 Radar high NRC/CAC Acoustical Ceillings In rooms 215, 217, 219, 206B, 211A Copy Room, 2007 Main office Room, Cafeteria and hallways where there is no Tectum Ceilings (according to colored Floor Plan submitted by client)

Remove 1,872 square feet of existing Tectum Ceiling tiles and keep the grid on hallways (according to colored Floor Plan submitted by client)

Install new 1,872 square feet of new 2' x 2' USG # 22523 Radar high NRC/CAC acoustical ceiling, 2 foot tee bars/grid on area where existing Tectum Ceilings tiles are (Hallways according to colored Floor Plan submitted by client)

Remove 216 sq feet of old grid and acoustic tiles and install new grid and 2' x 2' vinyl tiles on Food Prep area (Cafeteria section only)

Ceiling to slope as required at existing doors and re-use existing HVAC registers and grills.

- o Include dumpsters for removals.
- o Exclude city permit
- o Crew chief will be at the site working with employees.

Description	Location Floor Type	Total
-------------	------------------------	-------

Notations: Existing HVAC ducting, diffusers, sprinkler piping, heads and glue on ceiling tile to remain in place, excludes raising/lowering ceiling head elevations, ceilings can be put in at same elevation without obstruction above, above ceiling insulation removal/replacement excluded, moving/protection of furniture provided by the school district, asbestos abatement not included, Hours. Restricted hours from 7:00am to 4:30pm would make our job difficult. We would like to work during the day (longer days) and some weekends so we can complete the job.

For after hours and emergencies contact Operations at 952-388-7000.	SubTotal	\$129,950.00
Quote does not include taxes.	Tax	\$0.00
	Shipping	\$0.00
	TOTAL	\$129,950.00

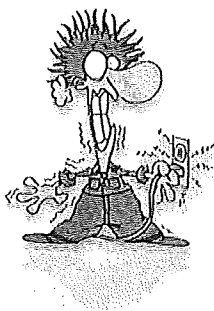
Authorized and accepted by: _____



TO: Saint Peter School Board
FROM: Sharon Petersen
DATE: April 13,2023
RE: Lighting Upgrade

Lighting upgrade in Middle School hallways and Early Childhood classrooms

Contractor	Proof of Insurance and Bonding	Project Process and Procedures	Base Bid	Alternative Option Bid (if offered.)	
BLK Electric	X	X	\$ 23,785.00	X	



BLK ELECTRIC, INC.

**1990 Lookout Drive
North Mankato, MN 56003
507-388-1173
507-388-7732 fax
blkelectric.com**

March 24, 2023

BLK Electric Inc. proposes to furnish material tools and labor to St. Peter Schools to replace Lights at the Middle school in the summer of 2023.

Please contact Michael Wicks with any questions related to the project. He will be the Project Manager if we are awarded the project.

We are Local Electrical contractor serving South Central MN, including the St. Peter and Mankato Areas. We currently employ 58 Electricians to serve our customers in their electrical needs. We own all of our equipment and have access to a wide variety of tools necessary through our rental partners to be able to complete projects on time. We have done several Lighting replacement projects at several area schools including St. Peter, Mankato ISD #77, Mankato State University, and South Central College.

49

St Peter: Replace Lighting in the hallways with ceiling replacement 2022
Replace Lighting in the hallways with ceiling replacement 2021

Mankato ISD #77: Replace lighting and controls in Franklin, Washington, Lincoln elementary schools 2020,2021,2022,2023.

Mankato State University: Replace/Renovate Lighting and Controls for Julia Sears Dorm 2022
Replace Lighting and Controls in the Dining Center 2020/2021

South Central College: Replace Lighting and Controls in the C-wing 2022
Replace lighting and Controls and Renovate Kitchen 2022

The Fee schedule can be determined if we awarded the project. We typically would bill the project as a whole when completed. We will work the Owner's representative (Sharon) to arrange the times we can have access to the identified phased area's provide during the walk thru. We will make sure they are completed when the spaces are needed. We will plan to have barrells available to recycle the fluorescent lamps we remove and we will daily make sure our garbage we create is disposed of in the construction dumpster. Any metal parts from the lights that can be recycled we will take in for recycling.

BLK ELECTRIC INC.'S MISSION is to be the preferred Electrical Contractor: continually improving our knowledge and abilities to meet your electrical needs.

- Replace Exit and Emergency Lights in the area's the ceiling lights are being replaced. (Cafeteria, Rooms 215,217,219)
- Remove 2x4 Lights in the Classrooms and Offices Identified
- Remove lights in area's to allow replacement of Lights in the Cafeteria and serving lines
- Install 2x4 lights in the Cafeteria and Serving line Area's to Match the rest of the replaced areas
- Remove and replace surface mounted 2x4 lights in the South Stair way area to match the new layin lights
- Replace 8" can lights with LED trim replacement
- Remove and replace Emergency light in the South Stairway
- Remove and replace Exit Lights in the south stair area
- Match all fixtures to the recently replaced lights in the hallways

Total \$ 23,785.00

We will begin the install of new lights after the scheduled start date of June 2nd 2023 And complete the installation of new lights prior to August 11, 2023. Sooner in area's designated at the walkthrough.

50

Sincerely,

Michael Wicks

Michael Wicks

This proposal is good for 30 days. If you have any questions, please call.

Accepted by: _____

Date: _____

BLK ELECTRIC INC.'S MISSION is to be the preferred Electrical Contractor: continually improving our knowledge and abilities to meet your electrical needs.



TO: Saint Peter School Board
FROM: Sharon Petersen
DATE: April 13, 2023
RE: Impact Attenuation GMAX Testing

This is for the play fields at the Floyd B Johnson Stadium, and JV Game fields 6 and 3

This test measures the amount of force the playing surface absorbs upon impact. Information from this testing is used to make our game fields safer and reduce the risk of injury.

IEA, INC.

PROPOSAL



Contact Us:

BROOKLYN PARK OFFICE
9201 W. BROADWAY, #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE
610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE
210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

BRAINERD OFFICE
601 NW 5TH ST. SUITE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE
1420 EAST COLLEGE DRIVE
MARSHALL, MN 56258
507-476-3599

VIRGINIA OFFICE
5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

800-233-9513

2023-2025 Impact Attenuation GMAX Testing for Saint Peter Public Schools

MARCH 3, 2023

PROPOSAL #11114

2023-2025 Impact Attenuation GMAX Testing

PROPOSAL PROVIDED TO:

Sharon Petersen
Buildings and Grounds Supervisor
Saint Peter Public Schools
100 Lincoln Drive
Saint Peter, MN 56082
Phone: (507) 810-0340
E-mail: spetersen@stpeterschools.org

PROPOSAL CONTACT:

Doug Brown
Director of Service Development
IEA, Inc.
9201 West Broadway, #600
Brooklyn Park, MN 55445
Phone/Cell: (612) 865-4743
E-mail: doug.brown@ieasafety.com

PROJECT INTRODUCTION

IEA, Inc. is pleased to provide this proposal to conduct Impact Attenuation GMAX Testing for Saint Peter Public Schools. The purpose for this testing is to measure the ability of a synthetic or natural turf to absorb “shock” or kinetic energy resulting from surface impact. The following three (3) fields will be tested:

- Floyd B Johnson Athletic Field
- JV North Game Field - Field 6
- JV South Game Field - Field 3

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IEA will test the GMAX values in accordance with the American Society for Testing and Materials (ASTM) standard 1936-10, a standard specification for shock attenuation of athletic fields. The test will be performed using a TRIAX “A-Missile” manufactured by Alpha Automation, Inc. in conformance with the technical requirements of ASTM 355, Procedure A.

SCOPE OF WORK

A trained technician will conduct the following testing:

- IEA Inc. will test GMAX values at ten (10) locations on each of the three (3) fields.
- Additional test locations may be selected at IEA’s discretion based upon a visual assessment of the field on the day of the testing.
- The ambient air temperature, field surface temperature at one-half inch depth, and general weather conditions will be recorded.
- IEA will measure the infill material depth in millimeters, at each testing location.
- At each location, three drops using the TRIAX “A-Missile” will be performed. This will provide the GMAX values.

IEA will develop a final report for the three fields tested, to include:

- The average GMAX value in accordance with ASTM 1936 at each test location.
- A summary of the site conditions, test results with summary, and IEA’s conclusions and recommendations.

LIMITATIONS & ASSUMPTIONS

IEA assumes that the three (3) fields will be tested on the same day.

The final reports will be based upon the condition of the field(s) on the date of evaluation.

2023-2025 Impact Attenuation GMAX Testing

COMPENSATION

IEA will conduct on-site field testing and provide a final report for each of the three (3) fields. The total fee for three (3) years of testing, including expenses and travel, is outlined below:

Location/Field	Annual fee*	Agreement Total*
Floyd B Johnson Athletic Field	\$1,170	\$3,510
JV North Game Field - Field 6	\$855	\$2,565
JV South Game Field - Field 3	\$855	\$2,565
Total Fee	\$2,880	\$8,640

* 10% discount is included based on a three (3)-year agreement.

For project work beyond the services outlined in this proposal and/or any changes to the agreed upon scope of work, IEA will obtain approval through a client-authorized change order.

SCHEDULE⁵⁴

IEA will schedule this project through Sharon Petersen, Buildings and Grounds Supervisor.

Scheduling will begin upon receipt of a signed proposal.

This proposal is valid for sixty (60) days.

PROPOSAL TERMS

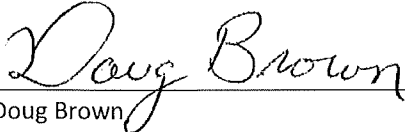
Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

2023-2025 Impact Attenuation GMAX Testing

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Impact Attenuation GMAX Testing services. Please sign this authorization to proceed and e-mail to doug.brown@ieasafety.com. Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

IEA, Inc.



Doug Brown
Director of Service Development

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Please proceed according to the above stated fees, terms, attached General Conditions, and this Proposal #11114 dated March 3, 2023.

Printed Name

Authorized Signature

Date

UFARS Code or PO Number

Appendix A

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General Conditions

General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or proprietary information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

General Conditions (cont'd)

C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
 - (a) Workers Compensation with statutory limits.
 - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
 - (c) Comprehensive General Liability with the following coverage:
 - I. Limit \$1,000,000.00 per occurrence
 - II. \$2,000,000.00 general aggregate
 - III. \$2,000,000.00 products completed/ operations aggregate
 - IV. \$1,000,000.00 personal and advertising injury
 - V. \$300,000.00 fire Damage (any one fire)
 - VI. \$25,000.00 medical expenses (any one person)
 - (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
 - (e) Professional Liability (claims made) with the following coverage:

\$1,000,000.00 per occurrence
 - (f) Contractor Pollution Liability (claims made):

\$1,000,000.00 each occurrence
 - (g) Umbrella Liability.

\$5,000,000.00 each occurrence
- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

8. Applicable Law

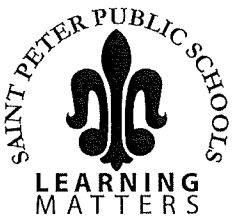
This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.



TO: Saint Peter School Board
FROM: Sharon Petersen
DATE: April 13,2023
RE: Air Purifiers

We were awarded a grant to supply air purifiers to classrooms.

We will be placing them in the School Reception areas, the Early Childhood classrooms and the Middle School Media Center



101 E Camino Real, TS15
 Boca Raton, FL 33432
 (908) 448-6999

Quote

Made on 3/31/23

Quote made for:	Payable to	Quote #
Saint Peter Public Schools	RA United Enterprises	SPPS1023
100 Lincoln Drive		
Saint Peter, MN 56082	Project	Terms
Attn: Sharon Peterson	Medify Air Units & Filters	NET30

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Description	Qty	Unit price	Total price
MA-40-W1	14	\$229.49	\$3,212.86
MA-40-E1	28	\$50.99	\$1,427.72
MA-50-W1	4	\$376.24	\$1,504.96
MA-50-R1	4	\$59.49	\$237.96
MA-112-W1	6	\$505.74	\$3,034.44
MA-112-R1	6	\$119.00	\$714.00

Notes:	Subtotal	\$10,131.94
ACH Payments to RA United Enterprise	Shipping	\$875.65
	Tax	\$0.00

Bank of America

Acct #: 898134142622
 Routing: 026009593 (wires)

Total: \$11,007.59



TO: Saint Peter School Board
FROM: Sharon Petersen
DATE: April 13,2023
RE: Small Floor Covering Projects

Middle School Media Conference Rooms D,E,F

North Kitchen Floor

South Bathroom / Locker room

HILLER COMMERCIAL FLOORS



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2909 South Broadway
 Rochester, MN 55904
 P: 888-724-1766
 F: 507-288-8877

Flooring Proposal for St Peter Schools

St. Peter MS

Media Center Water Damage Repair

Glue Down vinyl Tile, No Wax like Cafeteria
 Per State Contract #120202 C-432 (5)

Room	SF	Parallels	Caulk Walls	Reducer	Floor fill Allowance	Total
Conf D	144	\$ 812.16	\$ 75.00	\$ 33.60	\$ 160.80	\$ 1,081.56
Physical Therapy	252	\$ 1,421.28	\$ 90.00	\$ 33.60	\$ 160.80	\$ 1,705.68
Conf F	252	\$ 1,421.28	\$ 90.00	\$ 33.60	\$ 160.80	\$ 1,705.68
		<u>\$5.64/sf</u>	<u>\$1.50/ft</u>	<u>\$3.40/ft</u>	<u>\$160.80/bag</u>	
						<u>\$ 4,492.92</u>

Option: Do all three rooms at once deduct \$ 203.04

Submitted By:

Dave Bahr

Dave Bahr
 Hiller Commercial Floors
 December 9, 2022
 DB/fib



2909 South Broadway
 Rochester, MN 55904
 P: 888-724-1766
 F: 507-288-8877

Flooring Proposal for St Peter Schools
 South Elementary School

Boys Bathroom/Locker Room

Toilet Room

80sf Ceramic Tile Allowance \$15.00/sf Installed	\$ 1,200.00
Ceramic Base 34lf @ \$18.00/ft	\$ 612.00
Corian Transition @ \$26.40/ft	<u>\$ 158.40</u>
	\$ 1,970.40

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Balance Area

Install owner's VCT (270sf) 7hr @ \$112.80	\$ 789.60
Waterproof glue 1 Pail	\$ 170.00
Vinyl Base 90' @ \$3.00/ft	\$ 270.00
Floor fill allowance 1 bag @ \$160.80	\$ 160.80
Grind Floor @ \$2.75/ft	\$ 742.50
Butt to terrazzo floor @ \$8.40/ft	<u>\$ 25.20</u>
	\$ 2,158.10

Total \$ 4,128.50

Option: Provide vinyl tile add \$405.00

Submitted By:

Dave Bahr

Dave Bahr
 Hiller Commercial Floors
 December 9, 2022
 DB/lib

HILLER COMMERCIAL FLOORS



2909 South Broadway
 Rochester, MN 55904
 P: 888-724-1766
 F: 507-288-8877

Flooring Proposal for St Peter Schools
 North Elementary School
 Kitchen Repair
 5 x 23 Patch VCT
 Per State Contract #120202 C-432 (5)

135sf VCT @ \$1.20/sf	\$ 162.00
Waterproof Adhesive 1 Pail	\$ 170.00
Labor 8hr Allowance @ \$112.80	\$ 902.40
Grind Floor @ \$2.75/sf	<u>\$ 371.25</u>
	\$ 1,605.65

Submitted By:
Dave Bahr
 Dave Bahr
 Hiller Commercial Floors
 December 9, 2022
 DB/lib

HILLER COMMERCIAL FLOORS



ADDENDUM

REGULAR BOARD MEETING April 17, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Policies for Approval with a Single Reading

Action: Requires a Motion

Background: The following policies were reviewed by the Policy Committee and brought forward for a single reading. No material changes have been recommended:

- 101-Legal Status of the School District
- 101.1-Name of the School District
- 102-Equal Educational Opportunity
- 103-Complaints-Students, Employees, Parents, Other Persons
- 201-Legal Status of the School Board
- 202-School Board Officers
- 203-Operation of the School Board-Governing Rules
- 203.1-School Board Procedures; Rules of Order
- 203.2 Order of the Regular School Board Meeting
- 203.5-School Board Meeting Agenda
- 203.6-Consent Agendas
- 204-School Board Meeting Minutes
- 205-Open Meetings and Closed Meetings
- 206-Public Participation in School Board Meetings-Complaints
- 207-Public Hearings
- 208-Development, Adoption and Implementation of Policies
- 209-Code of Ethics
- 210-Conflict of Interest-School Board Members
- 211-Criminal of Civil Action Against School District, School Board
- 212-School Board Member Development
- 213-School Board Committees
- 214-Out of State Travel by School Board Member

Presentation: Superintendent of Schools
Policy Committee

Options/Recommendation: I recommend approving these policies.

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district’s powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board’s authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the ~~county(ies)~~ counties in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
 - 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
 - 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.
- B. Raising Funds
 - 1. The school district shall, within the limitations specified by law, provide by levy

of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights,
Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d
846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d
374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138
N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: Policy 201 (Legal Status of School Board)
Policy 603 (Curriculum Development)
Policy 604 (Instructional Curriculum)
Policy 606 (Textbooks and Instructional Materials)
Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and
a Fixed Asset Accounting System)
Policy 705 (Investments)
Policy 706 (Acceptance of Gifts)
Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and
Bidding Procedures)

Adopted: May 2022

Policy 101.1

Orig. 1998

Revised: _____

Rev. 1999

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 508. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be Saint Peter Public Schools.

- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.

- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No.508 (Saint Peter Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Policy 402 (Disability Nondiscrimination)
Policy 413 (Harassment and Violence)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Student Sex Nondiscrimination)

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References: Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 413 (Harassment and Violence)
Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. ~~or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board.~~ The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board’s authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks

and courses of study; and make and authorize contracts.

- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide, by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. lease rooms or buildings for school purposes;
 - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - 6. authorize cocurricular and extracurricular activities;
 - 7. receive, for the benefit of the school district, bequests, donations, or gifts for

any proper purpose; and

8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References:

Policy 101 (Legal Status of the School District)
Policy 202 (School Board Officers)
Policy 203 (Operation of the School Board -Governing Rules)
Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

202 SCHOOL BOARD OFFICERS

I. PURPOSE

The purpose of this policy is to delineate the responsibilities of the officers of the School Board.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall organized by selecting a chairperson, vice chairperson, a clerk, and a treasurer.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The School Board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chairperson, vice chairperson, treasurer, and clerk.

- 1. These officers shall hold office for one year and until their successors are elected and qualify.
- 2. The persons who perform the duties of clerk and treasurer need not be members of the School Board.
- 3. The School Board, by resolution, may combine duties of the officers of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER’S RESPONSIBILITIES

A. Chair

- 1. The chair, when present, shall:
 - a. preside at all meetings of the school board
 - b. co-sign all orders upon the treasurer for claims allowed by the school board,
 - c. represent the school district in all actions, and
 - d. perform all duties a chair usually performs.
- 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the School Board, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall:
 - a. make all reports which may be called for by the school board; and
 - b. perform all duties a treasurer usually performs.

C. Clerk

1. The clerk shall:
 - a. Draw and sign all orders upon the treasurer for the payment of money for bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
 - b. Perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
 - c. Perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.
 - d. Perform all other duties as required by law or statute.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

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

Cross References: Policy 101 (Legal Status of the School District)
Policy 201 (Legal Status of the School Board)
Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert’s Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

[Note: The editions of Robert’s Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

Cross References:

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. RULES OF ORDER

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

- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

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

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

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORDER

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Consideration and Adoption of the Agenda
4. Consider Requests to Speak on the Agenda
5. Approval of Consent Agenda Items
6. Student Spotlight
7. Action Items
 - ~~a. Building Principals~~
 - ~~b. Superintendent of Schools~~
 - ~~c. Board Members~~
 - ~~d. Around the Table~~
8. Information Items
9. Reports
 - a. Building Principals
 - b. Superintendent of Schools
 - c. Board Members
 - d. Around the Table
10. Upcoming Meetings of the School Board
11. Adjournment

B. The school board may depart from the order of business with the consent of the

majority of members present.

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

Cross References: Policy 203 (Operation of the School Board – Governing Rules)
Policy 203.5 (School Board Meeting Agenda)
Policy 203.6 (Consent Agendas)

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members four (4) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: Policy 203 (Operation of the School Board – Governing Rules)
Policy 203.2 (Order of the Regular School Board Meeting)
Policy 203.6 (Consent Agendas)
Policy 204 (School Board Meeting Minutes)
Policy 207 (Public Hearings)

203.6 CONSENT AGENDAS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CONSENT AGENDAS

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

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

Cross References: Policy 203.2 (Order of the Regular School Board Meeting)
Policy 203.5 (School Board Meeting Agenda)
Policy 204 (School Board Meeting Minutes)

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's

Records Retention Schedule.

3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not

yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual’s rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.
 - 2. Special Meetings
 - a. For a special meeting, the school board shall post written notice of the

date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.

h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the

evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed

meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)

Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

Policy 204 (School Board Meeting Minutes)
Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 207 (Public Hearings)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and

awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject will be asked to fill out a form to identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: Policy 205 (Open Meetings and Closed Meetings)
Policy 207 (Public Hearings)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.

3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References: Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

~~*[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]*~~

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF POLICY

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

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The

emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

Cross References: Policy 305 (Policy Implementation)

209 CODE OF ETHICS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

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

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

5. Work through the superintendent – not over or around the superintendent.
 6. Delegate the implementation of school board decisions to the superintendent.
- C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:
1. Respect the rights of others to have and express opinions.
 2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
 3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
 4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
 5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
 6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
 2. Attempt to obtain adequate financial support for the school district's programs.
 3. Insist that business transactions of the school district be ethical and open.
 4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
 2. Give the superintendent authority commensurate with his or her responsibilities.
 3. Assure that the school district will be administered by the best professional personnel available.
 4. Consider the recommendation of the superintendent in hiring all employees.
 5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
 6. Insist the superintendent keep the school board adequately informed at all times.

7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

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

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

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts

and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school

board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

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

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

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

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

Cross References: Policy 101 (Legal Status of the School Board)
Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district’s position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding

educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or

the matter being investigated is school-related, or as otherwise provided by law.

2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 408 (Subpoena of a School District Employee)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 506 (Student Discipline)
Policy 515 (Protection and Privacy of Pupil Records)

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: Policy 214 (Out-of-State Travel by School Board Members)
Policy 412 (Expense Reimbursement)

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Education.
 - 2. Policy.
 - 3. Business.

4. Human Resources.
 5. Shared Programs.
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
 - C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

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

Cross References: Policy 201 (Legal Status of the School Board)
Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. APPROPRIATE TRAVEL

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

IV. REIMBURSABLE EXPENSES

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

V. REIMBURSEMENT

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

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: Policy 212 (School Board Member Development)
Policy 412 (Expense Reimbursement)



ADDENDUM

REGULAR BOARD MEETING Monday, April 17, 2023 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Summer Programming 2023

Background: Each year the Saint Peter Schools provides programming during the summer. Some programs will not be available as the district is no longer eligible to receive the funding. The principal of each level will provide an overview of the plans.

Presentation: Superintendent Gronseth, Principals



ADDENDUM

REGULAR BOARD MEETING April 17, 2023 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 policy was reviewed by the Policy Committee and brought forward for a first reading:

104-School District Mission & Equity Statement
- Presentation:** Superintendent Gronseth
Policy Committee

104 SCHOOL DISTRICT MISSION & EQUITY STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION & EQUITY STATEMENT

“To inspire a passion for learning that encourages and enables all individuals to reach their highest potential.”

Saint Peter Schools Equity Statement:
We believe each student is unique and can be successful.
We value individual strengths, talents, and identities.
We will cultivate educational environments that provide access, representation, and opportunity.

IV. REVIEW

The school board will review the school district’s mission and equity statement every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270

Cross References: