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## School Board of Robbinsdale Area Schools

Work Session – August 2, 2021

**AGENDA SECTION:** Work Session

**ITEM:** 1. E-Learning Plan for SY 2021-2022

**COMMENTS BY:** Marti Voight, Asst. Superintendent,  
Matt Pletcher and Carla Reeck from Curriculum & Instruction

The School Board will have an opportunity to hear about the e-Learning Plan for the 2021-2022 school year.



# 2021-2022 RAS e-Learning Plan

Revised July, 2021

## Overview

Robbinsdale Area Schools' e-Learning Plan is written to provide continued, standards-aligned, educational experiences to students on days with inclement weather due to extreme cold. E-Learning Days provide Robbinsdale Area Schools an alternative to extending the school year in the event of such weather events. Our plan is developed in accordance with Minnesota Statute [120A.414](#) which states the following:

Subdivision 1. **Days.** "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section [120A.41](#).

Subd. 2. **Plan.** A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an e-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under chapter [125A](#).

Subd. 3. **Annual notice.** A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

Subd. 4. **Daily notice.** On an e-learning day declared by the school, a school district or charter school must notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

Subd. 5. **Teacher access.** Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.

## District e-Learning Communication Plan

Robbinsdale Area Schools will communicate with families and stakeholders through the following methods:

- Websites, district and school sites, and traditional media
- Social Media:
  - Twitter
  - Instagram
  - Facebook - district and school pages

- Automated Telephone Message
- Automated Text Notifications
- Email notifications

## **Birth-3 Early Childhood Special Education (ECSE) Services**

For any families who have home-based ECSE services scheduled on a declared e-Learning day, teachers will reach out to families directly via telephone to offer services through a Google Meet or phone conversation.

### Attendance:

Birth - age 3 ECSE teachers will continue to take attendance according to standard procedures.

## **Preschool Plan**

*Included Programs: 2-5 day Preschool Programs including ECFE, ECSE and EC.*

Learning Activities: Preschool teachers will collaborate to develop virtual classrooms with embedded online and offline learning activities for students. Learning activities will be connected to live instruction and supported by videos and other resources for literacy, math, social emotional learning, movement. These activities may be completed within the timeframe of the regularly scheduled class or at a more convenient time for families. Any teacher or specialist who would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students.

- Instructional activities will be delivered through a virtual classroom.
- All students will have an opportunity each class session to join a scheduled live whole class meeting for 15-20 minutes via Google Meet.
  - Meetings will be recorded so students can access at their convenience or review afterwards. Families may choose to leave cameras off.
- Some students may also participate in an additional small group time for 15-20 minutes, depending on rotation and schedule.

Virtual classrooms will be revisited regularly during the months of November through April to ensure that work being completed aligns with topics of study. A limited number of iPads and Hotspots will be made available to families, with priority going to families with no access to any other device.

### Communication of Learning Activities:

Teachers will email links to virtual classrooms to all families.

Teachers, administrators and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the [RAS Staff Directory](#). All communication requests will be responded to in a timely manner during school hours. Preschool Office staff can be reached via email at [ec\\_preschool@rdale.org](mailto:ec_preschool@rdale.org) or by calling 763-504-5330 8 a.m. to 4 p.m.

All communications via email will contain the teacher's name, grade level and school name to assist families who have multiple children.

Students will be expected to engage in the day's learning activities through a virtual classroom. Completed offline activities may be given to the teacher upon returning to school. Parents/guardians have the option of writing down the completed learning activities in the event printing the activities is not possible.

#### Attendance:

A student can be considered in attendance by:

- Participating in a google meet with teaching staff
- Connecting via a phone call or email with the student or parent
- Emailing or submitting a completed virtual classroom activity on a given day
- Watching a recorded google meet

Teachers may call home for any student who does not participate in one of the ways listed above. The teacher will record the call in the "Contact Log" in Infinite Campus.

- Attendance should be completed by 10:15 a.m. for morning classes
- Attendance should be completed by 1:45 p.m. for afternoon classes
- Parents/guardians should call the school office by 10:15 a.m. for morning classes and 1:45 p.m. for afternoon classes if they do not have reliable internet access.

#### Accommodations:

- Families can request a printed copy of the virtual classroom or activities upon returning to school.
- Families can request a description of the activities via phone call.
- All work completed should be returned to the classroom teacher within one week of returning to school.
- All classroom teachers will collaborate with special education case managers or English Learner teachers to make appropriate modifications for students in their classes.

#### The next class day after e-Learning in preschool classrooms:

- Provide time for students to share, draw or otherwise express what they did on the e-Learning day.

### **K-5 (Elementary) Plan (FAIR - Crystal, grade 5 is NOT included in this plan)**

**\*\*This plan was developed with the understanding that students in grades K-5 are 1:1 with digital devices and will bring them to and from home each day.**

Learning Activities: Robbinsdale Area Schools will use current Learning Pathways (Literacy) for students and provide both online and offline options for students (other subjects) to engage in learning on an e-Learning day. Any teacher that would have a class or student contact time on a declared e-Learning day is expected to provide learning opportunities for students.

#### Communication of Learning Activities:

Learning Pathways will be communicated in the following ways:

- Building grade level teams will post current Learning Pathway activities for the day on SeeSaw (K-3rd) and Schoology (4th & 5th) by 9:30 a.m.

- Learning Pathway activities will be emailed to building administrators to be posted to their social media sites and school webpages.
- Asynchronous instructional videos will be posted for students in grades 4-5 to access by 9:30 a.m.
- Teachers in grades K-3 will email Learning Pathway to all families in addition to posting online.

Teachers, principals and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the [RAS Staff Directory](#). All communication requests will be responded to in a timely manner during school hours.

All communications via email will contain the teacher's name, grade level and school name to assist families who have multiple children.

Students will be expected to complete all activities for all areas that would normally meet that day. Completed activities can be posted to SeeSaw (K-3rd) and Schoology (4th & 5th) or delivered upon returning to school with a signature or note from whomever supervised learning activities in the event that printing the assignment/activity is not possible.

#### Attendance:

- Parents/guardians can respond to the email from the teacher or respond through SeeSaw (or Schoology, if appropriate) that they received the Learning Pathway activities.
  - The teacher will attempt to call home for any student who does not respond via email. The teacher will record the call in the "Contact Log" in Infinite Campus.
  - Attendance should be completed by 10:15 am.
- Parents/guardians should call the school office if they do not have reliable internet access.
- Adventure Club sites will email appropriate school offices with students who are in attendance.
- All absences will be marked in Infinite Campus as Unexcused. It is the responsibility of the student's parent/guardian to request that absences are excused as stated in RAS Administrative Procedure [503AP](#).
  - Attendance will be changed from an *unexcused absence* to an *excused absence* within 7 days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

#### Accommodations:

- Families can request a printed copy of the Learning Pathway activities upon returning to school.
- Families can request a description of the Learning Pathway activities via phone call.
- Adventure Club will provide digital access to students in attendance.
- All Learning Pathway activities should be returned to the classroom teacher within one week of returning to school.
- All classroom teachers will collaborate with special education case managers to make appropriate modifications for students in their classes.

#### The next class day after e-Learning in elementary classrooms:

- Provide time for students to share, draw, write about or otherwise express what they did on the e-Learning day.

## 6-12 (Secondary) Plan (including FAIR - Crystal, grade 5)

Learning Activities: Any teacher that would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. All secondary classes in Robbinsdale Area Schools will utilize Schoology to post assignment information and lesson resources. This work may include, but is not limited to, online discussions, asynchronous instructional videos, quizzes, web-based and/or print assignments, readings. This work is also expected to be a continuation of content from the previous day.

### Communication of Learning Activities:

Teachers will post an "Update" on Schoology for their classes that includes all directions for the day, tasks to complete and a clear statement of the day's learning target(s). This information may also be sent home via Schoology, email or Infinite Campus.

Teachers, principals and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the [RAS Staff Directory](#). All communication requests will be responded to in a timely manner during school hours.

All communications via email will contain the teacher's name, grade level and school name to assist families who have multiple children.

### Attendance:

- To be counted present for an e-Learning Day:
  - A student must "Like" the UPDATE posted by the classroom teacher outlining the work for the day. This acknowledges that they have seen the task(s) to be completed for the day.
  - A parent/guardian may respond to the email from the classroom teacher verifying that they have seen the task(s) to be completed for the day.
  - Teachers will post attendance to Infinite Campus by the end of the school day.
    - 2:30 for high schools
    - 3:00 for middle schools
- Parents/guardians should call the attendance line for the school office if they do not have reliable internet access.
- All absences will be marked in Infinite Campus as Unexcused. It is the responsibility of the student's parent/guardian to request that absences are excused as stated in RAS Administrative Procedure [503AP](#).
  - Attendance will be changed from an *unexcused absence* to an *excused absence* within 7 days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

### Accommodations:

- All classroom teachers will collaborate with special education case managers to make appropriate modifications for students in their classes as needed.

- Self-contained classrooms may adhere to the general education model or they may use the learning pathway model used in elementary classrooms as deemed appropriate by case managers and self-contained classroom teachers.
- Any other service provider that would be working with a student on an e-Learning day must send an assignment or task via email and document this in the “Contact Log” in Infinite Campus

Robbinsdale Academy Programs:

*Included Programs: Alternative Placement, Credit Recovery, Edge, and Highview*

Robbinsdale Academy classes that do not utilize Schoology will adhere to the following additional guidelines:

- Students and their parent(s)/guardian(s), who are enrolled in any of the Robbinsdale Academy Programs will receive an email from each of their teachers outlining the expectations for the day.
- Students or parent/guardian will need to respond to this email for attendance purposes.

Post-Secondary Enrollment Option (PSEO) Students:

Students who are enrolled in PSEO will be contacted by their enrolled high school principal or designee informing the student that they must contact their PSEO instructors for details of their classes that day.

The next school day after e-Learning in secondary classrooms:

Teachers will have the following available to students:

- Time to work on tasks that were not completed on the e-Learning day
- Time to deepen understanding and engage in richer tasks for those who completed their tasks on the e-Learning day.

These should be done in ways that continue learning for all students in the classroom.

## **Adult Basic Education (ABE)**

Learning Activities: Any teacher that would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. All classes provided through ABE will adhere to their state approved Distance Learning guidelines. This work may include, but is not limited to, online discussions, quizzes, web-based and/or print assignments, readings. This work is also expected to be a continuation of content from the previous day.

Communication of Learning Activities:

Teachers will communicate expectations with their students via email and telephone calls on declared e-Learning days.

Teachers, ABE Director and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the [RAS Staff Directory](#). All communication requests will be responded to in a timely manner during school hours.

All communications via email will contain the teacher's name and school name to assist students who might also receive emails for their childrens' teachers.

### Attendance:

Student attendance will be counted in accordance with Distance Learning practices that are already approved for use in Adult Basic Education by the State of Minnesota.

### Accommodations:

The Distance Learning plan that is already in place for Adult Basic Education programming accounts for necessary accommodations for their students.

## **Robbinsdale Transition Center Plan (RTC)**

Learning Activities: Teachers at Robbinsdale Transition Center (RTC) will collaborate to create a unified document that has all learning activities for students. Any teacher that would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. Robbinsdale Area Schools will utilize learning pathways for students that provides both online and offline options for students to engage in learning.

Learning pathways will be revisited monthly during the months of November through April to ensure that work being completed aligns with current topics of study.

### Communication of Learning Activities:

Learning opportunities will be emailed to building administrators and directly to students and their families.

Teachers, principals and other licensed professionals will be available by email or phone (via voicemail) during normal school hours. Staff contact information can be found in the [RAS Staff Directory](#). All communication requests will be responded to in a timely manner during school hours.

All communications via email will contain the teacher's name, grade level and school name to assist families who have multiple children.

Students will be expected to complete ONE option for each subject. Completed activities should be returned upon returning to school. Parents have the option of writing down the completed learning activities in the event that printing them is not possible.

### Attendance:

- Parents/Students can respond to the email from the teacher that they received the learning activities.
  - The teacher will attempt to call home for any student who does not respond via email. The teacher will record the call in the "Contact Log" in Infinite Campus.
  - Attendance should be completed by 10:15 am.
- Parents/Students should call the school office if they do not have reliable internet access.
- All absences will be marked in Infinite Campus as Unexcused. It is the responsibility of the student's parent/guardian to request that absences are excused as stated in RAS Administrative Procedure [503AP](#).

- Attendance will be changed from an *unexcused absence* to an *excused absence* within 7 days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

**Accommodations:**

- Families/Students can request a printed copy of the learning activities upon returning to school.
- All learning activities should be returned to the classroom teacher within three days of returning to school.

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**Plan modified by:**

Carla Reeck, Director of Curriculum and Instruction  
Matt Pletcher, Director of Curriculum and Instruction

**Plan reviewed by:**

Marti Voight, Assistant Superintendent  
Kelly Kudla, Assistant Principal at Zachary Lane  
Colleen Kennedy, Assistant Principal at Plymouth Middle School  
Dr. Frank Herman, Principal at Cooper High School  
Dr. Sue Holtz, Director of Technology  
Dr. Candace Burckhardt, Special Education Supervisor  
Dr. Meghan Hickey, Assistant Director of Student Services  
Carla Reeck, Director of Curriculum and Instruction  
Kelley Sabako, MARSS Coordinator  
Robbinsdale Area Schools Curriculum Leadership Committee  
Robbinsdale Area Schools Executive Cabinet



## School Board of Robbinsdale Area Schools

Work Session – August 2, 2021

**AGENDA SECTION:** District Updates

**ITEM:** 2. District Updates

**COMMENTS BY:** David Engstrom, Superintendent

The School Board will have an opportunity to hear current district updates from Superintendent Engstrom. An opportunity for Q and A will take place during the allotted time on the agenda.



## School Board of Robbinsdale Area Schools

Work Session – August 2, 2021

**AGENDA SECTION:** Work Session

**ITEM:** 3A. Process for Policy Review

**COMMENTS BY:** Marti Voight, Asst. Superintendent

Assistant Superintendent Voight will review the process for Board policy review.



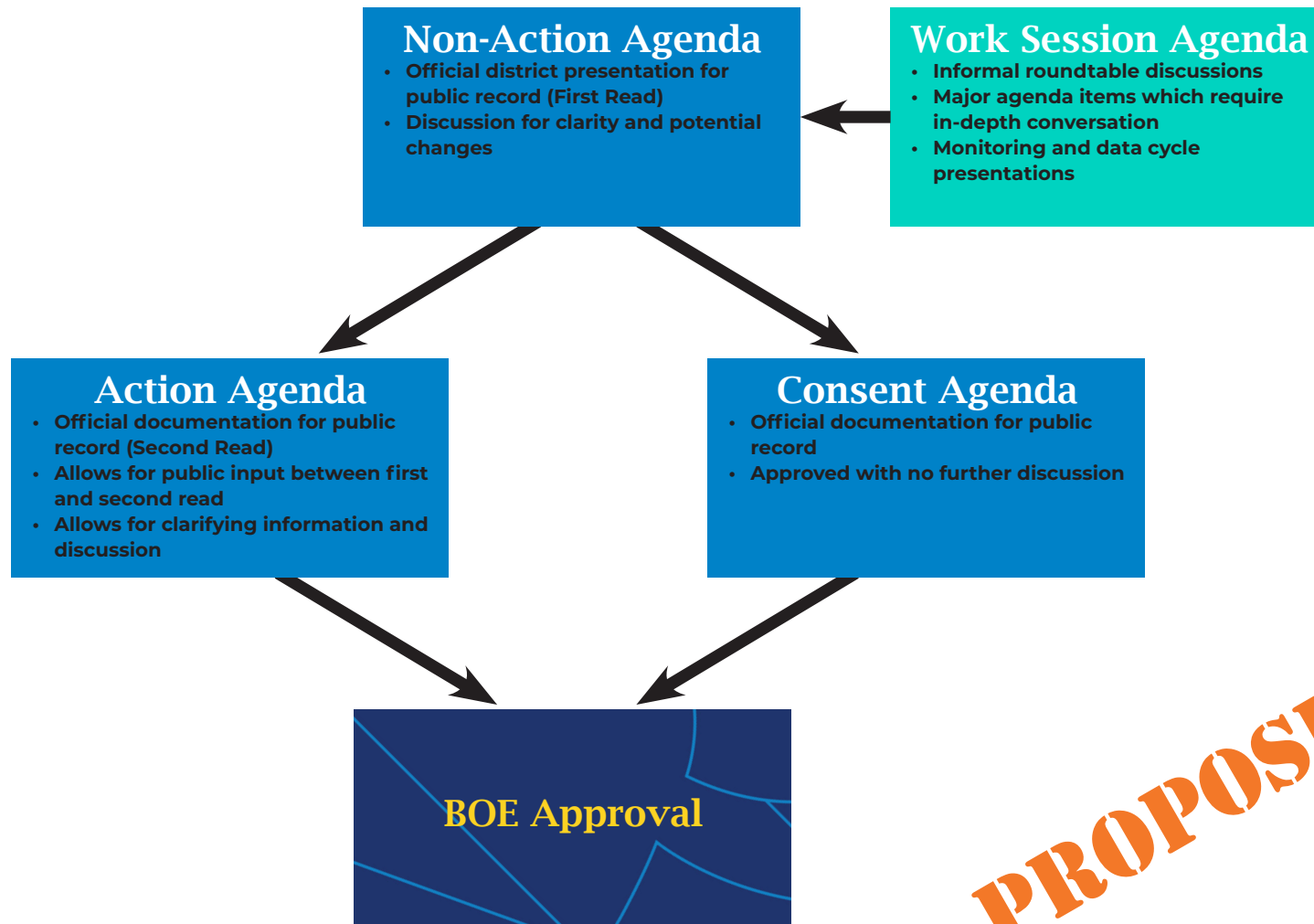
To: School Board Directors and Superintendent Engstrom  
From: Marti Voight, Assistant Superintendent  
Date: 7.28.2020  
Re: Recommendation: Policy Review Process for 20-21 school year

## Policy Review Process for School Board Agenda

**Consent:** Will be used for policies that are required to be reviewed on an annual basis with no major changes and/or policies with minor legislative language changes.

**Operations:** The two-step process is followed for reviewing policies with major legislative changes or district recommendations. The first step includes reading each policy that is being considered for revision at a school board meeting. Board members are then given time to further review the policies and ask questions. An additional review then takes place at the following school board meeting.

## Board of Education (BOE) Information and Decision-Making Flow Chart



**PROPOSED**

**BYLAWS  
OF  
ROBBINSDALE AREA SCHOOLS – INDEPENDENT SCHOOL DISTRICT 281  
FINANCIAL ADVISORY COUNCIL**

**ARTICLE I: NAME**

The name of this organization shall be the Robbinsdale Area Schools Financial Advisory Council.

**ARTICLE II: PURPOSE OF THE COUNCIL**

The purpose of the Robbinsdale Area Schools Financial Advisory Council (“Council”) is to provide financial advice and support to the Robbinsdale Area School Board and senior administration that is consistent with the mission of the district. The Council is accountable to the School Board of Robbinsdale Area Schools.

The Robbinsdale Area Schools Financial Advisory Council will evaluate the district’s economic conditions, develop future budget assumptions, and provide insights as to the overall fiscal condition of the district. The Council will utilize the district’s financial planning model to review revenue and expenditure projections for future budget years. The Council will also make recommendations to the Robbinsdale Area School Board on future budget targets and assumptions.

The Robbinsdale Area Schools Financial Advisory Council shall also support the Executive Director of Business Services and the Robbinsdale Area School Board in creating and developing consumer-oriented presentations regarding the district’s finances. Upon approval of the School Board, the Council will present information to the community.

**ARTICLE III: POLICIES**

- A. The Robbinsdale Area Schools Financial Advisory Council shall be nondiscriminatory in regard to race, color, family status, creed, religion, national origin or gender. The Council shall be noncommercial and nonpartisan. Attempts will be made to have the Council membership reflect the demographic profile in the Robbinsdale Area School District.
- B. All Council reports, findings, and recommendations will be available to the public.
- C. The Robbinsdale Area Schools Financial Advisory Council will work within state and federal statutes, school district statutes, School District policy and accepted financial practices.

## ARTICLE IV: MEMBERSHIP

The Robbinsdale Area Schools Financial Advisory Council shall consist of:

- Seven community members appointed by the Robbinsdale Area School Board
- Treasurer of the Robbinsdale Area School Board
- Executive Director of Business Services

The Robbinsdale Area School Board shall solicit applications from District residents to be appointed to serve on the Robbinsdale Area Schools Financial Advisory Council.

- A. The preferred qualifications for Applicants include:
- a. A strong background in finance, economics, or accounting
  - b. Experience in business and financial matters
  - c. Experience in school finance
  - d. Ability to declare no conflicts of interest

The Executive Director of Business Services will be available to help potential applicants assess their qualifications.

- B. Members of the Robbinsdale Area Schools Financial Advisory Council will be appointed to the Council by majority vote of the Robbinsdale Area School Board.
- C. Members of the Robbinsdale Area Schools Financial Advisory Council will be appointed at the first meeting of the Robbinsdale Area School Board in June; all appointments, regardless of when they are made during the school year, are retroactive to June of that year.
- D. For each new fiscal year, the prior year's Chair or the Executive Director of Business Services will convene the first meeting of the Robbinsdale Area Schools Financial Advisory Council. The Council will appoint a Member of the Council to serve as Chair for that fiscal year. Any mid-term vacancy will be filled at the discretion of the School Board.
- E. Members of the Robbinsdale Area Schools Financial Advisory Council shall serve a term of three years; the Council will determine how the terms will be staggered to support continuity on the Council.
- F. Any member missing two Robbinsdale Area Schools Financial Advisory Council meetings within a school year will be contacted by the Executive Director of Business Services to discuss the expected commitment of the member to the Council. In the event that a member resigns from the Council, the application and appointment process noted above will be followed.
- G. The School Board may, by majority vote, remove any appointee at any time, with or without cause, each by a separate motion.

## **ARTICLE V: MEETINGS**

- A. The Robbinsdale Area Schools Financial Advisory Council shall meet a minimum of four times a year. The Executive Director of Business Services will work with the Council to determine meeting dates, according to the school calendar.
- B. Special meetings of the Financial Advisory Council may be called at the discretion of the Chair, in conjunction with the Executive Director of Business Services, or, by a majority of the members of the Robbinsdale Area Schools Financial Advisory Council.
- C. Written notice of each meeting of the Financial Advisory Council shall be delivered to each member of the Council prior to such meeting. Subject to each Council member's consent, notice may be delivered electronically.
- D. All meetings of the Robbinsdale Area Schools Financial Advisory Council shall be open to the public.
- E. Meetings will include, but not be limited to, the analysis of financial information and the development of recommendations for long-term financial planning.
- F. The Robbinsdale Area Schools Financial Advisory Council will strive to reach consensus on recommendations that will be made to the Robbinsdale Area School Board.
- G. In the event that unanimous consensus cannot be achieved, the matter may be put to a vote. All members of the Council are voting members. A quorum of members present is required for a vote to proceed. A quorum is more than half of the Council's membership.
- H. Minutes of all meetings shall be prepared by the Chair or designee of the Chair and filed with the Executive Director of Business Services and forwarded to all members of the Robbinsdale Area Schools Financial Advisory Council.

## **ARTICLE VI: EXPECTATIONS**

- A. The Executive Director of Business Services, in consultation with the Chair, will provide agendas for meetings with input from other Members of the Council.
- B. Members of the Robbinsdale Area Schools Financial Advisory Council will prepare for each meeting by reviewing agenda materials.
- C. Members of the Robbinsdale Area Schools Financial Advisory Council are expected to develop an understanding of the district's educational programs and budgetary and regulatory constraints.
- D. Members of the Robbinsdale Area Schools Financial Advisory Council are expected to contact the Executive Director of Business Services if unable to attend a meeting.

- E. At no time shall confidential Robbinsdale Area School District information or personal information be given to or acted upon by the Robbinsdale Area Schools Financial Advisory Council.
- F. The Robbinsdale Area Schools Financial Advisory Council shall not make unsubstantiated, subjective judgments or recommendations. In the course of their duties, the Executive Director of Business Services and School Board Treasurer are free to use the findings of the Council.
- G. Information regarding the Robbinsdale Area Schools Financial Advisory Council's analysis of financial information and development of recommendations for long-term fiscal planning will be presented to the School Board in time for budget planning.
- H. An annual summary of the recommendations from the Robbinsdale Area Schools Financial Advisory Council will be distributed by the Business Services Department and posted on the district's website.

#### **ARTICLE VII: MEMBER INSERVICE**

- A. An overview of the Robbinsdale Area Schools Financial Advisory Council responsibilities and accomplishments will be presented annually to the School Board (usually June of each year.)

#### **ARTICLE VIII: AMENDMENT**

- A. These bylaws may be altered, amended, or repealed, and additional bylaws adopted, by the affirmative vote of a majority of the members present at any meeting of the Council at which a quorum is present, and any such proposed changes will be forwarded for approval to the School Board.



## School Board of Robbinsdale Area Schools

Work Session – August 2, 2021

**AGENDA SECTION:** Work Session

**ITEM:** 4C. Process and Criteria for Selecting a School Board Treasurer

**COMMENTS BY:** David Boone, Board Chair

Chair Boone will review the options for selecting a school board treasurer, and open for Board discussion