

*Business Meeting will immediately follow adjournment of Organizational Meeting.*

1. Call to Order of Organizational Meeting / Roll Call ( <i>Helen Bassett, Acting School Board Chair</i> )	2
2. Acceptance of the Organizational Meeting Agenda ( <i>Helen Bassett, Acting School Board Chair</i> )	3
3. Ceremonial Oath of Office for Newly-Elected School Board Directors ( <i>Helen Bassett, Acting School Board Chair</i> )	4
4. Action: Election of School Board Officers for 2023 ( <i>Helen Bassett, Acting School Board Chair</i> )	
A. Action: Elect School Board Chair	10
B. Action: Elect School Board Vice Chair	11
C. Action: Elect School Board Clerk	12
D. Action: Elect School Board Treasurer	13
5. Other Business ( <i>Newly-Elected School Board Chair</i> )	
A. Action: Delegation of Deputy Treasurer	14
B. Action: Delegation of Assistant Clerk	16
C. Action: Approval of Yearly Board Compensation ( <i>Newly-Elected School Board Chair</i> )	17
D. Action: Approval of Resolution Authorizing the Use of Facsimile Signatures and Surety Bond	18
E. Review of Administrative Procedure 210: Conflict of Interest School Board Members	20
F. Review of 2023 Reimbursement for Transportation	25
6. Adjournment of Organizational Meeting ( <i>Newly-Elected School Board Chair</i> )	26
7. Call to Order of Business Meeting / Roll Call ( <i>Newly-Elected School Board Chair</i> )	27
8. Acceptance of the Business Meeting Agenda ( <i>Newly-Elected School Board Chair</i> )	28
9. Operations	
A. Non-Action: Durham Transportation Settlement ( <i>Christian Shafer of Ratwik, Roszak &amp; Maloney, P.A.</i> )	29
10. Action: Approval of Consent Agenda ( <i>Newly-Elected School Board Chair</i> )	32
A. Administrative	
1. Draft Minutes	33
B. Personnel Matters	
1. Licensed Staff Personnel Report	37
2. Non-Licensed Staff Personnel Report	38
C. Financial Matters	
1. Bid Award for Meadow Lake Elementary School LTFM for FY23	39
11. Announcements	47
12. Adjournment ( <i>Newly-Elected School Board Chair</i> )	50



## School Board of Robbinsdale Area Schools

Organizational Meeting - January 9, 2023

**AGENDA SECTION:** Call to Order

**ITEM:** Roll Call Attendance

	<b>PRESENT</b>	<b>ABSENT</b>
Helen Bassett	_____	_____
ReNae Bowman	_____	_____
Sharon Brooks Green	_____	_____
Greta Evans-Becker	_____	_____
Kim Holmes	_____	_____
Caroline Long	_____	_____
John Vento	_____	_____
David Engstrom, ex-officio	_____	_____



## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Acceptance of Agenda  
**ITEM:** 2. Acceptance of Organizational Meeting Agenda  
**COMMENTS BY:** Helen Bassett, Acting School Board Chair

**Recommended Action:** Approve Organizational Meeting agenda.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

## School Board of Robbinsdale Area Schools

Organizational Meeting - January 9, 2023

**AGENDA SECTION:** Ceremonial Oath of Office for Newly Elected School Board Directors

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**ITEM:** 3. Ceremonial Oath of Office

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**COMMENTS BY:** Helen Bassett, Acting School Board Chair

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**Recommended Action:**

The following will publicly affirm their commitment to the oath of office as Robbinsdale Area Schools Board Directors:

1. Kim Holmes
2. ReNae Bowman
3. Caroline Long
4. Sharon Brooks Green



Robbinsdale Area Schools  
**SCHOOL BOARD DIRECTOR OATH OF OFFICE**

It is an honor that you were selected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes, and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

\*\*\*\*\*

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

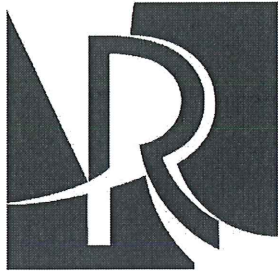
I swear/affirm that I will support the Constitution of the United States and of this state, and that I will faithfully discharge the duties of the office of school board director of Robbinsdale Area Schools, Independent School District No. 281, to the best of my judgment and ability.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date



Robbinsdale Area Schools  
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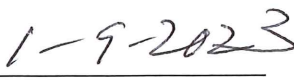
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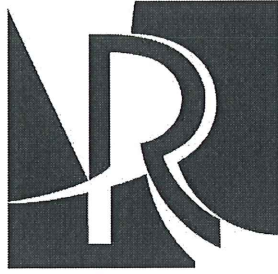
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\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Date



Robbinsdale Area Schools  
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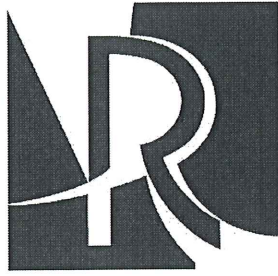
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Board Chair

  
Date

  
Director

  
Date



Robbinsdale Area Schools  
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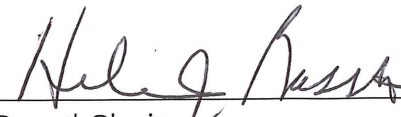
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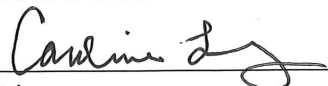
\*\*\*\*\*

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

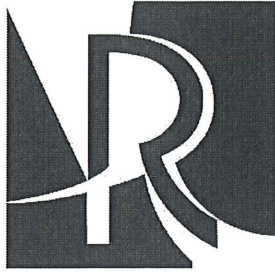
I swear/affirm that I will support the Constitution of the United States and of this state, and that I will faithfully discharge the duties of the office of school board director of Robbinsdale Area Schools, Independent School District No. 281, to the best of my judgment and ability.

  
Board Chair

1-9-2023  
Date

  
Director

1/9/23  
Date



Robbinsdale Area Schools  
**SCHOOL BOARD DIRECTOR OATH OF OFFICE**

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\*\*\*\*\*

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will faithfully discharge the duties of the office of school board director of Robbinsdale Area Schools, Independent School District No. 281, to the best of my judgment and ability.

Sharon E. Brooks-Breen  
Board Chair

Director

1-9-2023  
Date

01/09/2023  
Date



## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Election of Officers for 2023

**ITEM:** 4.A. Elect School Board Chair

**COMMENTS BY:** Helen Bassett, Acting Board Chair

**Recommended Action:**

Approve \_\_\_\_\_ as the School Board Chair nominee for 2023.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Election of Officers for 2023

**ITEM:** 4.B. Elect School Board Vice Chair

**COMMENTS BY:** Helen Bassett, Acting Board Chair

**Recommended Action:**

Approve \_\_\_\_\_ as the School Board Vice Chair nominee for 2023.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Election of Officers for 2023

**ITEM:** 4.C. Elect School Board Clerk

**COMMENTS BY:** Helen Bassett, Acting Board Chair

**Recommended Action:**

Approve \_\_\_\_\_ as the School Board Clerk nominee for 2023.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Election of Officers for 2023

**ITEM:** 4.D. Elect School Board Treasurer

**COMMENTS BY:** Helen Bassett, Acting Board Chair

**Recommended Action:**

Approve \_\_\_\_\_ as the School Board Treasurer nominee for 2023.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Other Business

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**ITEM:** 5.A. Delegation of Deputy Treasurer

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**COMMENTS BY:** Newly-Elected School Board Chair

---

The law allows a board to combine and delegate the duties of the offices of clerk and treasurer to person(s) employed by the district in its business/finance office. A resolution is required if the duties of the clerk and treasurer are delegated.

Per the Robbinsdale School Board Bylaws, the Treasurer (or Deputy Treasurer as the Treasurer’s designee) shall:

1. Deposit, upon receipt, all district funds in depositories designated and approved by the School Board.
2. Sign all orders upon the treasurer approved by the School Board, thereby converting the orders to checks.
3. Sign all contracts, agreements and all other reports that require the signature of the Treasurer.
4. Make certain that all records pertaining to the receipt and disbursement of district funds are properly maintained.
5. Receive, hold in custody and expend all funds as directed by the School Board.
6. Perform all other duties imposed by Minnesota statutes and other such duties as may be assigned by the School Board or the Superintendent of schools.

**Recommended Action:** Approve designating Ukee Dozier, Executive Director of Finance to the position of Deputy Treasurer.

	<b>Yes</b>	<b>No</b>	<b>Abstention</b>
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			

John Vento			
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**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Other Business

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**ITEM:** 5.B. Delegation of Assistant Clerk

---

**COMMENTS BY:** Newly-Elected School Board Chair

---

The position of Assistant Clerk to the Board was first authorized by the Board at the September 1985 School Board meeting for the purpose of keeping School Board records. It is recommended that Molly Olson, be appointed to the position and vested with the authority and responsibility to:

- Keep a complete record of proceedings of the School Board at its meetings.
- Sign, or cause to be signed, all orders upon the Treasurer for payment of bills, salaries and contracts approved by the Board to be disbursed by the Treasurer.
- Assure accuracy of Board meeting minutes.
- Perform all other duties imposed by Minnesota statutes and other such duties as may be assigned by the School Board

**Recommended Action:** Approve Molly Olson as Assistant Clerk to the Board

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Other Business

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**ITEM:** 5.C. Approval of Yearly Board Compensation

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**COMMENTS BY:** Newly-Elected School Board Chair

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**Recommended Action:** Approve the annual Board compensation per rates listed below:

- \$7,800 for Directors or \$650/month
- \$8,400 for Vice Chair or \$700/month (includes \$50 stipend)
- \$9,000 for Chair or \$750/month (includes \$100 stipend)

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Other Business

---

**ITEM:** 5.D. Approval of Resolution Authorizing the use of Facsimile Signatures and Surety Bond

---

**COMMENTS BY:** Newly-Elected School Board Chair

---

**Recommended Action:**

Approve the resolution authorizing the use of facsimile signatures and surety bond.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

**2023 RESOLUTION  
AUTHORIZING THE USE OF FACSIMILE SIGNATURE AND SURETY BOND**

The board is asked to approve the resolution authorizing use of facsimile signatures and a surety bond:

- a) Pursuant to M.S. 47.41, the school board and the chairperson, clerk and treasurer thereof hereby authorize the school district depository banks to honor checks, drafts, warrants, warrant-checks and other orders on public funds bearing facsimile signatures of any of said officers and to charge the same to the account upon which drawn as fully as though those instruments bore the manually written signatures of any of said officers.
- b) Pursuant to M.S. 47.42, the school board of said district approves the use of such facsimile signatures and hereby determines to insure the school district with any insurance company authorized to do business within the state in the amount of up to \$500,000 blanket employee faithful performance bond forgery insurance against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures, and an officer of said school district shall not be personally liable for loss resulting from the use of any facsimile signature unless said loss occurs by reason of that officer's wrongful act.
- c) The clerk is hereby authorized and directed to furnish the school district depositories with copies of this resolution, and the school district officers and said depositories are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures hereafter.
- d) Pursuant to M.S. 123.B.02, Subd.1, covering general powers, the school board authorized the superintendent of schools and the superintendent's assistant to utilize facsimile signature stamps covering the chairperson and the clerk signatures. The facsimile signature stamps covering the chairperson and the clerk are hereby authorized and may be used whenever there is not an actual handwritten signature required by Minnesota statute.

THEREFORE BE IT RESOLVED, the ISD 281 School Board formally approves the Resolution Authorizing the Use of Facsimile Signatures and Surety Bond.

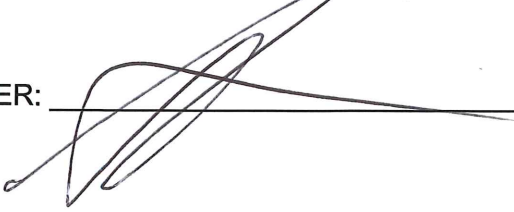
Motion was moved by Director Bassett (waived reading), seconded by Director Vento, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

CHAIR:  DATE: 1/9/2024

CLERK:  DATE: 1/9/2024

TREASURER:  DATE: 1/9/2024

## **School Board of Robbinsdale Area Schools**

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Other Business

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**ITEM:** 5.E. Review of Administrative Procedure 210: Conflict of Interest School Board Members

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**COMMENTS BY:** Newly-Elected School Board Chair

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During the School Board's organizational meeting, it is customary for Board members to review and reaffirm the Conflict of Interest Administrative Procedure (attached) and the laws of the state of Minnesota regarding conflict of interest.

Board members will review its compliance with the conflict of interest laws and declare any possible conflict of interest as a matter of public record. Such declarations will be recorded in the official minutes of the meeting.

**Recommended Action:** Review and reaffirm Administrative Procedure 210.

# **ADMINISTRATIVE PROCEDURE**

## **210AP: CONFLICT OF INTEREST SCHOOL BOARD MEMBERS**

*Adopted: December 2, 2012*

### **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 there from.
- 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 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. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

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

## **School Board of Robbinsdale Area Schools**

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Other Business

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**ITEM:** 5.F. Review of 2022 Reimbursement for Transportation

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**COMMENTS BY:** Newly-Elected School Board Chair

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Minnesota Statute 123B.09, Subd.12 states that "All members of the board may receive reimbursement for transportation at the rate provided for in section 471.665."

Effective January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022.

\*References:

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile>

**Recommended Action:** Review and affirm reimbursement for transportation rate.



## School Board of Robbinsdale Area Schools

Organizational Meeting – January 9, 2023

**AGENDA SECTION:** Adjournment

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**ITEM:** 6. Adjournment of Organizational Meeting

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**COMMENTS BY:** Newly-Elected School Board Chair

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**Recommended Action:** Call the Organizational meeting to a close.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## School Board of Robbinsdale Area Schools

Business Meeting - January 9, 2023

**AGENDA SECTION:** Call to Order

**ITEM:** Roll Call Attendance

	<b>PRESENT</b>	<b>ABSENT</b>
Helen Bassett	_____	_____
ReNae Bowman	_____	_____
Sharon Brooks Green	_____	_____
Greta Evans-Becker	_____	_____
Kim Holmes	_____	_____
Caroline Long	_____	_____
John Vento	_____	_____
David Engstrom, ex-officio	_____	_____



## School Board of Robbinsdale Area Schools

Business Meeting – January 9, 2023

**AGENDA SECTION:** Acceptance of Agenda  
**ITEM:** 8. Acceptance of Business Meeting Agenda  
**COMMENTS BY:** Newly-Elected School Board Chair

**Recommended Action:** Approve Business Meeting agenda.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## School Board of Robbinsdale Area Schools

Business Meeting – January 9, 2023

<b>AGENDA SECTION:</b>	Operations
<b>ITEM:</b>	9.A. Non-Action - Review of Durham Transportation Settlement
<b>PRESENTER:</b>	Christian Shafer from Ratwik, Roszak & Maloney, P.A.

**Description:**

Mr. Shafer will present the details of the Durham Transportation settlement and contract extension.



**To: Board of Education**  
**From: Facilities, Operations, and Transportation Department**  
**Date: 1/9/2023**  
**Re: Transportation Settlement and Contract Extension**

Current Performance of Durham:

- All routes are running and have been consistently even with the flu, Covid, and absenteeism. Backup drivers are available and being used on a daily basis.
- All athletics, activities, and field trips have been covered since the school year started..
- Special Ed bus drivers are being added as drivers pass their license exams.
- Summer transportation for 2022 was fully covered.

To resolve past liquidated damages for missing routes in the 2021-2022 school year and establishing bus route rates based on the revised transportation system that we are using at Robbinsdale Area Schools in a new 2 year contract with Durham Transportation Services we are recommending the following:

1. Agree to settlement:
  - Payment of \$652,058.82 in whatever form the District would prefer (cash/offsets/other)
  - Set rate of \$391.25 per general education route per day (32.8% increase from current rates) retroactive to August 1, 2022 for the 2022-2023 school year
  - Set rate of \$437.00 per general education route per day (11.7% increase from 2022-2023 rates) for the 2023-2024 school year
2. Agree to the contract extensions and new rates for this school year and the 2023-2024 school year
3. Both documents will be ready for signature and final approval on January 24th, 2023 at the Board Meeting

These are the areas that Durham is allocating the additional revenue to in order to ensure that Robbinsdale Area Schools is fully operational.

This would also include a \$2 per hour increase for Durham bus drivers and monitors for the 2023-2024 school year, above and beyond the increases listed here which are currently in place.

## Details of increase

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- Sign-On Bonus:
  - 50 Sign-Ons @ \$5,000
- Retention Bonus:
  - 55 Drivers @ \$2,500
  - 15 Monitors @ \$2,500
- 7-Hour Guarantee
  - All drivers and monitors that work an AM shift and a PM shift shall be guaranteed 7-hours
- Training Pay
  - All candidates in training, once hired with permits, will receive their full standard driver or monitor pay rate for training
  - Drivers receive a \$500 bonus for taking CDL prep class with us and obtain their CDL Permits successfully
- Removed one MX Tech
  - Used MX Tech wages to add a Full-Time Recruiter
- Every Driver Wage Scale Step receiving a \$5.49 raise
  - Current: \$20.51-\$25.00
  - New: \$26.00-\$30.49
- Every Monitor Wage Scale Step receiving a \$2.31 raise
  - Current Start: \$14.69
  - New Start: \$17.00



## School Board of Robbinsdale Area Schools

Business Meeting – January 9, 2023

**AGENDA SECTION:** Consent Agenda

**ITEM:** 10. Approval of Consent Agenda

**PRESENTER:** Newly-Elected School Board Chair

**Description:** Consent Agenda items are considered routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which the item will be removed as a Consent Agenda item and addressed. Consent Agenda items include administrative, personnel matters and financial matters.

**Recommended Motion:** Approve the Consent Agenda items.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon Brooks Green			
Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

*\*\*Approved January 9, 2023*

A Business Meeting of the School Board of Robbinsdale Area Schools (RAS) was held Monday, December 19, 2022, beginning at 7:00 p.m. in the Boardroom at the Robbinsdale Area Schools Education Service Center. A recording of the meeting can be found at: <https://www.rdale.org/discover/school-board> under "Watch School Board Meeting Webcasts."

### **Call to Order and Roll Call**

Chair Bassett called the meeting to order at 7:00 p.m. Directors present: Helen Bassett, David Boone, Sharon Brooks Green, Greta Evans-Becker, Sam Sant, and John Vento; and David Engstrom, Superintendent. Director(s) absent: Michael Herring. There was a quorum; and the meeting was called to order.

### **Acceptance of the Agenda**

Director Boone moved to amend the meeting to move Policy 203.7: Board/Superintendent Relationship to action for a vote under Operations as item 6.I. and Policy 203.8: Board/Other Staff Relationship to action for a vote under Operations as item 6.J., Director Vento seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed. 33

Chair Bassett asked for a motion to accept the Business Meeting agenda as amended for December 19, 2022.

MOTION: Director Vento moved approval of the agenda, and Director Sant seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

### **Arts Showcase**

*"Art is Primary" Elementary Art Show at Robbin Gallery - presented by Kim Carroll, RAS Elementary Visual Arts Teacher and Jeanne Johnson, Gallery Director of Robbin Gallery*

Ms. Carroll and Ms. Johnson provided information about this event which began on December 8 and will conclude on December 27 - featuring the works of our district elementary students. If unable to attend in person, it can be viewed in the [Virtual Gallery](#).

### **Special Chair Report**

*Presented by Helen Bassett, School Board Chair*

Chair Bassett honored David Boone (2 terms, 8 years), Michael Herring (2 terms, 8 years) and Sam Sant (1 term, 4 years) in appreciation of their service to the district as members of our school board.

### **Superintendent's Report**

*Presented by David Engstrom, Superintendent*

Superintendent Engstrom echoed Chair Bassett's sentiments in regard to Directors Boone, Herring and Sant - expressing his gratitude for their service and dedication to our district and students.

*Non-Action: 2022 Staff Charitable Giving Campaign - presented by Anthony Williams, Executive Director of Community Education, Athletics and Activities*

Mr. Williams presented award certificates to the following:

- Dyne Stephenson, Robbinsdale Academy-Highview for Best Overall Campaign
- Shirrie Jackson, Robbinsdale Middle School for her commitment to the campaign
- Lisa Jenson, Armstrong High School for the Above and Beyond Award
- Sarah Krizmanic, Meadow Lake Elementary for running a consistently strong campaign
- Rose Sybrant, Robbinsdale Spanish Immersion School for the Campaign of Excellence Award

This year's campaign raised \$20,080.00 for the Seven Dreams Foundation and \$12,201.00 for the Greater Twin Cities United Way for a total of \$32,281.00.

Superintendent Engstrom reviewed the safety and security measures that have been taken recently:

- Update and approval of Policy 501: School Weapons, outlining changes in protocol for:
  - Media threats

- Dangerous weapons
- Social media threats
- Met with local law enforcement regarding training and providing information on what the district needs
- Working with schools on drills
- Testing alarm and safety systems over winter break
- Use of Gaggle for reporting of anonymous safety concerns by students (as they are often aware of situations prior to adults)

He also expressed his appreciation to the public for alerting us to situations of which they are aware.

## Operations

- A. *Action: Approval of 2023 Legislative Action Coalition (LAC) Platform*  
 MOTION: Director Vento moved approval, and Director Sant seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- B. *Action: Approval of Resolution Designating Polling Places for ISD No. 281 for 2023*  
 MOTION: Director Vento moved approval, and Director Sant seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- C. *Action: Approval of Staff Ratio/Classroom Range for 2023-2024*  
 MOTION: Director Sant moved approval, and Director Vento seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed. 34
- D. *Action: Approval of Levy Pay 2023*  
 MOTION: Director Vento waived reading and moved approval, and Director Evans-Becker seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- E. *Action: Approval of Policy 203: Operation of the School Board*  
 MOTION: Director Vento waived reading and moved approval, and Director Sant seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- F. *Action: Approval of Policy 203.1: School Board Procedures/Rules of Order*  
 MOTION: Director Boone moved approval, and Director Vento seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- G. *Action: Approval of School of Engineering and Arts (SEA) at Olson easement for Flood Control*  
 MOTION: Chair Bassett moved approval, and Director Vento seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- H. *Action: Approval of Resolution Accepting Donations in the amount of \$16,230.30.*  
 MOTION: Director Sant moved approval, and Director Brooks Green seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- I. *Action: Approval of Policy 203.7: Board/Superintendent Relationship*  
 MOTION: Director Vento moved approval, and Director Sant seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- J. *Action: Approval of Policy 203.8: Board/Other Staff Relationship*  
 MOTION: Director Vento moved approval, and Director Boone seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

**Consent Agenda**

Consent Agenda items include administrative, personnel matters, and financial matters. MOTION: Director Sant moved approval, and Director Vento seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

**Board Reports**

Each month Board Members share updates from their different committee assignments and attendance at district and community events. Before the Business Meeting, Director Boone facilitated the listening time held at 6 p.m. in the Boardroom at the Education Service Center. Three community members spoke in regards to: Safety in regard to security of all doors to keep students/teachers safe, Sandy Hook Promise implementation, missing committee minutes on website, middle school information nights not staggered, community education brochure photographs not of district students/staff/community members, communication, request for Gaggle presentation in future Board meeting and handicap access in our buildings.

**Closed Session**

MOTION: Director Brooks Green moved entering into a closed session pursuant to Minnesota statutes, section 13D.05, subdivision 3(b) and the attorney/client privilege - Director Evans-Becker seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

**Announcements** (can be found on our website)

**Adjournment**

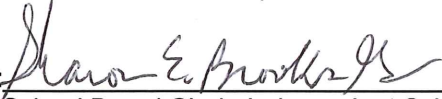
MOTION: Director Vento moved to adjourn the Business meeting, and Director Sant seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Boone, Brooks Green, Evans-Becker, Sant, and Vento. And the following voted against the same: none. Meeting was adjourned.

Prepared and submitted by:

Molly Olson

Assistant Clerk, Robbinsdale Area Schools

Executive Assistant to the Superintendent and School Board

Signed:   
School Board Clerk, Independent School District 281

Date: 01/09/23

# Minutes of Closed Session

## The School Board of Robbinsdale Area Schools



*\*\*Approved January 9, 2023*

A Closed Session of the School Board of Robbinsdale Area Schools, ISD 281, was held Monday, December 19, 2022, beginning at 9:39 p.m. in Superintendent Engstrom's office at the Robbinsdale Area Schools Education Service Center, 4148 Winnetka Avenue North, New Hope, Minnesota.

### 1. Call to Order and Roll Call

Clerk Greta Evans-Becker called the meeting to order at 9:38 p.m.

Directors present: Helen Bassett, David Boone, Sharon Brooks Green, Greta Evans-Becker,, Sam Sant and John Vento

Directors absent: Michael Herring

Other attendee: David Engstrom - Superintendent

36

### 2. School Board

#### A. Closed Session pursuant of Minnesota Statute 13D.05, Subdivision 3(a) for the Superintendent's Evaluation

Keeping with District Administrative Policy 205, the proceedings were recorded.

### 3. Adjourn

Meeting was adjourned at 11:36 p.m.

Signed: Sharon L. Brooks Green  
School Board Clerk, Independent School District 281

Date: 01/09/23

**LICENSED STAFF - January 9, 2023****NEW HIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Lane/Step</b>	<b>Effective Date</b>
Beaudette, Teresa	FAIR	1.0/Media Specialist	BA/2	01/30/2023
Charon, Arianna	RMS	1.0/Spanish	BA/2	01/30/2023
Geddes, Treva	SOE	1.0/SpEd Resource Teacher	BA/3	01/09/2023

**RESIGNATION/RETIREMENT**

<b>Name</b>	<b>Building</b>	<b>Title</b>		<b>Effective Date</b>
Alexandra Wyss	RMS	1.0/Counselor		12/21/2022

**NON-LICENSED STAFF - January 9, 2023****CHANGE OF ASSIGNMENT**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Justin Flesher	SMS	Office Employee to Program Assistant	01/09/2023
Katelyn Smith	FAIR	Office Employee to Program Assistant	01/09/2023

**NEW HIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Step/Lane</b>	<b>Effective Date</b>
Cortney May	CHS	Special Ed EA	CL3, Step 2	12/19/2022
Kathryn Mims	AHS	Nutrition Services	C2, Step 5	01/09/2023
Annelise Ryden	ESC	Office Employee	CAT4, Step 6	12/19/2022
Iryna Sosnova	PMS	Service Employee	CU7, Step 1	12/19/2022
Nicholas Warner	Warehouse	Service Employee	CU4, Step 1	12/21/2022
Mark Weidenbach	FAIR-PL	Nutrition Services	C2, Step 3	01/09/2023

**REHIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Shane Willis	FOE	Service Employee	12/19/2022

December 30, 2022

 Mr. Jeff Connell  
 Robbinsdale Area Schools – ISD #281  
 4148 Winnetka Ave. North  
 Minneapolis, MN 55427

**RE: Meadow Lake Elementary School  
 Contract Award Letter**

Dear Mr. Connell:

This letter is concerning the contract awards for the above referenced project. Bids were received on December 20, 2022 and are summarized on the attached bid tabulation sheets. Listed below is the lowest responsible bidder and their base bid amount for purposes of contract award.

<b><u>Work Scope</u></b>	<b><u>Contractor, City, State</u></b>		<b><u>Bid Amount</u></b>	
WS 06-A	Carpentry	Ebert, Inc. dba Ebert Construction Loretto, MN.	Base Bid:	\$267,700.00
			Alt 1:	\$0.00
			Total Contract:	\$267,700.00
WS 09-B	Tile	Grazzini Brothers and Company Eagan, MN.	Base Bid:	\$34,900.00
			Alt 1:	(\$2,100.00)
			Total Contract:	\$32,800.00
WS 09-C	Painting	Twin City Acoustics, Inc. New Hope, MN.	Base Bid:	\$253,700.00
			Alt 1:	\$0.00
			Total Contract:	\$253,700.00
WS 23-B	Combined Mechanical	Pioneer Power, Inc. Woodbury, MN	Base Bid:	\$2,978,000.00
			Alt 1:	\$0.00
			Total Contract	\$2,978,000.00
WS 25-A	Integrated Automation	Tempco, Inc. New Hope, MN	Base Bid:	\$160,276.00
			Alt 1:	\$0.00
			Total Contract	\$160,276.00
WS 26-A	Electrical	Laketown Electric Corporation Waconia, MN	Base Bid:	\$1,020,000.00
			Alt 1:	\$0.00
			Total Contract	\$1,020,000.00

The total amount of the base bids is **\$4,712,476.00**, which is within a reasonable variance from our cost estimates. Alternate 1 will be accepted.

If you have any questions regarding this information, please do not hesitate to contact me at 612-817-4518.

Very truly yours,  
KRAUS-ANDERSON® CONSTRUCTION COMPANY

Gary Zifco  
Senior Project Manager















# Announcements | January 9, 2023

## Inter School Council Meeting

January 12 at 6:00 p.m.

## No School - Martin Luther King, Jr. Holiday

January 16

## Financial Advisory Council Meeting

January 17 at 6:30 p.m.

## Legislative Action Coalition Meeting

January 19 at 5:00 p.m.

## No School - Staff Professional Development Day

January 23

*Visit the district calendar on our website for additional details on these meeting/events.  
Visit our school websites for activities and sporting event details.*



## 2022-2023 School Board Meetings

Meetings are typically held the first and third Monday of each month (except when the calendar does not permit) at the Education Service Center, 4148 Winnetka Avenue North, New Hope, MN, in the Board Room on the third floor. School Board Work Sessions are scheduled to follow the first school board meeting of the month. School Board Work Sessions typically start ten minutes after the adjournment of the preceding School Board Business Meeting.

2022			
Monday	July 18	6 p.m. 7 p.m.	Listening Time Business Meeting
Monday	August 1	6 p.m.	Business Meeting Work Session
Monday	August 15	6 p.m. 7 p.m.	Listening Time Business Meeting
Wednesday	September 7	6 p.m.	Business Meeting Work Session
Monday	September 19	6 p.m. 7 p.m.	Listening Time Business Meeting
Monday	October 3	6 p.m.	Business Meeting Work Session
Monday	October 17	6 p.m. 7 p.m.	Listening Time Business Meeting
Monday	November 7	6 p.m.	Business Meeting Work Session
Tuesday	November 8		Election Day
Wednesday	November 16	6 p.m.	Special Meeting - Canvassing the Election Results
Monday	November 21	6 p.m. 7 p.m.	Listening Time Business Meeting
Monday	December 5	6 p.m. 7 p.m.	Truth in Taxation Public Hearing Business Meeting Work Session
Monday	December 19	6 p.m. 7 p.m.	Truth in Taxation Public Hearing (if needed) Listening Time



			Business Meeting Closed Session for Supt. Mid-Year Review
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2023			
Monday	January 9	6 p.m.	Organizational Meeting Business Meeting Work Session
Tuesday	January 24	6 p.m. 7 p.m.	Listening Time Business Meeting
Monday	February 6	6 p.m.	Business Meeting Work Session
Tuesday	February 21	6 p.m. 7 p.m.	Listening Time Business Meeting
Monday	March 6	6 p.m.	Business Meeting Work Session
Monday	March 20	6 p.m. 7 p.m.	Listening Time Business Meeting
Tuesday	April 4	6 p.m.	Business Meeting Work Session
Monday	April 17	6 p.m. 7 p.m.	Listening Time Business Meeting
Monday	May 1	6 p.m.	Business Meeting Work Session
Monday	May 15	6 p.m. 7 p.m.	Listening Time Business Meeting
Monday	May 22	8 p.m.	Closed Session for Supt. Evaluation
Monday	June 5	6 p.m.	Business Meeting Work Session
Monday	June 19	6 p.m. 7 p.m.	Listening Time Business Meeting



## School Board of Robbinsdale Area Schools

Business Meeting – January 9, 2023

**AGENDA SECTION:** Adjournment

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**ITEM:** 12. Adjournment of Business Meeting

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**COMMENTS BY:** Newly-Elected School Board Chair

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**Recommended Action:** Call the Business meeting to a close.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_