

### Business Meeting

*Work Session will begin 15 minutes after adjournment of the Business Meeting.*

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## School Board of Robbinsdale Area Schools

Business Meeting - May 6, 2024

**AGENDA SECTION:** Call to Order

**ITEM:** Roll Call Attendance

	<b>PRESENT</b>	<b>ABSENT</b>
Helen Bassett	_____	_____
ReNae Bowman	_____	_____
Sharon E. Brooks	_____	_____
Dr. Greta Evans-Becker	_____	_____
Kim Holmes	_____	_____
Caroline Long	_____	_____
John Vento	_____	_____
Marti Voight, ex-officio Interim Superintendent	_____	_____



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Acceptance of Agenda  
**ITEM:** 2. Acceptance of Business Meeting Agenda  
**COMMENTS BY:** ReNae Bowman, 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 – May 6, 2024

**AGENDA SECTION:** **Arts Showcase/**Sharing the Success

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**ITEM:** 3.A. Arts Showcase: Plymouth Middle School (PMS) Sola Voce Ensemble

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**PRESENTER:** Naida Grussing-Neitzel, PMS Principal  
Clarissa Geske, Director  
Student Participants

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Tonight's Arts Showcase features the PMS Sola Voce Ensemble, under the direction of Clarissa Geske.

The Sola Voce Ensemble is an extra-curricular choir of auditioned 7th and 8th graders. These fifteen students work to advance their musicianship and challenge themselves with more complex harmonies and smaller ensemble sizes, all while continually growing in their passion for music. At this performance, they will be singing "I See the Light" from the movie *Tangled*, and the titular song from the musical *The Sound of Music*.

Enjoy... we appreciate them for joining us this evening.



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Arts Showcase/**Sharing the Success**

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**ITEM:** 3.B. Sharing the Success - Math Masters Regional Competitions

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**PRESENTER:** Matt Pletcher, Director of Secondary Curriculum and Multilingual Programs  
Meghan Morrison, Curriculum and Instruction TOSA  
Student Participants

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Mr. Pletcher and Ms. Morrison will present information regarding the Math Masters competitions in which district students participate, then introduce student participants to share their experiences.



**To:** Cabinet  
**From:** Meghan Morrison  
**Date:** 4/22/24  
**Re:** Math Masters Regional Competitions

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## Math Masters Regional Competitions

### 4th Grade Regional Competition 4-12-24

- 4 schools participated: LVE, ENE, NOE, ZLE
- 36 Robbinsdale students competed out of 66 total students from area schools

Results:

- **Team Round:** Four of our teams placed in the top 10 - three from Zachary Lane and one from Noble. They placed first, third, fourth, and ninth.
- **Facts Round:** Six individual students placed in the top 10 in the facts round (places 1, 3, 4, 7, 7, and 9), all representing Zachary Lane.
- **Individual Round:** Eight individual students placed in the top 10 in the problem-solving round (places 1, 2, 4, 5, 7, 8, 9, and 10), representing Zachary Lane, Neill, and Noble.

### 5th Grade Regional Competition 4-19-24

- 9 schools participated: FAIR PL, FOE, LVE, MLE, ENE, RSI, SOE, SEA, ZLE
- 107 Robbinsdale students participated out of 151 total students from area schools

Results:

- **Team Round:** Five of our teams placed in the top 10 - three from SEA, one from Zachary Lane, and one from RSI. They placed second, fourth, sixth, eighth, and ninth.
- **Facts Round:** Six individual students placed in the top 10 in the facts round (places 1, 2, 3, 4, 7, and 8), representing Sonnesyn, SEA, Zachary Lane, Neill, and Lakeview.
- **Individual Round:** Three individual students placed in the top 10 in the problem-solving round (places 3, 4, and 9), representing SEA, Zachary Lane, and Sonnesyn.



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

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**ITEM:** 4.A. Early Intervention Mediation Cost

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**PRESENTER:** Minnesota Mediation Center and Minnesota Department of Conflict and Dispute Resolution

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A separate agreement will need to be done with the Minnesota Mediation Center and Minnesota Department of Conflict and Dispute Resolution for an estimated cost of \$3600.00-\$5400.00, depending on the number of sessions needed.

**Recommended Motion:** Approve the additional agreement for Early Intervention Mediation.

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

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

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

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



2355 Fairview Ave N. #113, Roseville, MN 55113

[Tobin.Lay@MediationCenterMN.org](mailto:Tobin.Lay@MediationCenterMN.org)

Cell: 651-802-9951

### **Robbinsdale Area Schools Special Mediation(s)**

#### INTRODUCTION

This document provides an overview, general scope, estimated hours and cost, and information about Mediation Center, its facilitators and mediators, and the special mediation session that is recommended by the Mediation Center and OCDR joint facilitation team (hereafter Facilitation Team) for approval by the Robbinsdale Area Schools Board of Directors. The special mediation session(s) falls outside of the Phase I Collaborative Problem-Solving agreement that is currently underway by the Facilitation Team.

Mediation is a process where a neutral party facilitates a dialogue or negotiation between two or more individuals. The objective of mediation is for the parties to work through differences and mutually agree to a resolution or outcome.

The purpose of the special mediation session(s) is to influence the effectiveness of the Board meetings by providing some aid to select Board Directors now while the Board determines how to proceed with the Facilitation Team's Phase I recommendations. The special mediation session(s) is only one solution of many to come. The Facilitation Team had planned already to include this mediation along with the other recommendations in its Phase I report. It is presented here, separate from the other recommendations, as an early intervention.

The Board may choose to enter into additional contracts with Mediation Center and/or OCDR to address the other recommendations but those are not being considered in this agreement. This recommendation is based on interview feedback and observations from the Facilitation Team during the assessment phase.

#### BACKGROUND

Due to struggles experienced by the Board during Board meetings, the Facilitation Team met with individuals designated by the Board to serve on a Design Team (hereafter Design Team) to recommend that mediation(s) be started now, before Phase I recommendations are presented. The Design Team agreed that this mediation(s) would be helpful. As the Board is eager to get started making improvements in Board dynamics, the Facilitation Team recommends this mediation(s) takes place now. Additional interventions will be

recommended in the Phase I assessment report.

To be clear, mediation is separate from the service that has taken place during Phase I. Thus far, the Facilitation Team has focused on during Phase I is assessing the situation so accurate and complete recommendations can be made, which will include mediation and other collaborative problem-solving tools. Additional mediations will be part of the recommendation for use in Phase II.

#### MEDIATOR (BIO ATTACHED)

Members of the Facilitation Team propose using Carolien Moors to conduct one or more mediation sessions with select Directors of the Board in an early intervention. Although each of the Facilitation Team members are trained mediators, they believe it will be more effective for someone new to mediate now. This is because of the roles that the Facilitators have played and the relationships they have built with each Board Director during the assessment phase. If approved, Carolien Moors will begin right away.

Ms. Moors has over 32-years of experience with conflict resolution work, is trained in mediation skills, and has received three Master degrees in psychology and education. Ms. Moors bio is attached.

Although this mediation(s) is separate from the assessment agreement that the Facilitation Team is currently working under, the mediator will coordinate her efforts and consult with the Facilitation Team regarding future mediation(s).

#### CONSIDERATIONS FOR ESTIMATED HOURLY EFFORT

In a mediation, it is important that the mediator is and is perceived by the parties as neutral and unbiased. Mediator confidentiality is a major tenet in the mediation process. The mediator will not disclose information shared and discussed during the mediation unless expressly authorized to do so by the parties or as is required by law. Parties to the mediation are also encouraged to maintain confidentiality of the mediation proceedings. This helps ensure a safe environment where parties to the mediation feel encouraged to disclose and talk through sensitive thoughts and feelings.

The special mediation process will consist of the following:

1. The mediator will conduct intake interviews with each party to the mediation.
  - a. Each intake interview is estimated to last 90-min and be conducted via phone or zoom.
2. The mediator will conduct one or more mediation sessions.
  - a. The first mediation session will be a 3-hour block of in-person mediation.
  - b. If more time is needed then an additional session would be scheduled at the end of the first session.
3. The mediator will consult with the Facilitation Team regarding possible future mediations.

4. The Facilitation Team will make recommendations to the Board of next steps.

ESTIMATED HOURLY EFFORT

We estimate the cost for the mediation session(s) to range from \$3,320 to \$6,360, depending on the number of sessions needed and how much liaison communications are needed between the Board and the Facilitation Team. The mediator’s rate is \$360/hr and each facilitator’s rate is \$200/hr.

TASK	ESTIMATED HOURS	ESTIMATED COST
Mediator Intake Interviews	3.00	\$1,080.00
Mediation	3.00-6.00	\$1,080.00- \$2,160.00
Mediator and Facilitation Team Consultation (up to 2-hrs)	1.00-2.00	\$560.00- \$1,120.00
Admin: creating reports, liaison communications, coordination, etc.	3.00-10.00	\$600- \$2,000.00
<b>TOTAL ESTIMATED</b>	<b>10.00-21.00</b>	<b>\$3,320.00</b>
<b>NOT TO EXCEED TOTAL</b>		<b>\$6,360.00</b>

\*District staff will assist in providing and scheduling neutral meeting locations, set-up, and copies as necessary.

EXPENSES

Mediation Center expenses will include reasonable travel expenses (travel time) for meetings outside the seven-county Twin Cities metro area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington) and meeting materials if necessary.

## ATTACHMENTS

Mediator's Bios – page 5

About Mediation Center – page 6

DRAFT

## Biography Carolien Moors M. Psych. and M.Ed.



Carolien Moors is the founder of **HardTalk Biz Coaching**. She is an organization development consultant who provides executive and team coaching, leadership retreats, change management consultation, and all-staff workshops for organizations large and small. These services help create meaningful individual, team, and organizational change and elevate effectiveness at all three levels. Carolien also provides webinars and keynote speeches at national and international conferences.

Carolien is thankful for 32 years of experience with numerous clients in a wide variety of industries in the Netherlands, Germany, Belgium, and the U.S. Her consulting services strengthen leaders' capability to be eager and agile learners and to be strategic and mindful leaders of their people and their culture. Carolien focuses on enhancing transition and change management, strengthening emotional intelligence, improving leadership influence, elevating team functioning, and strengthening organizational communication, collaboration, resilience, and accountability.

Carolien is known for a practical, engaging, caringly candid, and strategic approach. She applies insights from fields such as system thinking, cognitive neuroscience, and psychology, as well as insights from renowned research institutions searching for best practices in leadership, change management, and organization development.

Carolien received three Master degrees in psychology and education from universities in the Netherlands and the United Kingdom and she applies insights from her experiences living in the Netherlands, the U.K, Singapore, and the U.S.

On a personal note, Carolien has served on multiple boards in the Netherlands and the U.S. and she donates her expertise every year to a non-profit. Carolien has always volunteered in roles such as a Guardian ad Litem, a volunteer police officer, a group leader for people with disabilities, a hospice companion, and other meaningful causes.

Carolien loves to entertain, cook for friends, read, hike, travel, enjoy performing arts, ride her Yamaha FZ8, and above all, spend quality time with her family of five.



## **WHO WE ARE**

Our team's collaboration creates one of the most culturally and professionally rich pools of consultants, facilitators, and mediators in the Midwest. We are drawn to work together to work with groups who want to build their internal capacity and make transformative, sustainable changes. Our specialty is to help groups engage in dialogue across worldviews, build consensus for a path forward, and manage agreements.

Our Principles for Working with Clients:

- *Consultative Partnerships*
- *Participant Agreed Upon Outcomes*
- *Tailored Interventions*
- *Transparency*
- *All Perspectives Reflected*
- *Collaborative Process Design*

## **WHY WE WORK TOGETHER**

Many organizations are experiencing a need for radical change. Organizations need to respond to racial inequity, connect while social distancing, plan during an economic downturn, adapt leadership, and find sustainable solutions. The impacts of disruption and radical change can easily lead to conflict, reluctance, fear and to simply feeling overwhelmed – all of which can challenge an organization's ability to move forward in a unified way.

We know that this is hard yet necessary work. Our diverse team helps build comfort that all voices will be solicited, honored, and understood. When inevitable challenges arise, we have the technical expertise on our team to help organizations face them with resourcefulness. Our team has experience in:

- *Nonprofit management and boards*
- *Public Policy*
- *Government administration*
- *Management*
- *Corporate consulting*
- *Conflict Resolution*
- *Risk Management*
- *Organization Development*
- *Leadership*
- *Environmental and other regulatory processes*
- *Education*
- *Psychology*
- *Nursing*
- *Law*
- *Communication*

## WHAT WE DO

**Consulting:** We work with organizations to understand and evaluate their present systems for their delivery of services and constructively evolve. Our EVOLVE model takes organizations through a proven sequence of assessing and understanding the current situation, defining desired outcomes, sharing information, gaining support through dialogue, and developing integrative solutions.

**Assessment:** Our assessments provide specific suggestions for moving forward to address difficult issues. An assessment explains the roots of conflict, understands the various perspectives through deep listening, validates the issues to be addressed, and determines whether there is a reasonable possibility of designing a process to manage conflict, build understanding and resolve disputes.

**Process Design & Facilitation:** We work with leaders who want to learn and integrate the wisdom of others through authentic engagement. Team members design and facilitate tailored processes that inform decision making.

- *Facilitating mindful strategic planning*
- *Facilitating public input processes for contentious public issues*
- *Moderating community advisory groups*
- *Supporting community engagement efforts*
- *Facilitating stakeholder negotiations*
- *Designing conflict response and management systems*

**Mediation:** Mediation is more formal than facilitation. Mediators are impartial third parties who facilitate conversations or decision-making processes. Mediation Center team members specialize in mediating organizational issues where maintaining relationships and working across worldview differences are important to the participants.

**Education:** We help individuals become more aware of their own (and others') biases that their experiences have reinforced, how they interact with power structures, authority, minority perspectives, economic influences, and realities that are foreign to them.

- *Navigating Cultural/Worldview Conflicts: Responding to Bias, Stereotyping and Prejudice*
- *Strategic Negotiation & Problem-Solving Skills: Working Through Issues When Working Together*
- *Beyond the Handshake – Building Relationships for the Future*
- *Mediation Skills*



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

**ITEM:** 4.B. Release of Mediation Assessment Report/  
Recommendations

**PRESENTER:** ReNae Bowman, School Board Chair

**Recommended Motion:** Approve the release of the Mediation Assessment Report/ Recommendations to the public.

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

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

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

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



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

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**ITEM:** 4.C. Resolution Accepting FY24 Mid-Year Budget Revisions

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**PRESENTER:** Virginia Verbrugge, Assistant Director of Finance

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**Recommended Motion:** Approve the resolution accepting the FY24 mid-year budget revisions.

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

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

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

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

**ROBBINSDALE**  
**Budget Overview**  
Revised Budget Summary 2023-24

<b>General Fund - 01</b>	<b>July 1, 2023</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers</b>	<b>June 30, 2024 Proj. Balance</b>	<b>Net Increase or Decrease</b>
<b>Unassigned - 422</b>	7,981,091	181,955,131	184,978,307	1,040,000	5,997,915	(1,983,176)
	4.11%				2.91%	
<b>Restricted</b>						
Student Activities - 401	105,948	59,860	53,874	-	111,934	5,986
Scholarships - 402	472,847	24,500	7,234	-	490,113	17,266
Staff Development - 403	-	1,668,636	1,668,636	-	-	-
Capital Projects Levy - 407	4,696,692	5,863,119	5,156,637	(540,000)	4,863,174	166,482
Operating Capital - 424	3,625,186	5,867,881	6,533,554	-	2,959,513	(665,673)
Learning & Development - 428	-	2,237,220	2,216,261	-	20,959	20,959
Gifted & Talented - 438	-	151,949	151,949	-	-	-
Achievement & Integration - 448	-	2,903,055	2,903,055	-	-	-
Safe Schools - 449	43,618	569,705	80,170	(500,000)	33,153	(10,465)
Long-Term Fac Maint - 467	(679,834)	2,156,730	1,028,121	-	448,775	1,128,609
Medical Assistance - 472	539,595	840,000	1,340,513	-	39,082	(500,513)
<b>Subtotal Restricted</b>	<b>8,804,052</b>	<b>22,342,655</b>	<b>21,140,004</b>	<b>(1,040,000)</b>	<b>8,966,703</b>	<b>162,651</b>
<b>Nonspendable</b>						
Prepays	1,054,268	-	-	-	1,054,268	-
<b>Subtotal Nonspendable - 460</b>	<b>1,054,268</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,054,268</b>	<b>-</b>
<b>Assigned Funds</b>						
Assigned - " "	1,563,033	-	-	-	1,563,033	-
<b>Subtotal Assigned - 462</b>	<b>1,563,033</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,563,033</b>	<b>-</b>
<b>Total General Fund</b>	<b>19,402,444</b>	<b>204,297,786</b>	<b>206,118,311</b>	<b>-</b>	<b>17,581,919</b>	<b>(1,820,525)</b>
<b>Food Service Fund - 02</b>						
<b>Nonspendable</b>						
Inventory	85,916	-	-	-	85,916	-
<b>Subtotal Nonspendable - 460</b>	<b>85,916</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85,916</b>	<b>-</b>
<b>Restricted - 464</b>	<b>4,541,849</b>	<b>7,766,361</b>	<b>9,655,521</b>	<b>-</b>	<b>2,652,689</b>	<b>(1,889,160)</b>
<b>Total Food Service</b>	<b>4,627,765</b>	<b>7,766,361</b>	<b>9,655,521</b>	<b>-</b>	<b>2,738,605</b>	<b>(1,889,160)</b>
<b>Community Services - 04</b>						
<b>Restricted - 464</b>	10,433	219,450	226,784	-	3,099	(7,334)
<b>Restricted / Reserved</b>						
Community Ed - 431	2,277,532	6,601,784	6,698,209	-	2,181,107	(96,425)
ECFE - 432	453,920	1,262,068	1,308,008	-	407,980	(45,940)
Adult Basic Ed - 447	386,935	1,786,445	2,033,344	-	140,036	(246,899)
School Readiness - 444	256,911	1,169,187	1,258,917	-	167,181	(89,730)
<b>Restricted/Reserved - Subtotal</b>	<b>3,375,298</b>	<b>10,819,484</b>	<b>11,298,478</b>	<b>-</b>	<b>2,896,304</b>	<b>(478,994)</b>
<b>Unassigned - 463</b>	-	-	-	-	-	-
<b>Total Community Education</b>	<b>3,385,731</b>	<b>11,038,934</b>	<b>11,525,262</b>	<b>-</b>	<b>2,899,403</b>	<b>(486,328)*</b>
<b>Construction - 06</b>						
<b>Restricted/Reserved</b>						
LTFM - 467	9,242,385	-	9,242,385	-	-	(9,242,385)
<b>Restricted/Reserved - Subtotal</b>	<b>9,242,385</b>	<b>-</b>	<b>9,242,385</b>	<b>-</b>	<b>-</b>	<b>(9,242,385)</b>
<b>Restricted - 464</b>	261,494	20,410,680	9,287,965	-	11,384,209	11,122,715
<b>Total Construction Fund</b>	<b>9,503,879</b>	<b>20,410,680</b>	<b>18,530,350</b>	<b>-</b>	<b>11,384,209</b>	<b>1,880,330</b>
<b>Debt Service - 07</b>						
<b>Restricted - 464</b>	1,472,162	20,736,408	19,667,708	-	2,540,862	1,068,700
<b>Total Debt Service Fund</b>	<b>1,472,162</b>	<b>20,736,408</b>	<b>19,667,708</b>	<b>-</b>	<b>2,540,862</b>	<b>1,068,700</b>
<b>Internal Service - 20</b>	<b>414,871</b>	<b>21,000,000</b>	<b>20,250,000</b>	<b>-</b>	<b>1,164,871</b>	<b>750,000</b>
<b>OPEB Irrevocable Trust - 45</b>	<b>13,012,718</b>	<b>550,000</b>	<b>1,015,496</b>	<b>-</b>	<b>12,547,222</b>	<b>(465,496)</b>
<b>OPEB Debt Service - 47</b>	<b>497,528</b>	<b>2,750,000</b>	<b>2,630,000</b>	<b>-</b>	<b>617,528</b>	<b>120,000</b>
<b>Total All Funds:</b>	<b>52,317,098</b>	<b>288,550,169</b>	<b>18,289,392,648</b>	<b>-</b>	<b>51,474,619</b>	<b>(842,479)</b>

\*Please note: Fund 04 took the adjustments from the Children with Disability Levy, resulting in a deficit this year for fund 04.

**RESOLUTION ADOPTING 2023-2024 REVISED BUDGET**

\_\_\_\_\_ introduced the following resolution and moved its adoption:

BE IT RESOLVED by the School Board of Independent School District No. 281, Robbinsdale, Minnesota, that the 2023-2024 revised budget be adopted as follows:

**REVISED 2023-2024**

<b><u>FUND</u></b>	<b><u>REVENUE</u></b>	<b><u>EXPENDITURES</u></b>
General/Transportation/Capital	\$204,297,786	\$206,118,311
Child Nutrition	7,766,361	9,655,521
Community Service	11,038,934	11,525,262
Building Construction	20,410,680	18,530,350
Debt Service	20,736,408	19,667,708
Self-Insured Medical Fund	19,625,000	18,875,000
Self-Insured Dental Fund	1,375,000	1,375,000
OPEB Trust Fund	550,000	1,015,496
OPEB Debt Service Fund	<u>2,750,000</u>	<u>2,630,000</u>
GRAND TOTAL	\$288,550,169	\$289,392,648

Motion was seconded by \_\_\_\_\_, 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.

Signed by:

\_\_\_\_\_  
ReNae J. Bowman, Board Chair, ISD 281

\_\_\_\_\_  
Dr. Greta Evans-Becker, Board Clerk, ISD281

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

**ITEM:** 4.D. Non-Action - RAS Policy 103: Complaints - Students,  
Employees, Parents, Other Persons

**PRESENTER:** Policy Committee Members

For discussion today: RAS Policy 103: Complaints - Students, Employees, Parents, Other Persons.

**Recommendation:** Move to approve RAS Policy 103: Complaints - Students, Employees, Parents, Other Persons at the May 20, 2024 Business Meeting.

**103: COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

*Draft, April 9, 2024*

**I. PURPOSE**

The school district takes all concerns or complaints by students, employees, parents or other persons seriously. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall/will/must 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 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 follow up, 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 Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

**III. PROCESS**

The superintendent is directed to develop complaint procedures for existing policies of the School District that meet the state requirements established in law or rule.

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

**Cross References:** RAS Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
RAS Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
RAS Policy 413 (Harassment and Violence)  
RAS Policy 514 (Bullying Prohibition)  
RAS Equity Policy 101.1

Draft

*Independent School District 281, Robbinsdale Area Schools*

**Procedure 103: COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

*Draft, April 24, 2024*

**I. PURPOSE**

The school district takes all concerns or complaints by students, employees, parents or other persons seriously. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall/will/must 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. GUIDE TO ADDRESSING CONCERNS**

What kind of concern do you have?

Classroom:

1. Start by contacting the classroom teacher.
2. If your concern is not resolved, contact the principal.
3. If the concern is not resolved contact the executive director of student services.
4. If the concern is not resolved, contact the assistant superintendent.
5. If the concern is not resolved, contact the superintendent.

School:

1. Start by contacting the classroom principal.
2. If the concern is not resolved contact the executive director of student services.
3. If the concern is not resolved, contact the assistant superintendent.
4. If the concern is not resolved, contact the superintendent.

District:

1. Start by contacting Let's Talk.
2. If the concern is not resolved, contact the department director.
3. If the concern is not resolved, contact the executive director of student services.
4. If the concern is not resolved, contact the assistant superintendent.
5. If the concern is not resolved, contact the superintendent.

School Board:

1. Start by contacting school board member(s)
2. Contact school board chair



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

**ITEM:** 4.E. Non-Action - RAS Policy 526: Hazing Prohibition

**PRESENTER:** Policy Committee Members

For discussion today: RAS Policy 526: Hazing Prohibition with corresponding procedure.

**Recommendation:** Move to approve RAS Policy 526: Hazing Prohibition at the May 20, 2024 Business Meeting.

*Approved: February 6, 2012 April 2024*

## **526 HAZING PROHIBITION**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **II. GENERAL STATEMENT OF POLICY**

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. ~~This policy applies to behavior that occurs on or off school property and during and after school hours.~~ Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

~~A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.~~

F. ~~The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.~~ A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

### III. PROCESS

The Superintendent is directed to develop procedures for Hazing for existing policies of the School District that meet the state requirements established in law or rule.

**Legal References:** Minn. Stat. § ~~121A.0695~~ 121A.031 (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** RAS Policy 102.1 (Equity Policy)  
RAS Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
RAS Policy 413 (Harassment and Violence)  
RAS Policy 506 (Student Discipline)  
RAS Policy 514 (Bullying Prohibition Policy)  
RAS Policy 525 (Violence Prevention [Applicable to Students and Staff])

*Approved: ~~February 6, 2012~~ April 2024*

## **Administrative Procedure 526.1 HAZING PROHIBITION**

### **I. PURPOSE**

The purpose of this administrative procedure is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **III. DEFINITIONS**

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this administrative procedure. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the building report taker) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately.~~Any person may report hazing directly to the Executive Director of Educational Services or the Executive Director of Human Resources.~~ Any person may report hazing directly to a school district human resources department or to the superintendent/superintendent designee. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Executive Director of **Human Resources** by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. ~~Teachers, administrators, volunteers, contractors, and other employees of the school district~~ A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## V. SCHOOL DISTRICT ACTION

A. ~~Upon~~ Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of ~~the~~ an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, ~~and~~ applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, ~~and~~ and applicable school district policies, ~~and~~ regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students ~~involved in a hazing incident and who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been~~ involved in a reported and confirmed hazing incident of the remedial ~~or disciplinary~~ action taken, to the extent permitted by law, ~~based on a confirmed report.~~

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, ~~or against any person who provides information about hazing,~~ who testifies, assists, or participates in an investigation of alleged hazing, or ~~against any person~~ who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## **VII. DISSEMINATION OF POLICY**

- A. This policy **and procedure** shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will discuss this policy and **procedure** with students and employees.

**Legal References:** Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

**Cross References:** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 413 (Harassment and Violence)  
Policy 506 (Student Discipline)  
Policy 514 (Bullying Prohibition Policy)  
Policy 525 (Violence Prevention [Applicable to Students and Staff])



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

**ITEM:** 4.F. Non-Action - RAS Policy 529: Staff Notification of Violent Behavior by Students

**PRESENTER:** Policy Committee Members

For discussion today: RAS Policy 529: Staff Notification of Violent Behavior by Students.

**Recommendation:** Move to approve RAS Policy 529: Staff Notification of Violent Behavior by Students at the May 20, 2024 Business Meeting.

~~ADMINISTRATIVE PROCEDURE~~

~~529AP~~**POLICY**

**Staff Notification  
of Violent Behavior by Students**

Adopted: ~~August 10, 2017~~**24**

**I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this ~~administrative procedure~~**policy** is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

**II. GENERAL STATEMENT OF ~~ADMINISTRATIVE PROCEDURE~~**POLICY****

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will work with the student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

**III. PROCESS**

The Superintendent is directed to develop procedures for Staff Notification of Violent Behavior by Students for existing policies of the School District that meet the state requirements established in law or rule.

Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing) Minn.  
Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** RAS Policy 515 (Protection and Privacy of Pupil Records)  
RAS Policy 102.1 (Equity Policy)

# 529.1 Administrative Procedure Staff Notification of Violent Behavior by Students

*Adopted: August 10, 2017-24*

## I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of policy 529 is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to review the established procedure for notifying staff regarding the placement of students with a history of violent behavior.

## III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

### A. Administration

"Administration" means the superintendent, building principal, or other designee.

### B. Classroom Teacher

"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

### C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

### D. Incident(s) of Violence

"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

### E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

**IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information

regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by: the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this ~~policy~~ procedure; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior

are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VII. TRAINING NEEDS**

Representatives of administration, teachers, and non licensed staff will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution, de-escalation, restorative practices, non-exclusionary discipline and positive behavior interventions.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (**Compulsory Instruction**)~~School Attendance—  
Education Records)~~  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification; **Teachers' Legitimate Educational Interest**)  
~~of Students with Violent Behavior)~~  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)  
Law Enforcement Notice to  
Schools)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** Policy 515 (Protection and Privacy of Pupil Records)



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

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**ITEM:** 4.G. Non-Action - RAS Policy 598: Early Entrance to Kindergarten

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**PRESENTER:** Policy Committee Members

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For discussion today: RAS Policy 598: Early Entrance to Kindergarten.

**Recommendation:** Move to approve RAS Policy 598: Early Entrance to Kindergarten at the May 20, 2024 Business Meeting.

## **598: Early Entrance to Kindergarten**

*Draft, February 7, 2024*

### **I. PURPOSE**

The purpose of this policy is to provide guidance to professional staff and parents regarding early entrance to kindergarten.

### **II. GENERAL STATEMENT OF POLICY**

Minnesota Statute states that a child must be five years old on or before September 1st of a given school year, in order to enroll in kindergarten. Early Entrance into kindergarten is designed for children who turn five between September 2nd and October 31st and demonstrate advanced learning needs. Early entrants must show emotional maturity, good social adjustment, exceptional pre-academic skills, and very high intelligence. It is important to consider the potential success of any child enrolling through Early Entrance both socially and academically.

### **III. PROCESS**

The superintendent is directed to develop the Early Entrance to Kindergarten Procedure for the School District that meets the state requirements established in law or rule.

***Cross References:*** Equity Policy



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

**ITEM:** 4.H. Ad Hoc Safety and Security Committee Update

**PRESENTER:** Committee Members

Ad Hoc Safety and Security Committee members will provide an update.



**From:** Safety & Security Ad Hoc Committee

**Date:** 5.6.2024

**Re:** Status Update

**Past Committee Meeting Dates:** August 29, 2023, October 4, 2023, December 6, 2023, December 20, 2023, January 17, 2024, **School Board Work Session at the request of Safety & Security Ad Hoc Committee January 23, 2024, School Board at the request of Safety & Security Ad Hoc Committee January 30, 2024,** February 28, 2024, March 27, 2024, April 29, 2024

**Upcoming Committee Meeting Dates:** TBD @ 4:30


**Review of Committee's purpose:**

To provide recommendations to the full Board of Education regarding safety and security initiatives, how to address and communicate about incidents and other related priorities.

**Meeting Overviews:**

**April 29, 2024 - Attendees: Directors Bowman, Long & Holmes, Interim Superintendent Voigt, Director of Safety & Security Bo Powell.**

1. Discussion of any outstanding items/actions:
  - Directors to review the last color coded memo provided by Interim Superintendent Voigt and Director Powell to verify actions and documents
  - Scheduled closed session for May 22, 2024 regarding Board safety drills/protocols
  - Director Powell provided a brief overview of a new safety & security initiative he implemented approximately a month ago. Every Monday a zoom call is scheduled for 281 High School Administrators, Middle School Administrators, the Director of Safety & Security, available police chiefs or designated representatives along with SRO's. The purpose of the meeting is to have consistent communications and feedback around violence prevention. Discussions may include any events that have occurred outside of school hours that may flow back into schools, concerns about the week ahead and/or events planned. This initiative has been well received by all involved.

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- Director Powell requests a brainstorm session on the topic of parent involvement/engagement regarding safety & security topics. Initial comments were made and will be added to the Ad Hoc Committee's next agenda. The Ad Hoc Committee will prepare an outline for full board discussion at a future work session.

**ACTION:** The Ad Hoc Committee asks the full Board to email any specific ideas/questions surrounding this topic to Directors Bowman, Long and Holmes.

2. Vape Detector Cost Overview:

- Interim Superintendent Voight and Director Powell provided a document with count and cost estimates for vape detectors in AHS and CHS
- Cost for an individual device is \$1,400 - \$1,7000. For this estimate, \$1,400 was used.
- Estimated costs for approximately 278 bathroom stalls within two high schools is \$945,200
- Estimate does not include the wiring fees
- Discussion was had around the value of spending a large amount of money on one initiative versus other priorities

**ACTION:** Ad Hoc Committee asked for additional information on Administration recommended priorities ex. door alarms, security EA's/personnel requests, etc.

**ACTION:** The Ad Hoc Committee asks the full Board to email any specific ideas/questions surrounding this topic to Directors Bowman, Long and Holmes.


3. Supervisor Resource Guide and MTSS Handbook discussions were postponed.

**March 27, 2024 - Attendees: Directors Bowman, Long & Holmes, Interim Superintendent Voight, Director of Safety & Security Bo Powell, Police Chiefs Fadden (Plymouth), Foley (Robbinsdale), Hoyt (New Hope) and Revering (Crystal).**

The first item on the agenda was time for the Police Chiefs and 281 Leadership to provide an update to the Ad Hoc Committee.

1. The Police Chiefs were first on the Agenda to provide updates/information regarding the School Resource Officer bill that was signed by Governor Walz on March 14, 2024.

The conversation included discussion surrounding the language used in the bill, mandatory training for school resource officers (SRO's) as well as concerns surrounding assigned responsibilities and authority in schools.

- 
- A handout was provided which outlined details of the bill's language. The handout can be found here [PATROL Handout](#) along with a summary memo from the Ad Hoc Committee which can be found here [SRO Update April 2, 2024](#). Both documents were provided to the full BOE in the packet materials prior to the April 2, 2024 business meeting and work session.
  - District Administration, in agreement with the Police Chiefs, recommended the Board reinstate SRO's into Cooper High School, Armstrong High School and Plymouth Middle School as soon as possible. The Ad Hoc Committee elected to bring the information to the work session on April 2, 2024 for full board discussion.
2. After the Police Chiefs left the Committee discussed costs of the SRO contracts for the remainder of the 2023/24 school year (approximately 40 days). These details can also be found here [SRO Update April 2, 2024](#).
  3. Update was given on the pilot vape detectors that were approved on February 5th for approximately \$15,000. After conversions with a vendor, Administration has determined it will be more cost effective to install detectors in all bathrooms which will far exceed the initial estimated pilot program cost.
  4. Agenda items 3 and 4, the Supervisor Resource Guide and MTSS Handbook, were not discussed and will be moved to the next meeting.

## **February 28, 2024 - Attendees: Directors Bowman, Long & Holmes, Director of Safety & Security Bo Powell**

1. Director Powell updates:
  - a. Difficulty hiring additional safety & security EA's  
**ACTION:** ad hoc ask IS Voight for marketing piece, Director Powell to consider/recommend 'hiring perks' for recruiting
  - b. Vape detection system:
    - i. Halo is the vendor chosen for Vape detectors and initial meetings under way. Detectors installed in AHS and CHS with placement in four restrooms to start (pilot the devices before further commitment).
    - ii. Installation eta is over spring break
  - c. Purchase of security cameras:
    - i. Walk throughs occurring this week at AHS and CHS to finalize a list of locations and purchase needs.. Director Powell is working with facilities



and Principals.

- d. Sandy Hook Promise Programs re-launch:
    - i. 88-89% participation rate of introduction video with no technical difficulties.
    - ii. CHS and PMS safety ambassadors highly active, meeting 1x per week, as safety ambassadors and implementing various peer educational activities
    - iii. Sandy Hook Anonymous Reporting App Report to be given to the School Board monthly
  - e. Second Student Safety Summit:
    - i. Early May
  - f. Other:
    - i. Monthly meetings with community leaders (police chiefs, Brooklyn Bridge, Push for Peach, CEO, community interveners) with discussion around any events or circumstances that may spill back into schools. Ex. court verdicts, community violence/incidents, fires, etc.  
**ACTION:** Director Powell will notify the Board if there is an appropriate opportunity for school board directors to attend a meeting.
2. Identified needed updates/items from IS Voight's memo dated 1/30/24. **ACTION:** List to be sent to IS Voight week of 3/4/24
  3. Committee work on School Board letter to stakeholders (as promised from 11/20/23)
  4. Committee work on a threshold for the Superintendent to notify the Board of incidents. **ACTION:** Document for full BOE head nod on 3/4/24.

### **School Board Closed Session at the request of Safety & Security Ad Hoc Committee January 30, 2024:**

**Actions:** Board of Education Closed session *pursuant to Minnesota Statutes 13D.05 subdivisions 2 (a)(3) and subdivision 3(d) to receive security briefings, and discuss all facilities' security systems and emergency response procedures* conducted on Jan 31, 2024

- a. Further areas and steps identified to be worked on in Safety & Security Ad Hoc Committee



**School Board Work Session at the request of Safety & Security Ad Hoc Committee  
January 23, 2024:**

**Agenda:**

1. Review/overview of procedures regarding when staff are injured on the job
2. Review/overview of Administrative steps/procedures taken to trespass an individual (adult or minor) from school grounds
3. Review/overview of procedures regarding staff discipline (all levels)
4. Administrative overview of referral forms and streamline plan
5. Alternative technology options for tracking Level I & II behaviors
6. Board follow-up discussion regarding work session on 11/6/23 with Principals
7. Review/overview of student participation in school events after discipline measures
8. Discussion on continued violence within 281 schools and behavior correction strategies
  - a. BARR
  - b. PBIS

Administration Update sent to all Board directors on January 30, 2024 which included an update on the Jan 23, 2024 work session and next steps. This document is available here: [1/23/24 Work Session Update](#)



**January 17, 2023 - Attendees: Directors Bowman, Long & Holmes, Director of Safety & Security Bo Powell**

1. Final review of Safety and Security Recommendations provided via e-mail on Jan 5, 2024 by Director Powell & Interim Superintendent Voight. **Action:** Ad Hoc Committee prepare chart of recommendations for BOE review and discussion;
2. Discussion and recommendation on critical threshold notification to the BOE;
3. Discussion and agreement on recommitment to the Sandy Hook Promise Programs;
4. Two outstanding scheduling items:
  - a. CLOSED SESSION for discussion on crisis preparedness plans as recommended by Director Powell & Interim Superintendent Voight. In the meeting, action should be taken on what details/terms can be shared with stakeholders with the understanding that certain specifics must remain confidential for safety purposes.
  - b. Schedule a lockdown drill for the School Board at ESC as recommended by Interim Superintendent Voight & Director Powell.

**December 20, 2023 - Attendees: Directors Bowman, Long & Holmes, Director of Safety & Security Bo Powell, Interim Superintendent Marti Voight**

5. Started meeting with Interim Superintendent Voight and Director Powell distributing the following information to Directors:
  - a. Draft form of Critical Threshold Response to the School Board
  - b. Incident Command Organizational Personnel Chart
  - c. Blank Robbinsdale Area Schools Debrief Protocol Dated 12/11/23
  - d. Sandy Hook YTD Say Something Anonymous Reporting App Report - missing a middle school. **Action:** Director Powell to provide an updated report to the Ad Hoc Committee.
6. Discussion on the most recent PMS altercation brought to the attention of the RAS School Board Listening Hour on 12/18/23. **Action:** Directors requested After Incident Review;
7. Brainstorming as a group on a list of actions/items including metal detectors, substance abuse counselors, vape detectors, discipline tracking process for administrators/adults in buildings, **Action:** Director Powell to provide a wish list of



items/recommendations before winter break. Item received January 5, 2024;

**Next Safety & Security Ad Hoc Committee Meeting:** January 17, 2024.

Prior Safety & Security Ad Hoc Committee updates can be viewed here:  
[January 8 Safety & Security Ad Hoc Committee Updates](#)



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

**ITEM:** 4.I. Ad Hoc Transportation and Capital Infrastructure  
Committee Update

**PRESENTER:** Members of the Committee

Ad Hoc Transportation and Capital Infrastructure Committee members will provide an update.



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

**ITEM:** 4.J. Governance Policy and Procedure Manual Task Force Update

**PRESENTER:** ReNae Bowman, School Board Chair  
Dr. Greta Evans-Becker, School Board Clerk

Chair Bowman and Clerk Evans-Becker will provide an update regarding their work on the Governance Policy Manual.



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Operations

**ITEM:** 4.K. Policy Committee Update

**PRESENTER:** Members of the Committee

Policy Committee members will provide an update on review of policies and procedures.



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

<b>AGENDA SECTION:</b>	Operations
<b>ITEM:</b>	4.L. Human Resources Update
<b>PRESENTER:</b>	Amy O'Hern, Executive Director of Human Resources

Ms. O'Hern will be available to answer any questions in regard to the Black Men Teach information in the executive summary provided.



**To: Board of Education**  
**Re: Human Resources Update**  
**Date: May 6, 2024**

As I continue on the Black Men Teach strategic planning committee I want to share an update.

- The planning team will be meeting again on May 21, 2024.
- The strategic planning team's goal is to support elementary schools that have a student population of 40% or more black students.
- I continue to advocate for Robbinsdale to participate with the organization.
- The strategic planning committee is still a few steps away from announcing which schools, and when Black Men Teach will begin partnering with those districts.



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Consent Agenda  
**ITEM:** 5. Consent Agenda  
**PRESENTER:** ReNae Bowman, 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 E. Brooks			
Dr. Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

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

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

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

*\*\*Approved May 6, 2024*

A Special Business Meeting of the School Board of Robbinsdale Area Schools (RAS) was held Saturday, April 6, 2024, beginning at 8:05 a.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 Bowman called the meeting to order at 8:05 a.m. Directors present: Helen Bassett, ReNae Bowman, Sharon E. Brooks, Dr. Greta Evans-Becker, Kim Holmes, Caroline Long, and John Vento. Director(s) absent: none. Marti Voight, Interim Superintendent, was not in attendance. There was a quorum; and the meeting was called to order.

### Acceptance of the Agenda

Chair Bowman asked for a motion to accept the Special Business Meeting agenda. Director Vento moved to accept the agenda, and Director Evans-Becker seconded the motion. Upon vote being taken thereon the following voted in favor thereof: Directors Bassett, Bowman, Brooks, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

### First Round of Superintendent Candidate Interviews

The Board had an opportunity to interview six candidates: Bondo Nyembwe, Timothy McCray, George Nolan, Patrick Duffy, Elizabeth Keenan, and Noel Schmidt.

MOTION: Director Bassett moved to move candidates forward to second round of interviews - with new questions crafted, Director Brooks seconded the motion. Upon vote being taken thereon the following voted in favor thereof: Directors Bassett and Brooks. And the following voted against the same: Directors Bowman, Evans-Becker, Holmes, Long, and Vento. Said motion was defeated.

MOTION: Director Holmes moved to post the scoring rubric with redacted names to the website on the Superintendent Search page, Director Long seconded the motion. MOTION: Chair Bowman amended the motion on the floor to have questions 15, 16 and 17 removed to keep anonymity of the candidates. Upon vote being taken thereon the following voted in favor thereof: Directors Bowman, Evans-Becker, Holmes, and Long. And the following voted against the same: Directors Bassett, Brooks, and Vento. Said motion was declared duly passed.

MOTION: Director Vento amended Chair Bowman's motion which just passed to have the columns reorganized for further anonymity of the candidates, Chair Bowman seconded the motion. Upon vote being taken thereon the following voted in favor thereof: Directors: Bowman, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. The following abstained from voting: Directors Bassett and Brooks. Said motion was declared duly passed.

### Adjournment

MOTION: Director Evans-Becker moved to adjourn the Special Business meeting, and Director Bassett seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. Meeting was adjourned at 7:50 p.m.

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: 5-6-2024

*\*\*Approved May 6, 2024*

A Business Meeting of the School Board of Robbinsdale Area Schools (RAS) was held Monday, April 15, 2024, beginning at 7:00 p.m. in the Boardroom at the Robbinsdale Area Schools Education Service Center (ESC). 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 Bowman called the meeting to order at 7:00 p.m. Directors present: Helen Bassett, ReNae Bowman, Sharon E. Brooks, Dr. Greta Evans-Becker, Kim Holmes, Caroline Long, and John Vento; and Marti Voight, Interim Superintendent. Director(s) absent: none. There was a quorum, and the meeting was called to order.

### **Acceptance of the Agenda**

Chair Bowman asked for a motion to accept the Business Meeting agenda. Director Vento moved to accept the agenda, and Director Evans-Becker seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

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### **Sharing the Success**

- A. *Historically Black Colleges and Universities (HBCU)/Hispanic Serving Institution (HSI) Research Experience*  
Presented by: Tony Patterson - Assistant Director of Achievement and Integration; David Kek, Jessica Stewart-Robinson, and Charles Vickers - Robbinsdale Equity Allies, Culture and Climate Specialists; and Student Participants  
20 Students did the coursework in preparation for this annual trip, which took them to Louisiana and Texas from March 24-29, 2024. Four students shared their experiences and highlights.

### **Interim Superintendent Report**

Interim Superintendent Voight reported the following:

RAS celebrates the 50th Anniversary of our Early Childhood Family Education program. RAS was one of six pilot program sites in 1974, which is serving over 250 families this year. Emilie Levinson, Director of Early Learning recognized Parent Educators Geraldine Fisher and Nicki Murphy - who each briefly spoke. Parent Nicole Isaacson shared how important the program has been in raising her six children.

### **Operations**

- A. *Action: School Resource Officer (SRO) Contracts for SY24*  
MOTION: Director Vento moved approval, and Director Holmes seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks, Evans-Becker, Holmes, and Vento. And the following voted against the same: Director Long. Said motion was declared duly passed.
- B. *Action: 2024-2025 School Board Meeting Schedule*  
MOTION: Director Vento moved approval, and Director Evans-Becker seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- C. *Action: Resolution Accepting March 224 Donations in the amount of \$22,445.44*  
MOTION: Director Bassett moved approval, and Director Holmes seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. Said motion was declared duly passed.
- D. *Non-Action: FY24 Mid-Year Budget Revisions*  
Virginia Verbrugge, Assistant Director of Finance reviewed the FY24 mid-year budget revisions, and recommended they move to action for final vote at the Business Meeting on May 6, 2024.
- E. *Ad Hoc Safety and Security Committee Update*  
The next meeting of the Ad Hoc Safety and Security Committee is tentatively scheduled for Monday, April 22 at 4:30 p.m. Director Holmes summarized the work of the committee over the past year within nine meetings, and thanked Interim Superintendent Voight for providing the information needed to get things done. She also noted that Bo Powell, Director of Security, is working on a spring student summit.
- F. *Ad Hoc Transportation and Capital Infrastructure Committee Update*

The Ad Hoc Transportation and Capital Infrastructure Committee provided an update from their meeting on April 10, 2024, which noted a timeline for the transportation request for proposals (RFP) will be finalized the week of May 12, to share with the Board in their next update on May 20, 2024.

**G. Governance Policy Manual Task Force Update**

Chair Bowman and Clerk Evans-Becker noted that they would be coming to the Board with assignments to assist in this work soon.

**H. Policy Committee Update**

Governance Policy Committee will be bringing the following policies for Non-Action at the May 6, 2024

Business Meeting:

- 103: Complaints - Students, Employees, Parents, Other Persons
- 526: Hazing Prohibition
- 529: Staff Notification of Violent Behavior by Students
- 598: Early Entrance to Kindergarten

**I. Student Achievement Update - R Pathways**

Dr. Frank Herman, Director of College and Career Pathways brought several students to speak about their own experiences in the R Pathways program. Each of them shared the course/program they are participating in, and how it benefits their futures.

**J. Human Resources (HR) Update**

Amy O'Hern, Executive Director of HR, provided an update on staffing and recruitment for summer programs.

**Consent Agenda**

Consent Agenda items include administrative, personnel matters, and financial matters.

MOTION: Director Vento moved approval of the Consent Agenda, and Director Evans-Becker seconded the motion.<sup>56</sup> Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks, Evans-Becker, Holmes, Long, 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, Chair Bowman facilitated the listening time held at 6 p.m. in the Boardroom at the Education Service Center. Four individuals spoke and two others submitted in regard to: the impact of staffing cuts at School of Engineering and Arts (SEA), the importance of continued funding for Fine Arts programs, budget concerns, and music and Fine Arts Committee.

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

**Adjournment**

MOTION: Director Bassett moved to adjourn the Business meeting, and Director Holmes seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. Meeting was adjourned at 8:50 p.m.

Prepared and submitted by:

Molly Olson

Assistant Clerk, Robbinsdale Area Schools

Executive Assistant to the Superintendent and School Board

Signed:   
Dr. Greta Evans-Becker, School Board Clerk, ISD 281

Date: 5-6-2024



## Minutes of Work Session The School Board of Robbinsdale Area Schools

*\*\*Reviewed May 6, 2024*

A Work Session of the School Board of Robbinsdale Area Schools (RAS) was held Monday, April 15, 2024 at 9:05 p.m. in the Boardroom at the Robbinsdale Area Schools Education service Center. Complete agendas, reports, and presentations are available at the office and on our website. A recording of the meeting can be found at: <https://www.rdale.org/discover/school-board> under "Watch School Board Meeting Webcasts." **Work session summary minutes are not approved by the School Board.**

Director(s) present: Helen Bassett, ReNae Bowman, Sharon E. Brooks, Dr. Greta Evans-Becker, Kim Holmes, Caroline Long, and John Vento; and Marti Voight, Interim Superintendent. Director(s) absent: none.

### Introductions

All in attendance introduced themselves.

### Long Term Facilities Maintenance (LTFM) for FY25

*Alissa Pier, Interim Executive Director of Facilities, Operations and Transportation*

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*Michael Hart, PMS Securities, LLC*

Ms. Pier presented the projects scheduled to be completed in FY25, Mr. Hart reviewed the allowable funding uses, requirements, options, and strategies for the proposed projects. Both responded to questions afterward.

### Board Topics

#### ● Superintendent Search Discussion

*Barb Dorn, Minnesota School Boards Association (MSBA) Superintendent Search Team*

Ms. Dorn outlined next steps, after suspending the search. After discussion, the Board opted to update the posting for the position to include "Superintendent Experience Required," and leave the posting open until filled. If the position remains vacant after June 30, 2024, the Board will look to hire an interim superintendent specifically with capital levy experience.

#### ● School Board Budget

The Board was presented with a copy of their most current budget to actual report, with a request from Chair Bowman to review and provide feedback for further discussion at a later date.

### Other

No items presented.

Work Session adjourned at 11:14 p.m.

Prepared and submitted by:

Molly Olson

Assistant Clerk, Robbinsdale Area Schools

Executive Assistant to the Superintendent and School Board



To: Members of the School Board  
From: Amy O'Hern, Executive Director of Human Resources  
Ukee Dozier, Consultant - School Management Systems  
Date: May 6, 2024  
Re: Tentative Agreement - Program Assistants

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**RECOMMENDATION:**

District Administration is recommending the approval of a two-year Program Assistant Terms and Conditions with effective dates of July 1, 2023 through June 30, 2025. The following items have been discussed with both parties.

Salary increase year one 2%

Salary increase year two 2.5 %

Cafeteria benefits year one will increase \$180 a month

Cafeteria benefits year two will increase \$100 a month

Longevity pay will be based on total years of service in the district, regardless of employee group.

Vacation accrual will happen at:

Years 1-4 15 days

Years 5-10 20 days

Years 11+ 25 days

<b>Robbinsdale Area School District 281</b>		
<b>Spring 2024 Lane Changes</b>		
<b>March 1, 2024</b>		
<b>Name</b>	<b>Current Lane</b>	<b>New Lane</b>
Bartos, Renee S	BA60	MA
Belsito, Frank E	BA30	MA
Brooks, Lindsay A	MA15	MA30
Chalmers, Melody	BA15	BA30
Coleman, Anna V	MA30	SPEC
Craig, Rachel L	MA30	MA45
Enselein-Kraemer	MA30	SPEC
Herron, Andrew	BA45	BA60
Kearns, Kali A	BA60	MA
Kuempel, Anne	MA45	MA60
Larson, Rebecca	MA30	MA45
Larson, Ricki L	BA	BA15
Layton, Jamie	MA30	SPEC
Martins, Breanna	MA15	MA45
Mathis, Lisa M	MA30	MA45
McGraw, Matthew R	SPEC	PHD
Mueller, Kristen	MA15	MA30
Oscarson, Tyler D	BA	BA15
Pylvainen, Zara E	MA	MA15
Sasse, Heather M	MA15	MA30
Schuchmann, Melissa	BA15	BA30
Seavey, Rachel M	BA45	MA
Sieber, Alyssa	MA30	SPEC
Sutherland, Cassandra	BA30	BA45
Vistad, Chantel C	MA45	MA60

**LICENSED STAFF - May 6, 2024****PERSONAL LEAVE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Cossette, Lisa Marie Putz	RSIS	Grade 2	8/26/2024
Griffiths, Robert	FAIR	Tech Ed	8/26/2024

**RESIGNATION/RETIREMENT**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Bosveld, Miriam (18 years)	CLC	Adult Academic	6/6/2024
Cade, David (19 years)	RSI	Grade 3	6/6/2024
Dear, Ryann M	CHS	English	6/6/2024
Demorett, Andy	Dist Wide	DAPE	6/6/2024
Grooms, Nancy (31 years)	RMS	Special Ed	6/6/2024
Haagenson, Kristine (26 years)	RVA	TOSA	6/6/2024
Hanlin, Emma	LVE	EL	6/6/2024
Holtz, Susan (5.75 years)	ESC	Director of Technology	6/28/2024
Hubert, Allen	RMS	Social Studies	6/6/2024
Johnson, Kent (31 years)	PMS	Science	6/6/2024
Kinsella, Stacey	RMS	Spanish	6/6/2024
Landwehr, Brenda (29 years)	NHLC	Early Child & Family	6/6/2024
Lautenschlager, Rebecca (31 years)	AHS	Science	6/6/2024
Mertens, Mark (38 years)	AHS	Spanish	6/6/2024
Misfeldt, Nancy (4 years)	NHLC	Early Child & Family	6/6/2024
Quast, Deborah (29.5 years)	FOE	Grade 3	6/6/2024
Rebrovich, James (27 years)	FOE	Grade 1	6/6/2024
Recker, Michael (32 years)	PMS	Social Studies	6/6/2024
Redelsheimer, John (28 Years)	AHS	Science	6/6/2024
Roberge, Paula (30 years)	MLE	Kindergarten	6/6/2024
Tanner, Judy (16 years)	NOE	Special Ed	6/6/2024
Voight, Jeff (38 years)	WHSE	Director of Facilities, Operations, & Transportation	6/28/2024
Wurdeman, Barbara (25 years)	PMS	Grade 6	6/6/2024

**PART TIME MOBILITY (LICENSED ONLY)**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Anderson, Bonnie	NOE	TOSA	8/26/2024
Johnson, Cari	AHS	Spanish	8/26/2024

**NON-LICENSED STAFF - May 6, 2024**

**NEW HIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Step/Lane</b>	<b>Effective Date</b>
Gillespie, Mariama	NOE	Program Assistant	LV3, Step 2	04/29/2024
Hill, Micaelah	LVE	Program Assistant	LV6, Step 3	04/15/2024
Johnson, Becky	CHS	Nutrition Services	C2, Step 3	04/11/2024
Kibegwa, Amber	RMS	Nutrition Services	C3, Step 2	04/11/2024
Ruscheinsky, Robert	FOE	Service Employee	CU3, Step 2	04/24/2024
Savage, Cordarro	AHS	Service Employee	CU7, Step 1	04/22/2024

**REHIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Al-Dalqamoni, Rasha	NPE	Nutrition Services	04/15/2024

**RESIGNATION/RETIREMENT**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Anderson, Shayna	FOE	Tutor EA	06/05/2024
Burmester, Raina	RSI	Media EA	04/12/2024
Catarina-Mendoza, Alejandra	ESC	Office Employee	04/26/2024
Clark, Rachel	MLE	Tutor EA	04/22/2024
Coleman, Annalisa (19 yrs.)	MLE	Program Assistant	07/19/2024
Froberg, Alexa	ESC	Office Employee	05/17/2024
Garcia, Colleen (21 yrs.)	NOE	Special Ed EA	06/05/2024
Hinrichs, Jessica	FAIR-PLF	Office Employee	04/26/2024
Jelks, Cassidy	FOE	Tutor EA	04/29/2024
Molden, Shelley (25 yrs.)	ZLE	Special Ed EA	06/05/2024
Pederson, Mitchell	RMS	Service Employee	05/03/2024
Sass, Patricia (29.5 yrs.)	ENE	Nutrition Services	06/05/2024
Smith, Isaiah	NOE	Special Ed EA	04/24/2024
Stulen, Carol (33 yrs.)	CLC	ECFE EA	06/05/2024
Veit, Richard (30 yrs.)	PMS	Service Employee	07/12/2024

**TERMINATION**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Garner, Devante	PMS	Service Employee	04/18/2024
Jackson, Teddy	CHS	Nutrition Services	04/09/2024
Mayfield, Lexus	SMS	Special Ed EA	04/02/2024
Moua, Angelina	FAIR-C	Nutrition Services	04/11/2024

# Announcements | May 6, 2024

## Policy Committee Meeting

Wednesday, May 8, 2024 - 6:00 p.m.

## Financial Advisory Council Meeting

Tuesday, May 14, 2024 - 6:30 p.m.

## Interschool Council Meeting

Thursday, May 16, 2024 - 6:30 p.m. (Virtual)

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



## School Board of Robbinsdale Area Schools

Business Meeting – May 6, 2024

**AGENDA SECTION:** Adjournment

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**ITEM:** 7. Adjournment of Business Meeting

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**COMMENTS BY:** ReNae Bowman, School Board Chair

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**Recommended Action:** Adjourn the business meeting.

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

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

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