

Study (Work) Session

Study (Work) Session will begin 10 minutes after adjournment of the Business Meeting.

1. Introductions
2. Board Topics
 - Dr. Greta Evans-Becker, School Board Chair*
 - A. Discussion of Meeting Procedures Format (45 minutes) 2
Dr. Teri Staloch, Superintendent
Mick Waldspurger from Squires, Waldspurger and Mace
 - B. Request from Ad Hoc Safety and Security Committee: Review of Critical Incident Communication Threshold approved in March 2024 (30 minutes) 10
Mick Waldspurger from Squires, Waldspurger and Mace
 - C. Discussion regarding Financial Advisory Council (FAC) (30 minutes) 12
Kristen Hoheisel, Chief Financial Officer
 - D. Discussion of Cell Phone Policy (20 minutes) 23



School Board Governance Professional Development Retreat

Dr. Teri Staloch, Superintendent
July 19-20, 2024

Developing a Pathway for Success

- Excellence in Management:
 - Strategic Plan Implementation
 - Operational Excellence
- District System of Continuous Improvement
- Board roles and views of 3-year planning
- Board 2024-25 agenda and working document
- Board agenda flow

Excellence in Board Governance

- District Governance and Policy
- Operational Performance Oversight and Organizational Direction
- Board Governance Policy
- Superintendent Relations
- Public Engagement, Community Relations and Advocacy of Public Education



ROBBINSDALE
Area Schools



**School Board 3 Year Agenda
2024-2027**

Board Role	2024-25	2025-26	2026-27
<ul style="list-style-type: none"> District Governance and Policy 	<ul style="list-style-type: none"> Monitor Board action through policy, resolution, agreements to support and lead district-wide educational equity and excellence centered on the needs of all students. District Policy Review Three Year Cycle - Review district policies (series 100, 200, 300) Approval Annual Mandated Policies (Required) Review MSBA policy recommendations 	<ul style="list-style-type: none"> Monitor Board action through policy, resolution, agreements to support and lead district-wide educational equity and excellence centered on the needs of all students. District Policy Review Three Year Cycle - Review district policies (series 400, 500, 600) Approval Annual Mandated Policies (Required) Review MSBA policy recommendations 	<ul style="list-style-type: none"> Monitor Board action through policy, resolution, agreements to support and lead district-wide educational equity and excellence centered on the needs of all students. District Policy Review Three Year Cycle - Review district policies (series 700, 800, 900) Approval Annual Mandated Policies (Required) Review MSBA policy recommendations
<ul style="list-style-type: none"> Operational Performance Oversight and Organizational Direction 	<ul style="list-style-type: none"> Support District System of Continuous Improvement and Strategic Plan process through monitoring updates and reports (Operational Plan and Priority Work) Approve WBWF Plan - (WBWF Approval Required) Monitor and approve budget and budget process (Budget Approval) Review and adjust Long Range Budget Planning Model Monitor and use enrollment trends to plan strategically for facilities, staffing and budget decisions Update, revise and approve Long Term Facilities Maintenance Plan 	<ul style="list-style-type: none"> Support District System of Continuous Improvement and Strategic Plan process through monitoring updates and reports (Operational Plan and Priority Work) Approve WBWF Plan - (WBWF Approval Required) Monitor and approve budget and budget process (Budget Approval) Review and adjust Long Range Budget Planning Model Monitor and use enrollment trends to plan strategically for facilities, staffing and budget decisions Update, revise and approve Long Term Facilities Maintenance Plan 	<ul style="list-style-type: none"> Support District System of Continuous Improvement and Strategic Plan process through monitoring updates and reports (Operational Plan and Priority Work) Approve WBWF Plan - (WBWF Approval Required) Monitor and approve budget and budget process (Budget Approval) Review and adjust Long Range Budget Planning Model Monitor and use enrollment trends to plan strategically for facilities, staffing and budget decisions Update, revise and approve Long Term Facilities Maintenance Plan

Board Approved XXX

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Area Schools

**School Board 3 Year Agenda
2024-2027**

Board Role	2024-25	2025-26	2026-27
Self-Governance	<ul style="list-style-type: none"> School Board Members Meeting Preparation School Board-Self Evaluation and Board Annual Appraisal (Governance) Conduct School Board Professional Development 	<ul style="list-style-type: none"> School Board Members Meeting Preparation School Board-Self Evaluation and Board Annual Appraisal (Governance) Conduct School Board Professional Development 	<ul style="list-style-type: none"> School Board Members Meeting Preparation School Board-Self Evaluation and Board Annual Appraisal (Governance) Conduct School Board Professional Development
Superintendent Actions	<ul style="list-style-type: none"> Onboarding of new Superintendent Superintendent Annual Appraisal Meet One on One Monthly with Superintendent Conduct onboarding process for new board members 	<ul style="list-style-type: none"> Superintendent Annual Appraisal Meet One on One Monthly with Superintendent 	<ul style="list-style-type: none"> Superintendent Annual Appraisal Meet One on One Monthly with Superintendent Consideration of Contract Negotiation
Community Engagement	<ul style="list-style-type: none"> Educate and engage the community in levy campaign Develop and communicate Legislative Platform Review data from annual student, staff and parent satisfaction surveys and Morris Leatherman survey 	<ul style="list-style-type: none"> Develop and communicate Legislative Platform Review data from annual student, staff and parent satisfaction surveys and Morris Leatherman survey 	<ul style="list-style-type: none"> Develop and communicate Legislative Platform Review data from annual student, staff and parent satisfaction surveys and Morris Leatherman survey

Board Approved XXX



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Board of Education 2024-25 Agenda
and Working Document

Board Roles	2023-24	Strategic Dir.	Progress	Owner	Completion Date
District Governance & Policy	<ul style="list-style-type: none"> District Policy Review Three Year Cycle - Review district policies (Example: Series 100, 200, 300) 	1, 2, 3, 4	July approval July in progress	Policy Committee	June 2025
	<ul style="list-style-type: none"> Approval Annual Policies 	1, 2, 3, 4		Policy Committee	Due August 2024
	<ul style="list-style-type: none"> Review MSBA Policy Recommendations (Yearly) MSBA reviews and refines all policies that have legislative changes and makes policy recommendations. Ensure Roles policies are updated accordingly. 	1, 2, 3, 4		Policy Committee	August 2024
Operational Performance Oversight and Organizational Direction	<ul style="list-style-type: none"> Support District System of Continuous Improvement and Strategic Plan process through monitoring updates and reports (Operational Plan and Priority Work) 	1, 2, 3, 4	Mid Year Review - January 2025 End of Year Review - June 2025	Superintendent and District Administration	
	<ul style="list-style-type: none"> Approve WBSWF Plan-Review District Achievement Data (WBSWF Approval Required) 	1	WBSWF Report & Data Review: October WBSWF Plan: November	Assistant Superintendent, Executive Director of Student Services, Director of Assessment,	



Boa

Board Roles	2023-24	Strategic Dir.	Progress	Owner	Completion Date
Board Book	<ul style="list-style-type: none"> Board Book o Submit questions per protocols and/or meet with administrators o Be prepared for discussion 				
	<ul style="list-style-type: none"> Administer School Board-Self Evaluation and Board Annual Appraisal (Governance) 	N/A	Annually in April & May	School Board, Superintendent	
	<ul style="list-style-type: none"> Conduct School Board Professional Development 	N/A	MSBA Workshops and other professional development as appropriate.	School Board	Ongoing
Superintendent Relations	<ul style="list-style-type: none"> Superintendent Annual Goal Setting 	N/A	September, 2024 (with MSBA)	School Board, Superintendent	
	<ul style="list-style-type: none"> Superintendent Annual Appraisal 	N/A	Annually April & May with summative evaluation read at board meeting in June	School Board	
	<ul style="list-style-type: none"> Meet one on one monthly with Superintendent 	N/A	Monthly	Superintendent, School Board Members	Ongoing
Public Engagement	<ul style="list-style-type: none"> Develop and communicate Legislative Platform 	4	Approval in December	Superintendent, District Administrators, School Board	
	<ul style="list-style-type: none"> Review data from stakeholder 	1,2,3,4	Survey results data review in	Director of	



Board of Education 2024-25 Agenda
and Working Document

Board Roles	2023-24	Strategic Dir.	Progress	Owner	Completion Date
	<ul style="list-style-type: none"> Monitor and approve budget and budget process (Budget Approval) 				Evaluation & District Improvement
			2024-25 Budget Approval : December 2024		Chief Financial Officer
			2024-25 Preliminary Budget Discussion January		Chief Financial Officer
	<ul style="list-style-type: none"> Review and adjust Long Range Budget Planning Model 				Director of Facilities and Operations
			2024-25 Preliminary Budget Approval June		Chief Financial Officer
	<ul style="list-style-type: none"> Hold Finance Advisory Council Meetings 		Scheduled		Chief Financial Officer
	<ul style="list-style-type: none"> Monitor and use enrollment trends to plan strategically for current and future facilities, staffing and budget decisions 		Monthly		Executive Director of Human Resources, Chief Financial Advisor
	<ul style="list-style-type: none"> Update, revise and approve Long Term Facilities Maintenance Plan (includes Intermediate District) 				Director of Facilities and Operations
Board Governance Policy	<ul style="list-style-type: none"> Board member meeting preparation o Review materials in 	1,2,3,4	Prior to all board meetings		School Board Ongoing



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Board Roles	2023-24	Strategic Dir.	Progress	Owner	Completion Date
	<ul style="list-style-type: none"> Input (example: annual student, staff and parent satisfaction surveys) 		April/May Report to board in May 2025	Communications, Superintendent, Director of Assessment, Evaluation & District Improvement	

Strategic Plan Themes and Priority Work



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Agenda Ideas

The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to Order by Chair
2. Roll Call
3. Public Comment on anything not on the agenda
4. Approval of Agenda
5. Consent Agenda
6. Rdale Pride, Special Recognitions, or Program Presentations
7. Personnel
8. Unfinished Business
9. New Business
10. Policy
11. Board and Administrative Reports
12. Adjournment

The school board may depart from the order of business with consent of the majority of members present.

The school board will, at all work study sessions, follow an agenda order similar to:

1. Welcome
2. Roll Call
3. Purpose & Agenda
4. District Governance & Policy
5. Oversight of Operations
6. Board Governance Policy
7. Superintendent Relations
8. Information Items
9. Open Forum on anything on the agenda
10. Future Agenda Topics
11. Adjourn



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Individual focus. Infinite potential.

Robbinsdale Area Schools
School Board Meeting
Friday, January 26, 2024 - 6:00 PM
Education Service Center Boardroom
4148 Winnetka Ave N
New Hope, MN 55427

(THIS IS A TEST MEETING TO SHOW WHAT THE NEW AGENDA WOULD LOOK LIKE IN BOARDBOOK FORMAT)

1. Call to Order and Roll Call
ReNae Bowman, School Board Chair
2. Approval of Agenda and Consent Agenda Items
ReNae Bowman, School Board Chair
 - A. Consent Agenda Items for Board Approval
 1. Business Meeting Minutes
 2. Work Session Summary Minutes
 3. Closed Session Meeting Minutes
 4. Finance and Operations
 - a. Donations
 - b. Bid Approvals
 5. Personnel
 - a. Licensed Staff Personnel Report
 - b. Non-Licensed Staff Personnel Report
 6. Monthly Reports
 - a. Revenue/Expense Report
 - b. Disbursement Report
 - c. Human Resources Recommendations
 3. Reports from Organizations
 4. In the Spotlight
 5. Audience Opportunity to Address the School Board
 6. Updates and Recommendations
 - A. Ad Hoc Capital Infrastructure and Transportation Committee
 - B. Ad Hoc Safety and Security Committee
 - C. Governance Policy Committee
 - D. Governance Policy Manual Task Force
 - E. Student Achievement
 7. Other Board Action
 8. Board Reports
 9. Announcements
 10. Adjournment
ReNae Bowman, School Board Chair



To: School Board
From: Dr. Teri Staloch, Superintendent
Date: January 6, 2025
Re: Discussion of Meeting and Procedures Format

Goal #1: Bring recommendations from Attorneys Mick Waldspurger and Liz Vieira October 10, 2024 memo from professional development into practice

- Maintain focus on students
- Assume positive intent
- Formalities minimize personalities
- Transparency means preparation
- Training
- Business Meetings v. Work/Study Sessions
- Be future-focused

Specifically,

- Formalize Board Reports to become Committee Reports as the purpose of Board Reports is for a Board representative appointed to an internal or external committee or organization to inform the rest of the Board about relevant work of the committee. Because the Board delegates representation with such a group to one or more Board members, those representatives are responsible for reporting back to the Board on the work they do on its behalf.
 - Another recommendation is to assume there is no committee report unless (1) a Board representative on the committee asks to be on the agenda, or (2) another Board member requests that the representative(s) on an identified committee provide an update to the Board.
- There has also been some discussion about having board reports prepared in writing to assist with meeting preparation and formalizing the reports.
- I would also like to recommend based on our last study session discussion that there is no board report summarizing the board listening time. I heard board members concerned that it is difficult to paraphrase what people have said so I would recommend we discontinue that practice.
- Regarding Listening Time, I would also recommend that we maintain the current structure. Anne Becker is planning to attend our next Listening Session and determine if there is language in the introductory statements and on the form to support improvements and clarity.

Goal #2: Improved meeting efficiencies

- We will add estimated time allotments to each agenda item to support more focused and efficient meetings. The last two meetings went until midnight and almost 2:00 a.m. respectively and no one is at their best at that hour.
- The Board will not meet past 10:00 p.m., unless under extenuating circumstances.
- In alignment with the recommendations offered by our legal team regarding holding just one business meeting and one study session per month, I would like to propose working toward the following:

- The first business meeting each month will be more robust with either a short study (work) session or no study (work) session.
- The second business meeting each month will be shorter; however, the study (work) session will be more robust.

Goal #3: Board Meeting: Sample Agendas

Business Meeting Sample Agenda

- *Call to Order*
- *Roll Call*
- *Approval of Agenda*
- *Rdale Proud*
- *Consent Agenda*
- *Personnel Items* (if needed)
- *Unfinished Business* (refers to any agenda items or matters that were not fully discussed or resolved during a previous meeting; additionally, the agenda items may be topics that were discussed during a study (work) session and now are being brought forward for action.
- *New Business* (refers to any topic or item that is being introduced for discussion for the first time, meaning it wasn't previously addressed in prior meetings and is now being brought up for consideration or as information sharing).
- *Policy* (policies brought forward for consideration will come to the board as a first read, and then as a second read for approval, if no policies are being considered the agenda will indicate, no report).
- *Administrative and Board Committee Reports* (superintendent report, then administrative, ending with board reports - board will share any committee updates and their reports)
- *Future Events/Announcements*
- *Adjourn*

Study (Work) Sessions Sample Agenda (aligned to [BOE 2024-25 Goals, Agenda and Working Document](#))

- *Welcome*
- *Roll Call*
- *Purpose and Agenda*
- *District Governance and Policy*
- *Operational Performance Oversight and Organizational Direction*
- *Board Governance*
- *Superintendent Relations*
- *Public Engagement*
- *Information Items*
- *Adjourn*



To: School Board Directors
Re: Critical Incidents Communication Threshold to the BOE
Date: Wednesday, January 31, 2024, updated 1.23.24, **Approved 3.4.24**


The Superintendent or Superintendent designee will inform the board of a critical incident that has occurred at a building in the Robbinsdale Area Schools.

The following incidents will be communicated to the board if it meets the requirement of a **level three and/or four** behavior based on the student handbook, the Mn Pupil Fair Dismissal Act, and/or MN statute, and district policy.

Level Three	Level Four
<ul style="list-style-type: none"> ● Bullying ● Fighting* ● False Fire Alarms or Bomb Reports/ Tampering with Fire Alarm System ● Engage in Group Violence* ● Engage in Harmful Physical Contact* ● Hazing ● Engage in Physical Contact with Staff ● Possession/Use of Other Weapons or Objects, not a firearm and not meeting Minnesota Statute dangerous weapon definition, with no intent ● Property Damage/Vandalism (Over \$500) ● Engage in Substantial Disruption ● Reckless Driving ● Engage in Sexually Inappropriate Behavior ● Use/Possession of Combustibles - Secondary ● Use/Possession of Drugs, Alcohol or Other Controlled Substances ● Engage in Extortion/Robbery ● Make Threats ● Group Violence 	<ul style="list-style-type: none"> ● Arson ● Assault ● Possession/Use of a Dangerous Weapon Other than a Firearm ● Possession/Use of a Firearm ● Selling Drugs or Controlled Substance ● Sexual Assault ● Threats of Violence

Email Notification to the School Board:

- Group violence without police notification.
- Level four incident, group violence, or fights that includes police notification.
- Staff injured by student, other staff or visitor reported monthly
- Narcan is required to be used on a student by district staff.



**Further details will be provided at the completion of the investigation.*

Communication to the School Board will include:

The Superintendent or the Superintendent designee will send an email to brief the school board of level 3, 4 incidents and group violence.

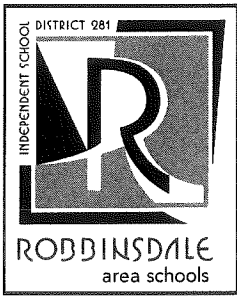
- Superintendent will include the district building, the specific incident that has been reported, and if they are aware of police notification.
- A detailed report will be provided within five days and/or once the investigation is completed.

Reports provided in email to the School Board:

- Monthly suspension report that includes suspension on level three and four behaviors.
- Monthly report on staff injured by a student, staff, or visitor.

Debrief Protocol Threshold for Buildings:

Building and district administration will formally use the debrief protocol for level 4 behaviors when emergency personnel are involved.



Planning Today for a Successful Tomorrow

ACTION PLAN

Priority: Maximize resources and demonstrate financial accountability

Goal: Create a financial advisory council

12

ADMIRATION OF THE PROBLEM

- District financial management was questioned during the levy campaign.
- School district financial rules and regulations are complicated.
- School district accounting and reporting methods are difficult to understand by those familiar with for-profit entities.
- The general community lacks understanding that a budget is a “plan,” rather than an absolute, and the fact that a budget is inherently flexible.
- School districts use “fund accounting” which consists of multiple fund divisions (e.g., general fund, community education fund, food service fund), each subject to its own prescribed rules and regulations.

GOAL

Create a financial advisory council to evaluate the district’s economic conditions, develop future budget assumptions, review revenue and expenditure projections, make recommendations to the school board and develop consumer-oriented presentations.

OBJECTIVES/ACTION STEPS

- I. Establish bylaws for the Robbinsdale Area Schools Financial Advisory Council including council membership guidelines by July 2008 using a subcommittee of the school board and district administration.
- II. District administration submits bylaws to the school board for approval by July 2008.
- III. District administration calls for applications to the council by July 2008.
- IV. Task force reviews applications, conducts interviews, and appoints council members by August 2008.
- V. District administration compiles information packets for the council members.
- VI. School board treasurer convenes first meeting and establishes a future meeting schedule by August 2008.

13

EVALUATION OF THE GOAL

Did the financial advisory council:

- Thoroughly examine and understand the district's economic conditions?
- Develop reasonable future budget assumptions?
- Use a financial planning model to develop reasonable revenue and expenditure projections?
- Make sound and timely recommendations to the school board?
- Develop consumer-oriented financial data presentations for the public?

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

ARTICLE I: NAME

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

ARTICLE II: PURPOSE OF THE COUNCIL

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

The Robbinsdale Area Schools Financial Advisory Council will review and evaluate the district’s economic conditions and future budget assumptions. The Council will utilize the district’s financial planning model to review revenue and expenditure projections for future budget years. The Council may also make recommendations to the Robbinsdale Area School Board on future budget targets and assumptions. The Council will use the district’s equity policy to inform its advice to the Executive Director of Finance and the Robbinsdale Area School Board.

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

ARTICLE III: POLICIES

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

ARTICLE IV: MEMBERSHIP

The Robbinsdale Area Schools Financial Advisory Council shall consist of:

- Seven residents of the communities serviced by the Robbinsdale Area School Board
- Treasurer of the Robbinsdale Area School Board
- Executive Director of Finance

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

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

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

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

ARTICLE V: MEETINGS

- A. The Robbinsdale Area Schools Financial Advisory Council shall meet a minimum of four times a year. The Executive Director of Finance will work with the Council to determine meeting dates, according to the school calendar.
- B. Special meetings of the Financial Advisory Council may be called at the discretion of the

Chair, in conjunction with the Executive Director of Finance, or, by a majority of the members of the Robbinsdale Area Schools Financial Advisory Council.

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

ARTICLE VI: EXPECTATIONS

- A. The Executive Director of Finance, in consultation with the Chair, will provide agendas for meetings with input from other Members of the Council.
- B. Members of the Robbinsdale Area Schools Financial Advisory Council will prepare for each meeting by reviewing agenda materials.
- C. Members of the Robbinsdale Area Schools Financial Advisory Council are expected to develop an understanding of the district's educational programs and budgetary and regulatory constraints.
- D. Members of the Robbinsdale Area Schools Financial Advisory Council are expected to contact the Executive Director of Finance if unable to attend a meeting.
- E. At no time shall confidential Robbinsdale Area School District information or personal information be given to or acted upon by the Robbinsdale Area Schools Financial Advisory Council.
- F. The Robbinsdale Area Schools Financial Advisory Council shall not make unsubstantiated, subjective judgments or recommendations. In the course of their duties, the Executive Director of Finance and School Board Treasurer are free to use the findings of the Council.
- G. Information regarding the Robbinsdale Area Schools Financial Advisory Council's analysis of financial information and development of recommendations for long-term fiscal planning will be presented to the School Board in time for budget planning.

H. An annual summary of the recommendations from the Robbinsdale Area Schools Financial Advisory Council will be distributed by the Finance Department and posted on the district's website.

ARTICLE VII: MEMBER INSERVICE

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

ARTICLE VIII: AMENDMENT

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

September 2021

**ROBBINSDALE AREA SCHOOLS – INDEPENDENT SCHOOL DISTRICT 281
FINANCIAL ADVISORY COUNCIL (FAC)
MINUTES FOR MARCH 18, 2025
DRAFT**

FAC Members			
X	Greg Kugler, Chair	X	Edwin Ochoa
	Ukee Dozier		Nicole Sandback
X	April Gulley	X	Sarah Taylor, Secretary
X	Katherine Lankford		
School Board Member			
X	Aviva Hillenbrand, Treasurer	X X	Helen Bassett ReNae Bowman
District 281 Staff			
	Teri Staloch, Superintendent		Amy O’Hern, Executive Director of Human Resources
X	Kristen Hoheisel, Chief Financial Officer	X	Karylanne Marchand, Business Services Office Manager
X	Virginia Verbrugge, Assistant Director of Finance		

Agenda Item 1: Welcome and Introductions

Greg Kugler called the meeting to order at 6 p.m., with a motion by Sarah Taylor and seconded by Greg Kugler. The meeting was held in person at the Education Service Center. The meeting included the FAC members and others noted above in addition to one community member in attendance. Kristen Hoheisel shared that Karylanne Marchand is retiring after 37 years this coming May and requested discussing the future of FAC, which was added to Agenda Item 7: Other. Kristen Hoheisel shared that Ukee Dozier submitted his FAC resignation to her and Dr Staloch the evening of March 17, 2025. The group discussed that Nicole Sandback has not been in attendance for a lengthy amount of time and was unresponsive to emails from Karylanne Marchand. The FAC recommends the board formally remove Ukee Dozier and Nicole Sandback from the FAC to open it up for two new candidates to apply.

Agenda Item 2: Acceptance of Agenda

The agenda had been distributed to the members prior to the meeting. A motion was made by Sarah Taylor and seconded by Edwin Ochoa. The motion passed unanimously.

Agenda Item 3: Approve January 14th, 2025, Meeting Minutes

The minutes had been distributed to the members prior to the meeting. A motion was made by Sarah Taylor and seconded by April Gulley. The motion passed unanimously.

Agenda Item 4: FY26 Budget Adjustments, Considerations, and Actions - UPDATE

4A. Transportation for Minneapolis Open Enrollment (12/16/24)

- Total proposed transportation savings greater than \$700K; 264K resulting from the Mpls changes, \$28K is from eliminating 1 activity bus and keeping 1 activity bus.
- Sarah Taylor asked for an explanation of the decision to move RSI to early time but not SEA. Kristen Hoheisel explained that we buy buses for 5 hours and run on 3 tiers. Elementary (1), High (2), Middle + elementary magnets (3). **The goal is to use the same number of routes for each tier.** Ex. trying to start with 50 buses for all tiers. The issue for elementary routes is we need to deploy more for magnet schools because they pick up from all areas of the district. If we did bell time for all elementary magnets then we'd need 65 buses meaning we'd be paying for 65 buses for 5 hours even though it could mean middle and high school only require 40 buses. This is why SEA is not proposed to change to the early start.
- Helen Bassett – question on 55405 – with 1000+ students coming from Mpls, will all of them be transported to a spot and then transported to school? Helen wants to see the communication that is going out to families as a board member and wants to see the percentage of each grade that will be impacted. Also asked, what the plan is if this puts buildings at capacity and the option of creating hubs for Mpls students. Kristen Hoheisel replied: 55405 is the zip code no longer included in transportation options. The other Mpls zip codes will be transported from home to their nearest 281 school. As far as the numbers, that is part of the transportation presentation from November 2024. Aviva Hillenbrand recalled that budget estimates included a consideration that XX% of students will leave 281 due to these changes.

4B. Staffing (1/6/25) - vast majority is licensed staff, other staff, such as those not covered under union contract are TBD. No additional conversation.

4C. FY25 Budget Recommendations (5/2/24) - no review.

4D. RAS Program Evaluation (pending) - made it through this evaluation, gifted and talented is the only planned change. IB will remain. No additional conversation.

4E. Middle School Reimagine (pending) - discussions include aligning how days are scheduled, such as periods or blocks. No additional conversation.

4F. Bell Times and Walk Zones (pending) - evaluating bell times now. No additional conversation.

Agenda Item 5: Policies and Procedures

Kristen Hoheisel proposed talking through policies 704 and 705 but after discussion it was determined the council members should read through the policies as homework and flag any items in the policies that break from the district vision or cause inequities taking a financial lens.

Aviva Hillenbrand explained that MSBA purposely leaves the policies vague so districts can modify to fit their district's vision. ReNae Bowman shared at this time the attorney is reviewing policies to make sure they are compliant with State statutes.

As a takeaway, Kristen Hoheisel will get the FAC members access to a shared word doc and will provide a few dates in April for an additional FAC meeting to discuss the policies. No discussion was had on any specific policy below.

5A. 412 RAS Policy – Expense Reimbursement

5B. 511 RAS Policy – Student Fundraising

5C. 701 RAS Policy – Establishment and Adoption of School District Budget (draft)

5D. 701.1 RAS Administrative Procedure – Modification of School District Budget (draft)

5E. 702 RAS Policy – Accounting (draft)

5F. 703 RAS Policy – Annual Audit (draft)

5G. 704 RAS Policy – Development and Maintenance, Fixed Assets Accounting System (draft)

5H. 705 RAS Policy – Investments (draft)

5I. 706 RAS Policy – Acceptance of Gifts (draft)

5J. 713 RAS Policy – Student Activity Accounting (draft)

5K. 714 RAS Policy – Fund Balances (draft)

5L. 720 RAS Policy – Vending Machines (draft)

5M. 721 RAS Policy – Uniform Grant Guidance Regarding Federal Revenue Sources (draft)

Agenda Item 6: Future Meetings

The currently scheduled meetings for the remainder of the fiscal year are as follows:

- April TBD – Doodle poll will be sent to members
- May 13, 2025
- TBD – Presentation of 2024-25 report to the School Board

Agenda Item 7: Other

What is the intent and future of FAC? Helen Bassett asked the FAC members what we think our roles should be and ReNae Bowman asked Kristen Hoheisel what she sees happening with the FAC.

As a historic example, Helen Bassett shared that when the district was planning to sell a building, the FAC had the expertise to help with negotiating on the purchase of the property. This highlights the value the FAC can bring to the district.

ReNae Bowman shared from her board perspective, the FAC is brought in after decisions are made, so in the current state we want info to the FAC to be timelier. She mentioned that John Vento was good about sharing FAC issues with the rest of the board, so she felt informed of what was going on and John made the board aware of absences of members on the FAC.

Points made that we want the board to consider:

- Greg Kugler: the FAC is known as a sounding board but not until after the board has already reviewed content and typically voted. As a VP at a company, this appears to be a waste of all our time. The reason Greg joined the FAC (the most tenured of our group) was to add value using his unique skills, right now he doesn't feel he's adding value rather, just getting updates about what the board has already voted on.
- Kristen Hoheisel: she is not okay with the bylaws stating one thing but not functioning as stated. In reading the bylaws and the intent, this is not "her FAC" but she sees a ton of value in bringing topics, like the budget assumptions, to the FAC for discussion. Building things with different voices is her preferred way of working. When asked what she thinks is needed to make the board and council more effective, she replied that it's the timing. With us being almost in April she cannot get things to the FAC ahead of where we must be with board votes. Would like to consider timing and number of FAC meetings per year. This is a decision for the Council, Board Treasurer, and CFO.
- ReNae Bowman suggested putting together a calendar of agenda items so we can be ready for topics coming up for board approval with adequate lead time. She also suggested that we need to clarify the roles and look at who comes into these meetings.
- Helen Bassett wants to have better clarity around the audit results and what management actions were or will be taken because of it. She would like to see a work plan created with intended outcomes so we can better understand if we have the talent necessary on the FAC. Helen also suggested asking Mr. Williams to join some of our sessions to share what is going on in the Legislative Action Committee (LAC). This could help us identify the areas that we find most important for FAC feedback. Another source brought up is the AMSD (Association of Metropolitan School Districts). They record their sessions although the topics are much broader it could identify topics the FAC should be discussing.
- Aviva Hillenbrand wants to look at cadence and timing of meetings considering the timing of when financial decisions are needed. She also believes financial statements should be a recurring agenda topic as those are a critical financial component that the FAC should review.
- Sarah Taylor: applied to the FAC based on the expectation as written in the bylaws and wants to help the school make sound financial decisions. She was concerned to hear that for the past 6 years the FAC is just getting updates of what occurred at previous board meetings. Sarah had reviewed past FAC board presentations and questioned if there is a better way to share recommendations to make them more actionable and if there is follow up needed by the board to understand what the board did with those recommendations. Missing a feedback loop. Sarah would also like to better understand what options exist with not removing the full \$21M deficit next year, given we are already in Statutory Operating Debt (SOD). Understands the importance of a balanced budget but how can we weigh that against making cuts that could reduce headcount?
- Edwin Ochoa: the bylaws should be more detailed for what the expected delivery and focus of the FAC should be (budget, and?). Others mentioned that the

bylaws are purposely broad so there is flexibility based on the need, but most agreed the FAC lacks focus on the most important financial topics.

- April Gulley has been on the board for 2 years and has a background at PwC. The board needs to get clear on what they want from the FAC, in agreement with Edwin.
- Katherine Lankford asked for clarity on how the information is being used by the board – are recommendations being used or are they being presented in an actionable way. She also expressed a need for educating the FAC on school finance topics in a timely manner to help prepare us for conversations prior to them being on the agenda. If a FAC meeting expectation is to deliver something to the board, then the FAC should get the same links to the details as what the board is getting.
- Kristin Hoheisel wants to ensure the board can align on what the function and what the focus of the FAC is. Right now, we are behind the eight ball on budgeting and audits so it's hard for her to identify what to bring forward and what to focus on. Does the board have enough information with current bylaws and these meeting notes to know what to talk through in a board working session? Helen and ReNae both felt they had enough info and requested the meeting minutes.
- Sarah will send the FAC meeting minutes draft to the Helen and ReNae before April, so they have the FAC members' thoughts for the board discussion.

Summary of points for the board to consider:

- Vote to remove Ukee Dozier and Nicole Sandback from council.
- Do the FAC bylaws still reflect the will of the board? What is the board's expectation of the FAC?
- What topics do the board want input from the FAC on (FAC's focus)? If they are repetitive topics, like budget, can a calendar be created so FAC can determine appropriate/proactive meeting dates?
- How can we create collaboration between the board and FAC? Would the board want regular share outs in addition to, or as a replacement of, the annual recommendations presentation to the board? Is there an expectation that the board review FAC minutes and submit agenda topics to the FAC for follow-up?

Summary of potential FAC topics:

- Review of financial statements - budget to actuals (frequency?)
- School finance trainings for FAC members (extend to BoE?)
- Budget assumption evaluation
- LAC updates
- Audit and recommended management actions review

Sarah Taylor shared she will be out of town during the May 13th meeting and Karylanne will not be in attendance so someone will have to record the minutes in their absence.

Agenda Item 8: Adjourn

A motion to adjourn the meeting was made by Katherine Lankford and seconded by April Gulley at 7:57 p.m. The motion passed unanimously.

Meeting minutes submitted by Sarah Taylor.

524 POLICY - INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY

I. PURPOSE

The purpose of this policy is to set forth policies for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. PROCESS

The superintendent is directed to develop the Internet Acceptable Use and Safety Guidelines and procedures, including but not limited to Unacceptable Uses, Filtering, Use of Social Media, Use of Personal Devices to Access School District Resources Media for the School District, that meets the Federal and State requirements established in law or rule. Under new legislation the superintendent and school district administration will establish rules and procedures regarding student possession and use of cellphones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

Legal References: 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act) 17 U.S.C. § 101 et seq. (Copyrights)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA)) 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act) Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011) Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: [RAS Equity Policy 102.1](#)
RAS Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
RAS Policy 406 (Public and Private Personnel Data)
RAS Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
RAS Policy 506 (Student Discipline)
RAS Policy 514 (Bullying Prohibition Policy)
RAS Policy 515 (Protection and Privacy of Pupil Records)
RAS Policy 519 (Interviews of Students by Outside Agencies)
RAS Policy 521 (Student Disability Nondiscrimination)
RAS Policy 522 (Student Sex Nondiscrimination) RAS Policy 603 (Curriculum Development)
RAS AP 524.1 (Internet, Technology and Cell Phone Acceptable Use and Safety)
RAS AP 524.2 (Student Use of Cell Phone and Other Personal Electronic Devices)

RAS Policy 604 (Instructional Curriculum)
RAS Policy 606 (Textbooks and Instructional Materials) RAS Policy 806
(Crisis Management Policy)
RAS Policy 904 (Distribution of Materials on School District Property by
Nonschool Persons)