



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda – March 17, 2022 6:30 p.m.

- I. **Recognition – Unified Basketball Team**
- II. **Public Comment**
Up to fifteen speakers will be allotted three minutes each to speak
- III. **Call to Order**
- IV. **Roll Call**
- V. **Pledge of Allegiance**
- VI. **Approval of Agenda**
- VII. **Student Report**
- VIII. **Superintendent Report**
- IX. **Board Chair Report**
- X. **Consent Agenda**
 - A. Minutes of February 28, 2022 Closed Session and Special Meeting
 - B. Minutes of March 3, 2022 Business Meeting
 - C. Payment of Invoices – March 5, 2022 – March 18, 2022
 - D. Accepts Gifts and Donations – January 2022
 - E. Treasurer's Report - January 2022
 - F. Human Resources Personnel Report
- XI. **Action Items**
 - A. Final Policy 414 Reading - Mandated Reporting of Child Neglect or Physical or Sexual Abuse - Dr. Jennifer Cherry
 - B. Final Policy 415 Reading - Mandated Reporting of Maltreatment of Vulnerable Adults - Dr. Jennifer Cherry
 - C. Second Policy 201.7 Reading – Board Job Description – Dr. Jennifer Cherry
 - D. Second Policy 201.10 Reading – Board Resignation/Vacancy – Dr. Jennifer Cherry
- XII. **Reports**
 - A. 2021-2022 Revised General Fund Budget – Dr. John Thein
 - B. ESSER Update – Dr. Jennifer Cherry
 - C. First Policy 211 Reading – Criminal or Civil Actions Against School District, School Board Members, Employee or Student – Dr. Jennifer Cherry
- XIII. **Adjournment**
 - A. Adjourn

Attachments:

- Policy Committee Meeting Notes
- Director Notes – Katie Hockert



Agenda Item I.
Date Prepared: March 4, 2022
ISD 834 Board Meeting

Agenda Item: Recognition
Meeting Date: March 17, 2022
Recognition

Background:

An individual, team, or program will be recognized for their excellence.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: March 17, 2022

Background:

The school board encourages community input. While comments and questions are welcome, law prohibits the board from discussing concerns about individual employees or students in a public meeting. The board will not deliberate, discuss, or engage in conversation with speakers. However, the board may ask administration to review the concern(s) presented.

Speakers must present their testimony in a respectful manner. Vulgarity, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Recommendation:

This is for informational purposes only.



Agenda Item III.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: March 17, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: March 17, 2022

Background:

The School Board Chair will ask the secretary to take the roll. A quorum must be established in order for the meeting to proceed.

Board Members

Alison Sherman, Chair

Katie Hockert, Vice Chair

Annie Porbeni, Clerk

Beverly Petrie, Treasurer

Pete Kelzenberg, Director

Tina Riehle, Director

Vivian Votava, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: March 17, 2022

Background:

The Pledge of Allegiance will be recited prior to the approval of the meeting agenda.

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with Liberty and Justice for all.

Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: March 17, 2022

Background:

Once quorum has been established the School Board Chair will request approval of the meeting agenda.

Recommendation:

A motion and a second to approve the meeting agenda will be requested.

Motion by: _____ **Seconded by:** _____ **Vote:** _____



Agenda Item VII.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Agenda Item: Student Report
Meeting Date: March 17, 2022
Student Report

Background:

The Student Board Members will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed and the meeting date. Topics generally include announcement of academics, activities, arts and athletics. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: March 17, 2022

Background:

Each meeting the Superintendent will provide an update on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.



Agenda Item IX.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: March 17, 2022

Background:

Each meeting the Board Chair board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities

Recommendation:

Board action is not required.



Agenda Item: Consent Agenda
Meeting Date: March 17, 2022
Contact Person: Varies by item

Agenda Item X. A.B.C.D.E.F.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Background:

The consent agenda is a meeting practice which packages routine reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item. The Board will approve this 'package' of items together in one motion.

A. School Board Closed Session and Special Meeting Minutes, February 28, 2022

Contact Person: Dr. Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

B. School Board Business Meeting Minutes March 3, 2022

Contact Person: Dr. Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

C. Payment of Invoices – March 5, 2022 – March 18, 2022

Contact Person: Dr. John Thein, Director, Finance

A copy of the register has been distributed to board members.

D. Accept Gifts and Donations – January 2022

Contact Person: Dr. John Thein, Director, Finance

A copy of the register has been distributed to board members

E. Treasurer's Report – January 2022

Contact Person: Dr. John Thein, Director, Finance

A copy of the register has been distributed to board members

F. Human Resources Personnel Report

Contact Person: Ms. Cindy Gustafson, Director, Human Resources

A summary of personnel transactions for the month is included for your review

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through F be approved as written, and a copy of the agenda items is attached to the minutes.

Motion by: _____ **Seconded by:** _____ **Vote:** _____



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Special Meeting Minutes - February 28, 2022
Closed Session - 5:00 p.m.
Special Meeting - 5:30 p.m.

- I. **Call to Order:** The meeting was called to order at 5:00 p.m.
- II. **Roll Call:** Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Annie Porbeni, clerk, Pete Kelzenberg, director, Tina Riehle, director

Not present: Vivian Votava, director

Adjourn to Closed Session

The board adjourned to a closed session at 5:01 p.m. Pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss the purchase or sale of real properties. The properties are identified as: 10158 122nd St N, Hugo, MN 55038 (the former Withrow Elementary School property).

Motion by: Member Sherman to adjourn to closed session; second by: Member Hockert; Vote: 5 ayes, 0 nays, Motion carried.

Director Porbeni joined the meeting at 5:05 p.m.

Closed session adjourned to open meeting at 5:29 p.m.

Reconvened to open the meeting at 5:34 p.m.

- III. **Review Stakeholder input information**
Barb Dorn and John Ward from Minnesota School Board Association (MSBA) shared an overview on the Stakeholder Engagement Superintendent Search Survey with the school board.
- IV. **Review Superintendent Search Timeline and Process**
The board reviewed the timeline and upcoming superintendent search meetings. These meetings are open to the public.
- V. **Review and Discuss Protocol and Process for Superintendent Position Interviews**
The board reviewed relevant law pertaining to the do's and don'ts of what can and cannot be asked or discussed during interviews and deliberations.
- VI. **Develop First Round Interview Questions, Interview Schedule and Interview Procedures**
MSBA provided sample interview questions and possible first round questions. The board chose the questions for the superintendent search first round interviews.
- VII. **Discuss, Decide and Schedule the Steps Necessary for the Rest of the Hiring Process**
First round interviews will be limited to six candidates. Interviews will be open to the public and recorded. Interviews will not be live streamed. The stakeholder report will be published on the district website. The board decided that stakeholder input forums will not be a part of the second round of interviews.
- VIII. **Adjournment**
- A. The meeting adjourned at 7:54 p.m.

Respectfully submitted, Annie Porbeni, clerk



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
March 3, 2022 – 6:30 p.m. Meeting Minutes

I. Recognition

Thirteen Stillwater Area High School musicians have been named All-State: six in choir, four in band and three in orchestra. They performed at Orchestra Hall on February 19, 2022 with other top high school musicians from Minnesota.

II. Public Comment

- Matthew Cooper, Lake Elmo, MN - Great music programs
- Sandi Hayner, Stillwater, MN - Data Request Policy
- DeeDee Armstrong, Afton, MN - Data Request Policy

III. Call to Order: The meeting was called to order at 6:48 p.m.

IV. Roll Call: Present: Alison Sherman, chair; Katie Hockert, vice chair; Beverly Petrie, treasurer; Annie Porbeni, clerk; Pete Kelzenberg, director; Tina Riehle, director

Not present: Vivian Votava, director

V. Pledge of Allegiance

VI. Approval of Agenda

Motion to approve the agenda by: Member Petrie; second by: Member Porbeni; Vote: 6 ayes, 0 nays; Motion carried unanimously.

VII. Student Report

Ella provided a report on academics -

- Stillwater Area High School Seniors and Juniors had the opportunity to attend College Fair during their first and second hour on Thursday, March 3.
- Thanks to the Student Council who organized the Snowball dance on Saturday, February 28 at the St. Paul Union Depot
- Student council elections are coming for our underclassmen.
- Teachers are wrapping up units before spring break begins.
- On February 28, the school held a School Safety Community Conversation to help give students and families the chance to learn about what the district is doing to keep students safe during nationwide school security concerns.

Amelia provided a report on activities and extracurriculars -

- Amelia shared a report on high school sporting events

VIII. Superintendent Report

- Stillwater Area High School Senior Araim Mussiel received the Youth Visionary of the Year Award, and Director of Communications Carissa Keister was named Educator of the Year by The Greater Stillwater Chamber of Commerce on February 18.
- The district held a community conversation on school safety on February 28. [Read more](#)

- Elementary and Middle School conferences took place during the month of February. We also held Kindergarten Orientation and we are expecting 717 incoming kindergarten students for the 2022-23 school year.
- Free at-home COVID test kits are available for students in our school health offices. Just contact the child's health office to request a kit.
- Polar Plunge is being held at the SAHS on March 28.

IX. Board Chair Report

- A closed session has been added to this agenda.

X. Consent Agenda

- Minutes of February 17, 2022 Business Session
- Minutes of February 17, 2022 Closed Meeting
- Payment of Invoices – February 19, 2022 - March 4, 2022
- Stonebridge Elementary Renovations - 2022
- Stillwater High School Wind Symphony and Wind Ensemble Field Trip to New Orleans
- Policy 215 - Board Resignation/Vacancy Annual Review
- Human Resources Personnel Report

Motion to approve item A - F by: Member Hockert; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

Motion to approve item G by: Member Petrie; second by: Member Riehle; Vote: 6 ayes, 0 nays; Motion carried unanimously.

XI. Action Item

- Wide Area Network Contract - Mr. John Perry
The District's current WAN services contract expires on June 30. In January the District posted a new Request for Proposals for these services and received six proposals from three companies. Those proposals were evaluated and scored in order to bring forward the lowest cost and best service for ISD#834 schools.

Motion to approve the contract for Zayo Leased Lit Fiber Optic WAN Services 60 Months at \$9,640/Month plus \$70,000 installation by: Member Kelzenberg; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- Final Policy 205 Reading - Open and Closed Meetings - Dr. Jennifer Cherry
This is the final policy reading. No additional revision from the second reading at the February 17 meeting.

Motion to approve Policy 205 - Open and Closed Meetings by: Member Petrie; second by: Member Kelzenberg; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- Final Policy 214 Reading - Out of State Travel By Board Members - Dr. Jennifer Cherry
This is the final policy reading. No additional revision from the second reading at the February 17, 2022 meeting.

Motion to approve Policy 214 - Out of State Travel By Board Members by: Member Porbeni; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- Final Policy 722 Reading - Data Request - Dr. Jennifer Cherry
This is the final policy reading. No additional revision from the second reading at the February 17 meeting.

Motion to table Policy 722 - Data Request for further discussion and evaluation on this policy is brought forward by: Member Riehle; Motion failed due to no second.

Point of order that the topic is not germane by: Member Riehle

Point of order denied by: Chair Sherman

Motion to approve Policy 722 - Data Request by: Member Hockert; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

XII. Reports

- A. Second Policy 414 Reading - Mandated Reporting of Child Neglect or Physical or Sexual Abuse - Dr. Jennifer Cherry
This policy will come to a future board meeting for a final reading.
- B. Second Policy 415 Reading - Mandated Reporting of Maltreatment of Vulnerable Adults - Dr. Jennifer Cherry
This policy will come to a future board meeting for a final reading.
- C. First Policy 201.10 Reading – Board Resignation/Vacancy – Dr. Jennifer Cherry
This policy is redundant with Policy 215 - Board Resignation/Vacancy will come to a future business meeting to be revoked.
- D. First Policy 202 Reading – School Board Officers – Dr. Jennifer Cherry
This policy will come to a future business for a second reading.
- E. First Policy 201.8 Reading – Board Organization and Officers Roles – Dr. Jennifer Cherry
This policy is redundant with Policy 202 - School Board Officers. This policy will come to a future business meeting to be revoked.
- F. First Policy 201.7 Reading – Board Job Description – Dr. Jennifer Cherry
This policy is redundant with Policy 201 - Legal Status of the School Board and Policy 208 - Development, Adoption, and Implementation of Policies. Policy 201.7 will come to a future business meeting to be revoked.

Adjourn to Closed Session

The board adjourned to a closed session at 7:57 p.m. pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss the purchase or sale of real properties. The properties are identified as: 10158 122nd St N, Hugo, MN 55038 (the former Withrow Elementary School property).

Motion by: Member Sherman to adjourn to closed session; second by: Member Hockert; Vote: 6 ayes, 0 nays, Motion carried unanimously.

Others present: Malinda Lansfeldt, Mark Drommerhausen, Realtor Steve Ogren

Motion by: Member Porbeni to adjourn to open meeting; second by: Member Sherman; Vote: 6 ayes, 0 nays, Motion carried.

Closed session adjourned to open meeting at 8:15 p.m.

XIII. Adjournment

- A. The meeting adjourned at 8:17 p.m.

Respectfully submitted, Annie Porbeni, clerk

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Coleman, Audrey	Resignation	Community Education Assistant 8.25hrs/week Brookview Elementary	CE Leads & Assistants	February 23, 2022
Kristensen, Mary	Resignation	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	SCPA	March 5, 2022
Lumby, Lancer	Resignation	Lead Track Coach Stillwater Middle School	Co-Curricular	February 23, 2022
Mayerle, Neal	Resignation	.8 FTE AVID & English Teacher Stillwater Middle School	SCEA	June 6, 2022
Miller, Ryan	Resignation	Assistant Track Coach Stillwater Middle School	Co-Curricular	February 23, 2022
Wells-O'Malley, Cynthia	Resignation	Community Education Assistant 20 hrs/week Afton-Lakeland Elementary	CE Leads & Assistant	February 23, 2022
Wotzka, Iris	Retirement (27 years)	Community Education Assistant 20 hrs/week Lake Elmo Elementary	SCEA	June 6, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bass-Funke, Adrianna	Paraprofessional 6.5 hrs/day Stillwater Middle School	\$16.98 / hour	Replacement	SCPA	March 14, 2022
Buschette, Sara	Paraprofessional 6.0 hrs/day Afton-Lakeland Elementary	\$17.18 / hour	Replacement	SCPA	March 14, 2022
Kappes, Dana	1.0 FTE LTS Health Teacher Oak-Land Middle School	\$76,364	Replacement	SCEA	March 2, 2022 - June 6, 2022
Minich, Anne	1.0 FTE LTS Math Teacher St. Croix Valley ALC	\$63,303	Replacement	SCEA	March 1, 2022 - June 6, 2022
Sortedahl, John	Summer Grounds Crew District Wide	\$14.50	2021-2022 Staffing	Custodians	May 1, 2022 - August 15, 2022

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Burgess, Kiersten	Approve	1.0 FTE Math Teacher Oak-Land Middle School	SCEA	April 22, 2022 - June 6, 2022
Farmer, Alicia	Approve	1.0 FTE Math Teacher Oak-Land Middle School	SCEA	August 22, 2022 - June 8, 2023
Kostyk, Patti	Approve	1.0 FTE Elementary Education Teacher Brookview Elementary	SCEA	March 24, 2022 - May 24, 2022
Wotzka, Iris	Approve	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	April 11, 2022 - June 6, 2022

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Appert, Joelle	1.0 FTE Special Education Teacher Stillwater Middle School	1.0 FTE Special Education Teacher Afton-Lakeland & Andersen Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Forbes, Nicole	1.0 FTE Occupational Therapist Brookview & Lily Lake Elementary	1.0 FTE Occupational Therapist Lily Lake Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Hei, Sarah	.40 FTE Occupational Therapist Oak-Land & Stillwater Middle School	.60 FTE Occupational Therapist Afton-Lakeland EL, Oak-Land & Stillwater MS	2022-2023 Staffing	SCEA	August 22, 2022
Hill, Josiah	1.0 FTE English & SCEA President Stillwater Area High School	1.0 FTE Assistant Middle School Principal Stillwater Middle School	Replacement	Principals	March 14, 2022 - June 6, 2022
Johnson, Anne	.50 FTE Intervention Teacher Stonebridge Elementary	.55 FTE Intervention Teacher Stonebridge Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Martin, Mikki	1.0 FTE Special Education Teacher Lake Elmo Elementary	1.0 FTE Special Education Teacher Stillwater Area High School	2022-2023 Staffing	SCEA	August 22, 2022
Mustar, Michael	1.0 FTE PE & DAPE Teacher Brookview Elementary	1.0 FTE PE Teacher Brookview Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Neumann, Mary	1.0 FTE Occupational Therapist District Wide	.80 FTE Occupational Therapist Lake Elmo EL & Stillwater Area High School	2022-2023 Staffing	SCEA	August 22, 2022
O'Shea, Molly	.60 FTE Intervention Teacher Rutherford Elementary	.40 FTE Intervention Teacher Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022

Peterson, Tera	1.0 FTE Health & Mid Level Core Support Oak-Land Middle School	1.0 FTE BARR Coordinator Stillwater Area High School	ESSER	SCEA	March 3, 2022 - June 6, 2022
Potter, Tonya	.90 FTE Media Specialist Brookview & Rutherford Elementary	.90 FTE Media Specialist Brookview & Lily Lake Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Steil, Rachel	1.0 FTE English & Pathways Teacher Stillwater Area High School	1.2 FTE English & Pathways Teacher Stillwater Area High School	Replacement	SCEA	March 14, 2022 - June 6, 2022
Sutliff-Gross, Sabrina	.90 FTE Art Teacher Brookview & Rutherford Elementary	.90 FTE Art Teacher Brookview & Lily Lake Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Webster, Catherine	1.0 FTE Music Teacher Brookview & Lake Elmo Elementary	1.0 FTE Music Teacher Brookview Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Wegner, Garrett	.80 FTE English Teacher Stillwater Area High School	1.0 FTE English Teacher Stillwater Area High School	Replacement	SCEA	March 14, 2022 - June 6, 2022

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
St. Ores, Lisa	Orchestra Advisor MS Stillwater Middle School	2021-2022 Staffing	Co-Curricular	February 24, 2022

PROBATIONARY TEACHER RELEASES

Carlson, Jeremy	Release	.5 FTE Music Teacher Andersen Elementary	SCEA	June 6, 2022
Costa, Nick	Release	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	June 6, 2022
Domeier, Emily	Release	1.0 FTE Elementary Education Teacher Stonebridge Elementary	SCEA	June 6, 2022
Flug, Joelle	Release	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	June 6, 2022
Grimes, Samuel	Release	1.0 FTE Social Studies Teacher Stillwater Area High School	SCEA	June 6, 2022
Hansen, Catherine	Release	.4 FTE Intervention Teacher Andersen Elementary	SCEA	June 6, 2022
Harry, David	Release	1.0 FTE Math Teacher Stillwater Area High School	SCEA	June 6, 2022
Holsten, Kristen	Release	.8 FTE Media Specialist Afton-Lakeland & Stonebridge Elementary	SCEA	June 6, 2022
Hymes, Jennifer	Release	.40 FTE Science Teacher Stillwater Area High School	SCEA	June 6, 2022
Kalka, Joseph	Release	.80 FTE Social Studies Teacher Stillwater Area High School	SCEA	June 6, 2022
Kindler, Annmarie	Release	1.0 FTE Elementary Education Teacher Rutherford Elementary	SCEA	June 6, 2022
Lakeberg, Ashley	Release	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	June 6, 2022
Lattimore, Benjamin	Release	.50 FTE Business Education Teacher Stillwater Area High School	SCEA	June 6, 2022
Mankowski, Ashley	Release	.80 FTE Science Teacher St. Croix Valley ALC	SCEA	June 6, 2022
Nielsen, Birgitte	Release	1.0 FTE Elementary Education Teacher Stonebridge Elementary	SCEA	June 6, 2022
Toft, Jacob	Release	1.0 FTE Intervention Teacher Oak-Land Middle School	SCEA	June 6, 2022
Vack, Rachel	Release	.8 FTE Art & Media Teacher Lily Lake Elementary	SCEA	June 6, 2022
Whisler, Brianna	Release	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	June 6, 2022
Yauch, Christopher	Release	1.0 FTE Science Teacher Stillwater Area High School	SCEA	June 6, 2022

ONE YEAR ONLY RETIREE TEACHER RELEASES

Edwards, Julie	One year only	.8 FTE Intervention and 1st Grade Literacy Teacher Afton-Lakeland Elementary	SCEA	June 6, 2022
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PROBATIONARY PARAPROFESSIONAL RELEASES

Alfaro, Karen	Release	Paraprofessional 6.0 hrs/day Lake Elmo Elementary	SCPA	June 6, 2022
Almer, Mariah	Release	Paraprofessional 6.50 hrs/day Lake Elmo Elementary	SCPA	June 6, 2022
Bayers, Lisa	Release	Paraprofessional 6.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Booth, Kathleen	Release	Paraprofessional 6.50 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Buschette, Sara	Release	Paraprofessional 6.0 hrs/day Afton-Lakeland Elementary	SCPA	June 6, 2022
Byrd, Sierra	Release	Paraprofessional 6.50 hrs/day Stonebridge Elementary	SCPA	June 6, 2022
Campbell, Evelyn	Release	Paraprofessional 7.0 hrs/day Andersen Elementary	SCPA	June 6, 2022
Chau, Jill	Release	Paraprofessional 6.50 hrs/day Transition	SCPA	June 6, 2022
Colwell, Patti	Release	Paraprofessional 6.0 hrs/day Stillwater Area High School	SCPA	June 6, 2022
Czaja, Eleanor	Release	Paraprofessional 5.9 hrs/day Lake Elmo Elementary	SCPA	June 6, 2022
Davis, Dominic	Release	Paraprofessional 7.55 hrs/day Lake Elmo Elementary	SCPA	June 6, 2022
Dimartino, Emily	Release	Paraprofessional 6.25 hrs/day Andersen Elementary	SCPA	June 6, 2022
Durant, Kelly	Release	Paraprofessional 6.0 hrs/day Lily Lake Elementary	SCPA	June 6, 2022
Durham, Lisa	Release	Paraprofessional 27 hrs/Week Early Childhood Family Center	SCPA	June 6, 2022
Edgell, Nichole	Release	Paraprofessional 4.30 hrs/day Afton-Lakeland Elementary	SCPA	June 6, 2022
Eiffler, Julia	Release	Paraprofessional 6.0 hrs/day Lily Lake Elementary	SCPA	June 6, 2022
Engebretson, Casey	Release	Paraprofessional 6.25 hrs/day Afton-Lakeland Elementary	SCPA	June 6, 2022
Gerstner, Meagan	Release	Paraprofessional 6.0 hrs/day Early Childhood Family Center	SCPA	June 6, 2022
Gilmore, Erin	Release	Paraprofessional 6.25 hrs/day Andersen Elementary	SCPA	June 6, 2022
Gulbrandsen, Ann	Release	Paraprofessional 7.0 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Hanson, Alexandra	Release	Paraprofessional 6.50 hrs/day Andersen Elementary	SCPA	June 6, 2022
Haslach, Keri	Release	Paraprofessional 6.0 hrs/day Lily Lake Elementary	SCPA	June 6, 2022
Hein, Kathryn	Release	Paraprofessional 6.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Hooiker, Heather	Release	Paraprofessional 6.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Huntress, Connar	Release	Paraprofessional 6.0 hrs/day Stonebridge Elementary	SCPA	June 6, 2022
Johnson, Shannon	Release	Paraprofessional 7.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Kohaneck, Deanna	Release	Paraprofessional 6.0 hrs/day Lily Lake Elementary	SCPA	June 6, 2022
Krusemark, Shere	Release	Paraprofessional 3.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Lampright, Mary	Release	Paraprofessional 6.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Lockard, Leasa	Release	Paraprofessional 6.50 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Mcrae, Kala	Release	Paraprofessional 6.25 hrs/day Lily Lake Elementary	SCPA	June 6, 2022

Mergens, Andrew	Release	Paraprofessional 6.25 hrs/day Lily Lake Elementary	SCPA	June 6, 2022
Morsching, Julie	Release	Paraprofessional 6.0 hrs/day Stillwater Area High School	SCPA	June 6, 2022
Nelson, David	Release	Paraprofessional 6.20 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Nelson, Kristine	Release	Paraprofessional 6.0 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Noack, Dana	Release	Paraprofessional 6.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Normington, Angela	Release	Paraprofessional 5.0 hrs/day Stillwater Area High School	SCPA	June 6, 2022
Palm, Susan	Release	Paraprofessional 4.0 hrs/day Stonebridge Elementary	SCPA	June 6, 2022
Pantila, Logan	Release	Paraprofessional 6.50 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Price, Heather	Release	Paraprofessional 6.0 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Rambo, Joy	Release	Paraprofessional 5.40 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Ries, Jessica	Release	Paraprofessional 6.50 hrs/day Afton-Lakeland Elementary	SCPA	June 6, 2022
Schlenker, Theresa	Release	Paraprofessional 6.50 hrs/day Stillwater Area High School	SCPA	June 6, 2022
Schilling, Andrea	Release	Paraprofessional 6.0 hrs/day Stillwater Middle School	SCPA	June 6, 2022
Schmuck, Erin	Release	Paraprofessional 12 hrs/Week Early Childhood Family Center	SCPA	June 6, 2022
Spaulding, Melissa	Release	Paraprofessional 6.50 hrs/day Lake Elmo Elementary	SCPA	June 6, 2022
Stanton, Stacey	Release	Paraprofessional 2.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Thao, Jennie	Release	Paraprofessional 6.0 hrs/day Rutherford Elementary	SCPA	June 6, 2022
Van Alstine, Tanya	Release	Paraprofessional 6.50 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Warner, Kim	Release	Paraprofessional 2.0 hrs/day Stonebridge Elementary	SCPA	June 6, 2022
Weis, Kristine	Release	Paraprofessional 18 hrs/Week Early Childhood Family Center	SCPA	June 6, 2022
Wilgren, Jon	Release	Paraprofessional 6.0 hrs/day Stillwater Middle School	SCPA	June 6, 2022
Wimberger, Teri	Release	Paraprofessional 6.0 hrs/day Stillwater Area High School	SCPA	June 6, 2022
Wulf, Mikal	Release	Paraprofessional 6.0 hrs/day Stillwater Middle School	SCPA	June 6, 2022
Ziegler, Andrew	Release	Paraprofessional 6.50 hrs/day Oak-Land Middle School	SCPA	June 6, 2022
Zimitsch, Joy	Release	Paraprofessional 14 hrs/Week Early Childhood Family Center	SCPA	June 6, 2022



Agenda Item: XI.A.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Report for Information: Final Reading Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Meeting Date: March 17, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting the revised Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414 for a final reading.

The policy is included for your review

Recommendation:

A motion and a second to approve Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse will be requested.

Motion by: _____ ***Seconded by:*** _____ ***Vote:*** _____

EMPLOYEES / PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Mandated Reporting of Child Neglect or Physical or Sexual Abuse	414	08-23-2001 Renumbered: 03-11-2021	3-Years Annual

~~It is the policy of I.S.D. 834 to fully comply with Minnesota Statute regarding the report of suspected child maltreatment. All I.S.D. 834 staff, including volunteers and paid consultants, will be held responsible for complying with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect, including educational neglect, involving minors.~~

ADMINISTRATIVE PROCEDURES AND REGULATIONS

GENERAL STATEMENT OF PROCEDURES RELATED TO THE MANDATORY REPORTING OBLIGATION OF CHILD MALTREATMENT FOR DISTRICT 834 EMPLOYEES

~~It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.~~

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due

care; and

2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Juvenile Safety and Placement) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated ~~neglected or physically or sexually abused, or has been neglected or physically or sexually abused~~ within the preceding three years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions ~~which imminently and that~~ seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after ~~(considering factors as the child’s age, mental ability, physical condition, length of absence, the or environment, whether~~ when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in his or her care) ~~or~~;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);

7. ~~Neglect also includes~~ chronic and severe use of alcohol or a controlled substance by a ~~parent or~~ person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not ~~include spiritual means or prayer for treatment or care of disease where occur solely because the child's parent, guardian, or other the person responsible for the child's care in good faith has selectsed and depends upon spiritual means or prayer such means for treatment or care of disease or remedial care of the child in lieu, except where the lack of medical care may cause imminent and serious danger to the child's health.~~

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

~~("Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.)~~ Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not

include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following ~~that are done in anger or without regard to the safety of the child~~: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6 ~~of Minnesota Statutes~~; (7) striking a child under age one on the face or head; (8) ~~striking a child who is at least age one but under age four on the face or head, which results in an injury~~; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or ~~giving the child~~ other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379, including, but not limited to, tying, caging, or chaining; or (11) ~~in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.~~

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, ~~or~~ by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that

represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter ~~as defined herein~~ shall immediately report the ~~neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the Minnesota Department of Children, Families & Learning,~~ information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise, The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) ~~to the Minnesota Department of Children, Families & Learning,~~ to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. ~~The~~ Any report shall be of sufficient content to identify the child, any person believed to be responsible for the ~~abuse or neglect~~ maltreatment of the child if the person is known, the nature and extent of the ~~abuse or neglect~~ maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who ~~knows or has reason to believe that a child is neglected or physically or sexually abused, as defined by Minnesota law and this policy, or has been neglected or physically or sexually abused within the preceding three years, and fails to report is guilty of a misdemeanor, and such a failure to report~~

~~may result in discipline.~~ may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report. ~~Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. **Knowingly** or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for **assessing or** investigating reports of suspected **maltreatment** ~~neglect or physical or sexual abuse~~ rests with the appropriate state, county, or local agency or agencies. **The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan.** The investigating agency may interview the child at school. The interview may take place outside the presence of **the alleged offender or parent, legal guardian, or** school official. The investigating agency, not the school, is responsible for **either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care.** School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school

employees when an interview is conducted on school premises.

- D. Where the alleged offender perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)



Agenda Item: XI.B.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Report for Information: Final Reading Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
Meeting Date: March 17, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting Mandated Reporting of Maltreatment of Vulnerable Adults Policy 415 for a final reading. This is a new policy for #834.

The proposed policy is included for your review.

Recommendation:

A motion and a second to approve Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults Meeting Date: March 17, 2022 will be requested.

Motion by: _____ ***Seconded by:*** _____ ***Vote:*** _____

EMPLOYEES / PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Mandated Reporting of Maltreatment of Vulnerable Adults	415		Annual

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.

C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322;

and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)

Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)

Minn. Stat. § 609.234 (Crimes Against the Person)

Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)



Agenda Item: XI.C.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Report for Information: Revoke Policy 201.7 – Board Job Description
Meeting Date: March 17, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

Policy 201.7 Board Job Description is redundant with Policy 201 – Legal Status of the School Board, which the board last took action on January 6, 2022.

The Policy Working Group seeks action to revoke redundant policy 201.7.

Recommendation:

A motion and a second to revoke Policy 201.7 will be requested.

Motion by: _____ ***Seconded by:*** _____ ***Vote:*** _____

BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Job Description	201.7	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021	Annually

1. The Board's job is to represent, lead and serve the district and to govern the organization by establishing expectations for student achievement and quality operational performance, and monitoring actual performance against those expectations. The Board shall develop policies, and set the direction required for high quality education and for the responsible stewardship of resources, both human and economic, on behalf of the Stillwater Area Public Schools' community. The Board delegates to the Superintendent, the responsibility to lead, manage and assess the programs and processes of Stillwater Area Public Schools.
2. The responsibilities of the Board include:
 - 2.1. Legal responsibility for the care, management and control of the public schools in Stillwater Area Public Schools.
 - 2.2. Civic responsibility of providing quality education, a service essential to the life of the community.
 - 2.3. Economic responsibility for prudent management of public resources.
 - 2.4. Moral and ethical responsibility to function impartially to assure the greatest good to the greatest number at all times.
3. The functions of the Board are as follows:
 - 3.1. Partner in planning efforts with the Superintendent, assisted by school personnel. The Superintendent will recommend a course of action for the Board; it is then the Board's prerogative to accept (with or without modifications) or reject the Superintendent's recommendations. In some cases, the Board may choose to initiate their own course of action.
 - 3.1.1. To accomplish its stated objectives, the Board shall follow an annual agenda which includes continuing assessment, monitoring and refinement of *Results* policies, meetings with various community and staff groups, and activities to improve Board performance through education and enriched input and deliberation. Accordingly:

- 3.1.1.1. The planning cycle shall begin each year in June, in order that administrative decision-making and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term results.
- 3.1.1.2. The planning cycle shall start the Board's development of its agenda for the next year and may include such things as:
 - 3.1.1.2.1. Scheduled discussions and consultations with selected groups and persons whose opinions will be helpful to the Board.
 - 3.1.1.2.2. Education discussions on governance matters, including orientation of new Board members in the Board's governance process, and periodic discussion by the Board about means to improve its own process.
 - 3.1.1.2.3. Education related to *Results* policies (e.g. presentation by futurists, demographers, advocacy groups, staff, etc.)
 - 3.1.1.2.4. Scheduled review and discussion of the district's progress toward achieving the *Results* policies and the strategies used to achieve them.
- 3.2. Direct, control and inspire the district through the careful establishment of policies, reflecting the Board's values and perspectives.
 - 3.2.1. The Board shall develop and follow an annual policy review plan and shall produce written governing policies, at a broad level, which address:
 - 3.2.1.1. Board Governance Process: Definition of the Board's own work, the process it shall employ and conditions within which it shall accomplish and monitor that work
 - 3.2.1.2. Results: The intended outcomes for the students served by the organization
 - 3.2.1.3. Statutory Requirements: Legal requirements with which the district must comply
 - 3.2.1.4. Superintendent-Board Relationship: The relationship of the Superintendent and the Board, including the role and specified authority of the Superintendent, and the process for monitoring organizational and Superintendent performance
 - 3.2.1.5. Superintendent Limitations: The Board's values about operational matters delegated to the Superintendent, including actions and conditions to be accomplished and those prohibited

- 3.2.2. The Board develops policies for regular and systematic evaluation of district programs and performance, and Board operations, to ensure progress toward educational and fiscal goals.
- 3.2.3. The Board develops effective policies which provide direction for the operation of the district and delegates authority to the Superintendent for their administration.
- 3.2.4. The Board develops policies which ensure systematic communication that the Board, administration, staff, students, and community are fully informed and that the staff understands the community's aspirations for its schools.
- 3.2.5. Develops policies which promote efficiency and cost effectiveness, in accordance with standard accounting principles.
- 3.3. Direct the Superintendent to review all *Statutory Requirement* policies, and others scheduled for review, annually, and update the Board on changes.
 - 3.3.1. District administration shall review, and seek legal opinion as appropriate, on policies and recommend changes to the Board policy working group.
 - 3.3.2. The Board policy working group shall review and determine if changes are needed. Recommended policy changes shall be presented to the full Board at a Board learning session.
 - 3.3.3. Upon agreement by the Policy working group and the full Board, recommended changes shall be presented to the full Board in two readings with action requested at the second meeting.
- 3.4. Follow the laws of the State of Minnesota, as documented in the *Statutory Requirements* policies, approve salary schedules, and have the right and responsibility to call an election on a bond or levy issue.
- 3.5. Appraise the work of its schools, and through monitoring reports, determine whether progress toward the District Strategic Plan is being made, ensuring *Results* policies are the focus of organizational performance.
- 3.6. Determine whether or not Stillwater Area Public Schools' funds are being wisely spent and aligned with the District's Strategic Plan. The Strategic Plan shall be assessed annually, and the Board shall be responsible for making changes to expenditures to maximize the growth toward the Strategic Plan.
- 3.7. Evaluate the Superintendent annually.
- 3.8. Provide the link between Stillwater Area Public Schools and the people of the District. Board members are to be advocates for legislation that supports the goals of the District and serve as liaisons representing Stillwater Area Public Schools to other Boards and organizations.
 - 3.8.1. Keep the public informed regarding the operation of the schools.

- 3.8.2. Listening to and understanding the concerns expressed by the community is important. Public concerns related to the day to day operations of the district are most appropriately addressed and resolved by the staff of the district. To that end, using the following procedures, the Board, as a whole and as individual members will:
 - 3.8.2.1. Listen to the concern
 - 3.8.2.2. Express appreciation to the individual for making the Board aware of the concern and explain that the Board and Superintendent have established a progressive process for handling concerns
 - 3.8.2.3. Ask if the concern has been discussed with the person immediately responsible, or the immediate supervisor of the person
 - 3.8.2.4. Tell the person or group with the concern that we support resolving the concern through the appropriate channels
 - 3.8.2.5. Assure the person or group that the Superintendent will be informed of the concern, if requested, and when appropriate.
- 3.9. Adopt an annual budget and communicate the purpose and programs of the budget to the citizenry. The Board shall appoint an independent auditor to conduct an annual external review of the district's financial condition and report directly to the Board and the citizens of the District.
- 3.10. Establish parameters for negotiations.
- 3.11. Set goals for itself and annually evaluate its performance in meeting those goals. The Board's performance shall be monitored through *Board Governance* and *Board-Superintendent Relationship* policies.
- 3.12. Perform the quasi-judicial and due process functions of the Board, pursuant to state and federal law and the District's collective bargaining agreements.
- 3.13. Work cooperatively with other local, state and national agencies that are dedicated to education and youth services to fulfill the mission of the district. The resources and expertise available from such agencies can enhance the instructional program and assist the district's personnel in meeting the needs of students and parents.



Agenda Item: XI.D.
Date Prepared: February 23, 2022
ISD 834 Board Meeting

Report for Information: Revoke Policy 201.10 – Board Resignation/Vacancy
Meeting Date: March 3, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting the Board Resignation/Vacancy Policy 201.10 for a final reading and request for action.

Policy 201.10 is redundant with Policy 215 – Board Resignation/Vacancy which was brought for review without changes on the consent agenda at the March 3, 2022 business meeting.

The policy is included for your review

Recommendation:

A motion and a second to revoke Policy 201.10 will be requested.

Motion by: _____ ***Seconded by:*** _____ ***Vote:*** _____

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Resignation/Vacancy	201.10	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021	Annually

1. Board Vacancy

1.1. A Board vacancy occurs when a member:

1.1.1. Dies

1.1.2. Resigns

1.1.2.1. Whenever possible, a Board member wishing to resign shall give written notice to the Board at least one month prior to the resignation date.

1.1.3. Ceases to be a resident of the district

1.1.4. Is unable to serve on the Board and attend its meetings for 90 days or more because of illness or prolonged absence from the district

1.1.5. Is removed from the Board through Board action

2. Vacancy Caused by an Ill or Absent Member

2.1. When a Board vacancy is caused by an ill or absent member, the position shall be filled as follows:

2.1.1. The Board, by resolution, shall declare a vacancy to exist.

2.1.2. Applications to fill the vacancy shall be accepted from district residents.

2.1.3. The Board shall fill the vacancy by a majority vote of the remaining elected members of the Board at a regular or special meeting.

2.1.4. The vacancy shall be filled by appointment and put into a resolution, which shall be recorded in the minutes of the meeting

2.1.5. The vacancy shall be filled for the remainder of the unexpired term or until the ill or absent member is able to resume duties as a member of the Board, whichever occurs first.

3. Vacancies for Reasons other than an Ill or Absent Member

3.1. When a Board vacancy is caused by reasons other than an ill or absent member, the position shall be filled as follows:

3.1.1. Applications to fill the vacancy shall be accepted from district residents.

3.1.2. The Board shall fill the vacancy by a majority vote of the remaining elected members of the Board at a regularly scheduled or special meeting of the Board. The appointment shall be evidenced by a resolution entered into the minutes and shall be effective 30 days following adoption of the resolution.

3.1.2.1. An appointment to fill a vacancy shall not be effective if a petition to reject the appointee is filed with the School District Clerk. To be valid, a petition to reject an appointee must be signed by a number of eligible voters residing in the District equal to at least 5% of the total number of voters voting in the District at the most recent state general election, and must be filed within 30 days of the Board's adoption of the resolution making the appointment. If a valid petition is filed according to the requirements, the appointment by the School Board is ineffective and the Board must name a new appointee. The Board shall make the appointment by a majority vote of the remaining elected members of the Board at a regular scheduled or special meeting of the Board.

3.1.3. If an appointment to a vacant position becomes effective, it shall continue until:

3.1.3.1. A special election is held no later than the first Tuesday after the first Monday in November following the vacancy; or

3.1.3.2. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year; or

3.1.3.3. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, no special election is required.

3.1.4. All required elections or appointments to fill vacancies shall be for the unexpired term.



Agenda Item XII. A.
Date Prepared: February 21, 2022
ISD 834 Board Meeting

Report Item: Draft 2021-2022 Revised General Fund Budget
Meeting Date: March 17, 2022
Contact Person: Dr. John Thein, Director of Finance

Summary:

Dr. Thein presented the Budget Revisions at the February 17, 2022, school board business meeting.

The 2021-2022 Revised General Fund Budget adopted by the Board of Education is an update to the Preliminary Budget approved the previous June. The Preliminary Budget is built on conservative enrollment projections and estimates of revenues. The Revised Budget General Fund Summary is based on the October 1 student enrollment and revised revenue estimates.

A copy of the Draft 2021-22 Revised General Fund Budget Summary was provided along with General Fund Object Expenditures, Revenue Budget 2021-22 and Major Reasons for Increases 2021-22.

Recommendation:

Action will be requested at a future school board business meeting.

General Fund Object Expenditure Comparison

<u>March 1, 2021</u> <u>YTD Expenditures</u>	<u>% of Budget</u>	<u>March 1, 2022</u> <u>YTD Expenditures</u>	<u>% of Budget</u>	<u>Object</u>
\$30,607,253	53.1%	\$32,001,623	54.5%	Salaries
\$14,511,841	56.3%	\$14,748,260	53.7%	Benefits
\$ 8,842,862	43.4%	\$ 11,481,708	56.3%	Services
\$ 4,404,048	148.8%	\$ 2,383,798	69.8%	Tech/Sup.
\$ 2,127,916	31.8%	\$ 2,998,265	35.6%	Cap.Out.
\$ 819,588	97.5%	\$ 723,400	100.0%	Loan
\$ 67,052	32.5%	\$ 40,775	20.6%	Dues
\$61,380,562	53.6%	\$64,377,830	53.9%	Totals

Things to Consider:

- Contract Negotiations (Minneapolis)
- COVID Expenditures & ESSER Funds
- Enrollment Changes
- Inflation (7.9%)
- SPENDING
- Staffing at Appropriate Levels
- Technology Grant
- Timing of Expenditures
- Transportation/Substitutes/Utilities/Lawsuits

General Fund Program Code Comparison

<u>March 1, 2021 YTD Expenditures</u>	<u>Difference</u>	<u>March 1, 2022 YTD Expenditures</u>	<u>% of Change</u>	<u>Program Area</u>
\$ 2,707,099	\$ -400,189	\$ 2,306,910	-14.8%	Admin.
\$ 5,446,607	\$ -2,108,970	\$ 3,337,637	-38.7%	Dist. Sup.
\$ 24,540,311	\$ 549,649	\$ 25,089,960	2.2%	Reg. Inst.
\$ 749,017	\$ 64,074	\$ 813,091	8.6%	Vocat. Inst.
\$ 10,383,164	\$ 1,146,727	\$ 11,529,891	11.0%	Spec. Ed.
\$ 3,341,007	\$ 74,834	\$ 3,415,841	2.2%	Inst. Sup.
\$ 4,851,247	\$ 1,060,565	\$ 5,911,812	21.9%	Pupil Sup.
\$ 8,891,118	\$ 2,578,110	\$ 11,469,228	29.0%	Oper/Main.
\$ 470,989	\$ 32,467	\$ 503,456	6.9%	Insurance
\$61,380,562	\$ 2,997,268	\$ 64,377,830	4.9%	Totals

Things to Consider:

- Construction, Capital Outlay & LTFM
- COVID & ESSER Expenditures
- Enrollment
- Inflation
- Negotiations
- SPENDING
- Staffing at appropriate levels, Utilities & Substitutes at all levels
- Technology Grant
- Timing
- Transportation Contract

Revenue Budget & Percentage Received YTD 2021 - 2022 - March 1, 2022

All Funds

<u>Revenue</u>	<u>Budget</u>	<u>Amount YTD</u>	<u>% YTD</u>
General Fund	\$119,545,137	\$ 56,198,860	47.0%
Food Service	\$ 5,446,382	\$ 3,324,741	61.0%
Community Ed.	\$ 7,113,948	\$ 4,497,550	63.2%
Construction	\$ 1,000	\$ 117,624	11,762.4%
Debt Service	\$ 9,284,306	\$ 5,289,335	57.0%
Custodial Fund	\$ 15,000	\$ 0.00	0.0%
Health Insur.	\$ 16,000,000	\$ 11,063,392	69.1%
Dental Insur.	\$ 1,200,000	\$ 723,926	60.3%
OPEB Trust	\$ 0.00	\$ -239,713	0.0%
Student Activity	\$ 190,000	\$ 0.00	0.0%
Totals	\$158,795,773	\$ 80,975,716	51.0%

	<u>YTD</u>	<u>Budget</u>
Total Revenue All Funds YTD	\$ 80,975,716	\$158,795,773
Total Expenditures All Funds YTD	\$ 92,660,916	\$160,118,176
Difference	\$ 11,685,200	\$ 1,322,403

66.7% of the budget year completed

Areas of Spending Concerns

Object Codes

100's Salaries	Teachers, Supervisors & Technology Support Para - Certified Activities Non - Licensed Custodians/Subs Social/Psychologists/Counsel
300's Services	Contracting Services, Substitutes & Fees Consulting, Substitutes, Architects Fees Substitutes Special Ed. Utilities, Repairs & Maintenance Student Transportation
500's Facilities	Construction

Program Codes

200's & 300's	Regular Instruction Athletics Vocational
400's	Learning Disability EBD/Autism Other Disabil.
600's	Gen. Instruct. Supplies
700's	Pupil Transportation Social/Health Security Counseling

800”s

Operations
Grounds
Facilities
LTFM

Estimated Expenditures	2021 - 2022	\$119,559,802
Estimated Revenue	2021 - 2022	\$119,750,137
Difference		\$ 190,335

Next Steps:

- Establish 2021- 2022 Final Budget
- Complete all ESSER Budget Adjustments & Changes
- Move ahead with the 2022 - 2023 Preliminary Budget
- Continue with Negotiations
- Report Monthly to School Board on Expenditure
- Referendum & Technology New Revenue available for 2022 - 2023 Budget
 - Referendum - \$2.7, Tech. Levy - \$2.8, State Aid - \$1.2 = \$6.7
- Reduce expenditures in 2021 - 2022 Budget (where & when possible)
- Reduce Staffing to Match Enrollment - Retirements not Replaced

Stillwater Area Public Schools
DRAFT REVISED 2021-2022 GENERAL FUND BUDGET

March 17, 2022

Comparison to Actual 2020-2021 and Preliminary 2021-2022 Budget

	<u>Actual 2020-2021</u>	<u>Preliminary 2021-2022</u>	<u>Revised 2021-2022</u>	<u>% of Total</u>	<u>Line</u>
General Fund Revenue					
Property Taxes	\$ 27,443,738	\$ 29,589,143	\$ 29,626,542	24.7%	1
State Aids & Credits	78,546,667	76,073,550	81,711,264	68.2%	2
Federal Aid	4,594,383	6,815,391	4,747,231	4.0%	3
Grants	134,546	-	-	0.0%	4
Other Local Revenue	1,587,555	1,843,100	1,423,100	1.2%	5
Extra/Co Curricular Fees	409,970	553,000	553,000	0.5%	6
Donations/Student Activity	496,478	1,690,000	1,690,000	1.4%	7
Total General Fund Revenue	<u>\$ 113,213,337</u>	<u>\$ 116,564,184</u>	<u>\$ 119,751,137</u>	100.0%	8
General Fund Expenditures					
District & School Administration	\$ 4,097,726	\$ 3,464,205	\$ 3,656,061	3.1%	9
District Support Services	7,021,886	3,749,313	3,915,681	3.3%	10
Regular Instruction and Vocational Instruction	52,486,203	50,451,028	51,007,907	42.7%	11
Special Education	21,263,770	21,882,302	21,822,652	18.3%	12
Instructional Support Services	6,881,670	6,410,530	6,754,226	5.6%	13
Pupil Support Services	4,494,617	4,452,464	5,080,088	4.2%	14
Transportation (Pupil Support)	8,380,626	8,948,381	8,878,517	7.4%	15
Operations and Maintenance	15,241,907	17,931,072	17,978,670	15.0%	16
Prop/Liability Insurance	497,990	466,000	466,000	0.4%	17
Total General Fund Expenditures	<u>\$ 120,366,394</u>	<u>\$ 117,755,295</u>	<u>\$ 119,559,802</u>	100.0%	18
Projected Unassigned Fund Balance			\$5,367,418		19



Agenda Item: XII.B.
Date Prepared: March 9, 2022
ISD 834 Board Meeting

Report: Elementary and Secondary Emergency Relief Funds Update

Meeting Date: March 17, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent and
Dr. Caleb Drexler Booth, Director of Teaching and Learning

Summary:

ISD834 has access to Elementary and Secondary School Emergency Relief Funds. These one-time federal dollars are allocated to school districts to address the impact that the Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on schools across the Nation.

District administration has begun implementing a multi-year plan to expend these funds:

- COVID Testing Program (\$456,330)
- Summer/Community Programs (\$251,409)
- Academic & Mental Health (\$304,408)
- Local Pandemic Response Needs (\$2,448,270)
- Extended Day/Summer Support (\$393,213)
- Intervention Supports (\$1,085,433)

Recommendation:

This is a report for information. Board action will occur through the budgeting process.



Elementary and Secondary School Emergency Relief (ESSR) Funds Update

Presented to the school board
March 17, 2022

ESSER Funding Sources

Grant Focus/Limitations	Must Expend By	Total Allocation	Budgeted For 2021-2022
COVID Testing Program	✓ June 2022	\$456,330	\$456,330
Summer/Community Programs	✓ August 2022	\$251,409	\$251,409
Academic & Mental Health	June 2023	\$304,408	\$0
Local Pandemic Response Needs	✓ September 2023	\$875,418	\$875,418
	September 2024	\$1,572,852	\$652,748
Extended Day/Summer Support	September 2024	\$393,213	\$180,000
Intervention Supports	September 2024	\$1,085,433	\$376,224
Total		\$4,939,063	\$2,792,129

Targeted Support

Grant Focus	Must Expend By	Total Allocation	Budgeted For 2021-2022
Summer/Community Programs <ul style="list-style-type: none"> Summer field trips Huntington tutoring 	✓ August 2022	\$251,409	\$251,409
Extended Day/Summer Support <ul style="list-style-type: none"> Huntington tutoring 	September 2024	\$393,213	\$180,000
Intervention Supports <ul style="list-style-type: none"> Green Room Revamp Elementary Intervention English Learner (EL) Teacher Intervention Materials 	September 2024	\$1,085,433	\$376,224
Academic & Student Mental Health	June 2023	\$304,408	\$0

COVID Testing

Grant Focus	Must Expend By	Total Allocation	Budgeted for 2021-2022
COVID Testing Program <ul style="list-style-type: none"> Health office staff Personal protective equipment Test kits 	✓ June 2022	\$456,330	\$456,330



General Supports

Grant Focus	Expend By	Total Allocation	Budgeted for 2021-2022
Local Pandemic Response Needs <ul style="list-style-type: none"> • Instructional Materials & Supplies • Online Teachers (1st semester) • Elementary Classrooms (2nd semester) • Online Learning Partners • Technology Supports • High School Security • Substitutes • Student Engagement Specialists • BARR Coordination • Credit Recovery (Winter term) 	✓ September 2023	\$875,418	\$875,418
	September 2024	\$1,572,852	\$652,748

ESSER Funds: Future Budgets

Grant Focus/Limitations	2022-2024
<ul style="list-style-type: none">● BARR Coordinator● Behavior Support Paraprofessionals● English Learner (EL) Teacher● Mental Health Coordinator● Mental Health Supports● Student Engagement Specialists● Tutoring Services	\$2,146,934



Questions?



Agenda Item: XII.C.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 211 – Criminal or Civil Actions against School District, School Board Members, Employee or Student

Meeting Date: March 17, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting Criminal or Civil Actions against School District, School Board Members, Employee or Student Policy 211 for a first reading.

The policy is included for your review

Recommendation:

Action on Policy 211 - Criminal or Civil Actions against School District, School Board Members, Employee or Student will be requested at a future meeting. Input from Board directors and community is requested.

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Criminal or Civil Action Against School District, School Board Members, Employee or Student	211	Adopted: 08-09-2018 Reviewed:	Annual 2-Year

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.

B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.

C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that **the school board member or employee** ~~he or she~~ was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district **must** ~~shall~~ provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, ~~the employee he or she~~ is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the ~~authority~~ responsible ~~authority~~ for the collection, use, and dissemination of data.

D. Service of Subpoenas

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

E. Leave to Testify

Leave for employees appearing in court will be considered in accordance with school district collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

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

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. ~~To promote In order to further~~ that

interest, the school district will take appropriate action, as allowed by state and federal law, regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances ~~exist~~, ~~or~~ the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student that police will be questioning their child, unless prohibited by the Maltreatment of Minors Act or other state law. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as limited by law (Minn. Stat. § ~~260E.22~~ ~~626.556, Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

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

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that information related to a pending civil or criminal action may be classified as public, private or confidential; therefore, school board members or school district employees shall make or release statements regarding such matters only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02 (Legal Counsel, Reimbursement)
[Minn. Stat. § 123B.25\(b\) \(Legal Actions Against Districts and Teachers\)](#)
[Minn. Stat. § 260E.22 \(Interviews\)](#)
[Minn. Stat. § 466.07, Subd. 1 \(Indemnification\)](#)
[20 U.S.C. § 1232g \(Family Educational Rights and Privacy Act\)](#)
[42 U.S.C. § 1983 \(Civil Action for Deprivation of Rights\)](#)



Agenda Item: Adjournment
Meeting Date: March 17, 2022
Contact Person: School Board Chair

Agenda Item XIII. A.
Date Prepared: March 7, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Policy Meeting Notes
March 2, 2022

Present: Katie Hockert, Bev Petrie, Jennifer Cherry, Carissa Keister, Joan Hurley

Absent: Annie Porbeni

Agenda

- Meet hybrid or stay virtual
- Continue review of policies from last meeting
- Review new policies

Highlights of Discussion

- Joan will follow up with MSBA re: meeting options to see if we can do a hybrid option for policy committee.
- Follow up on policy 410: Family and Medical Leave from last year.
 - No legislative changes were made. Committee will review this at next meeting on 3/23
- Began discussion of 209: Code of Conduct
 - Additional research desired to better understand if updates are coming from MSBA as well as clarification from the statute and the history of 209 in the last cycle where work was left unfinished in 2020. Katie will follow up with research.
 - Discussion tabled until more information is gathered
- Policy 201.4: Board Member Code of Conduct is redundant with 209.
 - Work will continue in conjunction with the review of 209.
- Began discussion of Policy 209.1: Board Policy Violation
 - Work paused until research completed and direction is determined for 209
- Policy 201.11: Board Policy Violation is redundant with 209.1.
 - Work will continue in conjunction with the review of 209.1.
- Policy 211: Criminal or Civil Action Against School District, School Board Members, Employee or Student. Minor updates added to reflect changes in model policy. Legal references were also updated as there was a change in statute impacting this policy.
 - Moving to board for 3/17/22 meeting for a first reading. Due to realignment with statute, this policy will come for a first reading then action at the next meeting per policy 208.
- Continued discussion of 213: School Board Committees.
 - Carissa gave us a brief history of the Community Engagement committee and previous work.
 - Discussed moving Community Engagement to an ad hoc instead of standing committee
 - Discussion will continue at the next meeting
- Policy 201.9: Board Working Groups is redundant with 213.
 - Work will continue in conjunction with the review of 213.

What's next

- March 3 board meeting-action on 205, 214, 722 with procedure, second reading of 414 & 415, first reading on 201.10, 201.7, 202, 201.8, and consent review of 215.
- March 17 board meeting-first reading of 211, move forward with any policies from 3/2/22 that did not receive additional comments or feedback.
- Any policies that do receive feedback will be pulled to review in committee on 3/23/22.
- Continued discussion of 209 & 201.4, 209.1 & 201.11, 213 & 201.9
- New policies up next: 410

Respectfully submitted by: Katie Hockert

Date: 3/2/22

Next Meeting of Policy Committee: March 23, 2022

TO: Northeast Metro 916 Board of Education

FROM: Dr. Val Rae Boe

DATE: March 8, 2022

RE: March 2 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Starck-14, Forsberg-16, Oksnevad-282, Westerman-621, Clark-623, Keto-831, Donovan-832, Dols-833 and Hockert-834. Members absent: Yener-622 and Daniels-624.

Calendar Dates: 916 will be providing program/site visits to Member District Leaders over the next few months. A link to sign up was sent to Superintendents, Board Members and Special Ed Directors.

- Wednesday, March 23: Metro Heights at 8:00 a.m. and Karner Blue at 9:30 a.m.
- Wednesday, April 6: Auditory Oral Program at 8:30 a.m. and Pankalo at 9:30 a.m.
- Wednesday, May 11: WELS N at 8:00 a.m., South Campus at 9:00 a.m., and Quora Education Center at 10:30 a.m.

Career and Technical Education: Jill Stewart-Kellar, assistant director of 916 Career & Tech, shared the benefits of our career and technical programs for both students and member districts. There are currently over 800 students enrolled in the 20+ programs offered. Jill was joined by two students, a Mounds View student enrolled in Automotive Technology, and a South Washington County student enrolled in Criminal Justice and Law Enforcement. Both students shared how much they have enjoyed having the opportunity to earn college credit and certifications and professional skills while in high school.

First Reading of the 2022-23 School Calendar: Scott Thomas, director of educational services, shared the proposed 2022-23 calendar. A few changes were highlighted with the biggest change being adding an additional seven minutes on to the student contact day in the special education programs. This changes the number of student contact days from 172 to 170 and allows for two more professional development days for staff. Additional changes include having a staff development day on January 2 to give staff a chance to return to the classroom and have intentional time to prepare for the students to return and only having a half day of student contact time on June 8th which is the last day of school. This is helpful in giving staff time to pack up their classrooms in the afternoon which allows their focus to be fully on students in the morning.

First Reading of Board Policies 714 and 721: Mark Kumlien, executive director of finance, presented on Board Policies 714 and 721. Policy 714 Fund Balances is new to 916. Mark shared many districts have this policy in place and the language used is standard language from MSBA. He did point out that 916 will strive to maintain a minimum unassigned general fund

balance of 10-15% of expenditures. Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources was adopted in 916 in March 2020. It was reviewed and language was added regarding Subrecipient Monitoring as a result of the findings in the audit this past year.

FY23 Budget Assumptions: Mark Kumlien presented the budget assumptions for approval. These assumptions reflect the program planning for Northeast Metro 916 operations, which include the special education, career and technical education, and educational services.