

Business Meeting

Tuesday, April 18, 2023 7:30 PM

Fridley Community Center, 6085 7th Street NE, Fridley, MN 55432

A. Call to Order, Pledge of Allegiance	Presenter: Board Chair
B. Approval of Agenda with Suggested Motions and Resolutions	Presenter: Board Chair
B.1. Suggested Motions and Resolutions	
C. Spotlight on Recognition	
C.1. Employee of the Month	Presenter: Dr. Kim Hiel
D. Superintendent and Staff Reports	
D.1. Stevenson Elementary School Presentation	Presenter: Veronica Mathison
D.2. Strategic Plan Presentation	Presenter: Josh Collins/Susan Brott
E. Business Action Items	
E.1. Motion: Approval of Strategic Plan	Presenter: Josh Collins
E.2. RESOLUTION: Terminate and Non-Renew the Employment of Certain Non-tenured, Probationary Teachers	Presenter: S. Ike Isaacson
E.3. Second Readings and Adoption of Policies	
E.3.a. Policy 501 Weapons	Presenter: Dr. Kim Hiel
F. Consent Agenda	Presenter: Board Chair
F.1. Minutes of the School Board Business Meeting and Work Session Held on March 21, 2023 and the Special Board Meeting Held on April 11, 2023	
F.2. Monthly Financial Reports	
F.3. New Contracts, Amendments, Leaves of Absence, Terminations, Resignations, and Retirements	
F.4. Health Insurance Rates for 2023-24	
F.5. Letter of Agreement - Married insurance rates	
F.6. Extended Probationary Period MOUs	
F.7. 2023 Elections Joint Power Agreement with Anoka County	Presenter: Dr. Kim Hiel
G. Written Information	
G.1. First Reading of Policies	
G.1.a. Policy 806 Crisis Management	Presenter: Dr. Kim Hiel
H. Important Future School Board Dates	Presenter: Board Chair

H.1. Stevenson PTO Meeting
April 20, 2023, 5:00 PM
Stevenson Elementary School

H.2. No School - April 21, 2023

H.3. FHS Production of The Matchmaker
April 26, 27 and 29, 7:00 PM
District Auditorium

H.4. Preschool Family STEM Night
April 27, 2023 at 5:00 PM
Fridley Community Center

H.5. School Board Special Meeting
May 2, 2023 at 5:30 PM
Fridley Community Center

H.6. Superintendent Interviews (First Round)
May 3 & 4, 2023 at 5:00 PM, 6:15 PM, and 7:30 PM
Fridley High School

H.7. Future Kindergarten Social
May 4, 2023 at 4:30 PM
Commons Park

H.8. Free Family Movie Night - Puss in Boots: The
Last Wish
May 5, 2023 at 7:00 PM
District Auditorium

H.9. FHS Prom Grand March
May 6, 2023 at 4:00 PM
District Auditorium

H.10. Superintendent Final Interviews
May 8, 9, &/or 10 at 7:30 PM
Fridley High School

H.11. FMS 6th Grade Science Fair
May 11, 2023 at 4:30 PM
Fridley Middle School

H.12. Hayes Carnival
May 11, 2023 at 5:00-8:00 PM
Hayes Elementary School

H.13. FMS Band and Choir Concerts
May 15, 2023
6th Grade at 6pm
7th Grade at 7pm
8th Grade at 8pm
District Auditorium

I. Fridley Public Schools Board Meeting
May 16, 2023
Work Session, 5:30 PM
Open Forum, 7:00 PM
Business Meeting, 7:30 PM
Fridley Community Center

J. Adjournment

Presenter: Board
Chair

Tuesday, April 18, 2023
School Board Business Meeting
Motions

A. Call to Order, Pledge of Allegiance

B. Approval of Agenda with Suggested Motions and Resolutions

1. Suggested Motions and Resolutions – Board Chair

Suggested Motion: Motion by _____, seconded by _____ to approve the agenda for April 18, 2023.

C. Spotlight on Recognition

D. Superintendent and Staff Reports

E. Business Action Items

1. Motion: Approval of the Strategic Plan

Suggested Motion: Motion by _____, seconded by _____, to approve the Strategic Plan

2. RESOLUTION: Terminate and Non-Renew the Teaching Contract of Certain Non-tenured, Probationary Teachers for 2023-2024

WHEREAS, (names listed below) is a probationary teacher in Independent School District 14.

BE IT RESOLVED by the School Board of Independent School District 14 that pursuant to Minnesota Statute 122A.40, Subdivision 5, that the teaching contract of (teacher) a probationary teacher in Independent School District 14, is hereby terminated without pay or fringe benefits at the close of the current 2022-2023 school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding School Board termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

April 19, 2023

Dear _____:

You are hereby notified that at a Regular Meeting of the School Board of Independent School District 14 held on Tuesday, April 18, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end

of the current school year and not to renew your contract for the 2023-2024 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken for the following reasons: school district discontinuance of positions, financial limitations, state teacher licensure requirements, or you did not meet the performance standards required of a teacher in the Fridley School District. To submit an official request, please send it to the Director of Human Resources.

Thank you for your teaching service in our School District. Best wishes in the future.

Sincerely,

Jake Karnopp, Clerk
Fridley School District 14 School Board

Suggested Motion: Motion by _____, seconded by _____, to approve the resolution to terminate and non-renew the teaching contract of certain non-tenured, probationary teachers for 2023-2024

3. Motion: Second Reading and Adoption of Policies

- Policy 501 Weapons

Suggested Motion: Motion by _____, seconded by _____, to approve the second reading and adoption of policy 501.

F. Consent Agenda

Suggested Motion: Motion by _____, seconded by _____ to approve the consent agenda of including minutes of the work session and business meeting held on March 21, 2023, the and the Special Meeting held on April 11, 2023; Monthly Financial Reports; and New Contracts, Amendments, Leaves of Absence, Resignations, Retirements and Terminations; Health Insurance Rates for 2023-24; Letter of Agreement – Married Insurance Rates; Extended Probationary Period MOUs; and the 2023 Elections Joint Power Agreement with Anoka County.

G. Written Information

H. Important Future School Board Dates

I. Adjournment

Suggested Motion: Motion by _____, seconded by _____, to adjourn at _____.

Fridley Public Schools Employee of the Month – April 2023

Chiquita Woods is the Principal's Secretary at Fridley Middle School. Chiquita has an infectious personality, smile and makes everyone at FMS feel welcomed and included! Anytime someone stops in her office, she always stops whatever she is doing to help them out. When new students come to their intake meeting, she gets so excited and welcomes them as a Tiger. She makes sure to give candidates that are interviewing for a position a great first impression of Fridley Middle School. She goes out of her way to make sure substitute teachers know their way around the building and feel like a welcomed staff member. She is Dr. Cochran's right hand in everything she does! She is very kind, compassionate and empathetic. She makes everyone feel special and part of one big family. She is always thinking of new ways to make the office more efficient and welcoming to students and families. She is very open-minded and communicates well. She genuinely cares about everyone. Students that have left the middle school stop by to see her and get a big hug. She is such a great asset to Fridley Public schools, and we are so lucky to have her at Fridley Middle School!

---Dr. Amy Cochran, Principal of Fridley Middle School



Employee of the Month

April 2023

**Employee of the Month for
April 2023:**

Chiquita Woods



A graphic of a spotlight in the top left corner, with a yellow beam of light shining across the text.

Stevenson is
Shining Bright
in 2022-2023

Shining Bright on the Assets of our Scholars, Teachers, School, & Community

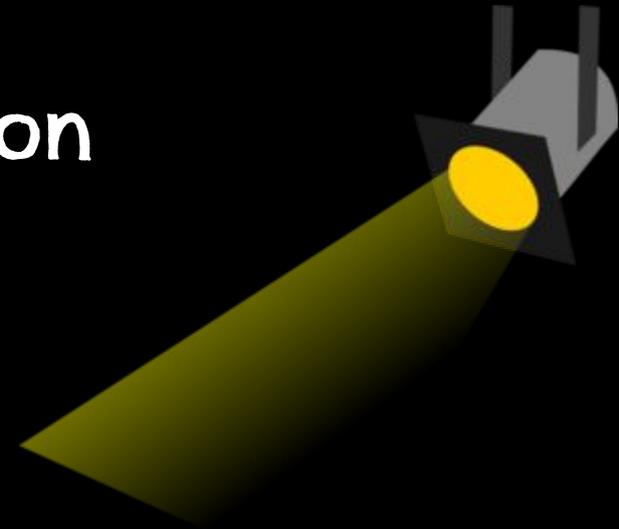
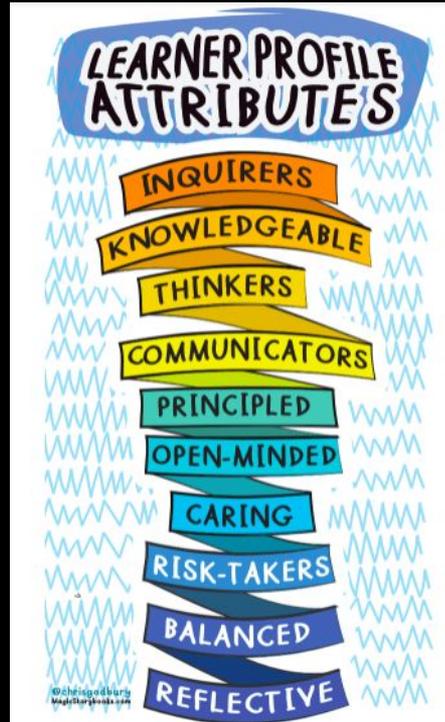
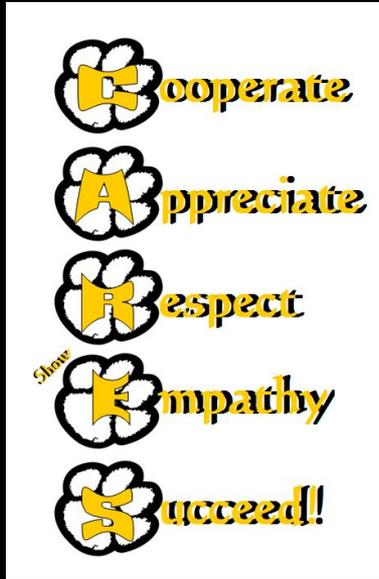


The image features a black background with a yellow border. Two spotlights, one on the left and one on the right, are positioned at the top. Each spotlight has a yellow lens and a grey housing, and it casts a greenish-yellow beam of light downwards. The word "SCHOLARS" is written in a large, white, hand-drawn, slightly irregular font across the center of the image, positioned within the beams of the spotlights.

SCHOLARS

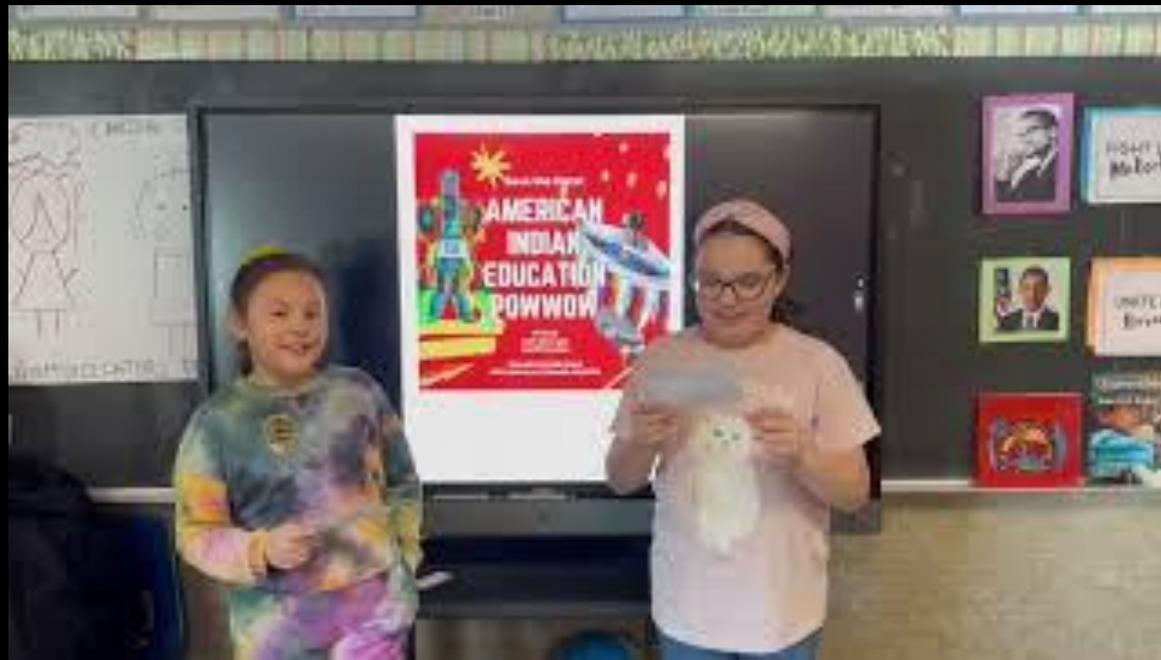


Positive Behavior Intervention System: Stevenson C.A.R.E.S.





PBIS CODE BREAKERS



I SPY

Fabulous Hallway Behavior

Name _____  Integrity Ticket given for... CARES Teacher _____	Name _____  Integrity Ticket given for... CARES Teacher _____	Name _____  Integrity Ticket given for... CARES Teacher _____
Name _____  Integrity Ticket given for... CARES Teacher _____	Name _____  Integrity Ticket given for... CARES Teacher _____	Name _____  Integrity Ticket given for... CARES Teacher _____
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Name _____  Integrity Ticket given for... CARES Teacher _____	Name _____  Integrity Ticket given for... CARES Teacher _____	Name _____  Integrity Ticket given for... CARES Teacher _____

Principal's Chair



This Coupon Entitles

to use the Principal's chair for one hour

Visit a Sibling



Special lunch!




Ms. Nan



Look who's shining ...



Kaffrey

Kaffrey has been gathering all the lost hats, mittens, and other winter gear from the playground and bringing it to lost and found. He has inspired many other students to do the same. Thanks, Kaffrey!



Two grey spotlights are positioned at the top corners of the frame, each emitting a yellow beam of light that converges on the word 'STAFF'. The background is black, and the entire scene is framed by a yellow border.

STAFF

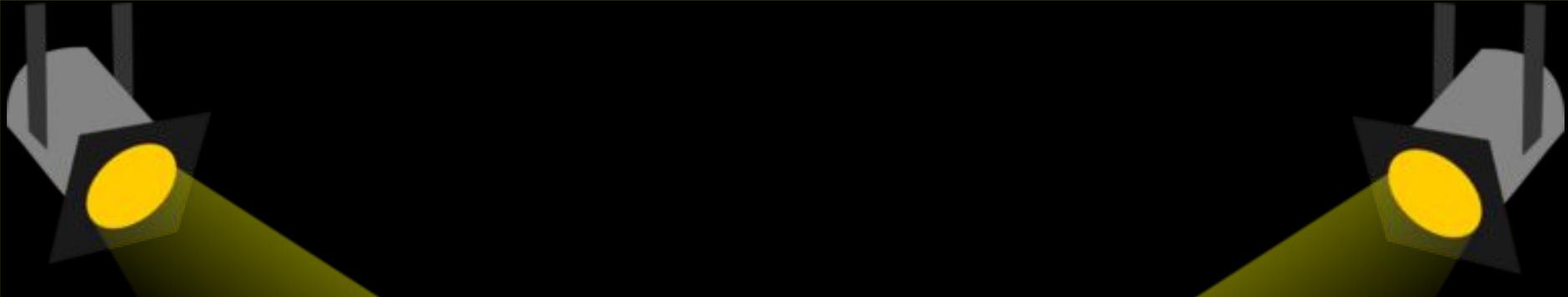




Maddy Skarolid - Community Games

Are you looking for ways to crank up the fun?
If you'd like an idea, then Maddy has a ton!
Now listen up, chap,
For snap, slap, or clap.
But if "snatch" is cried out, you'd better be the first one!
(click on picture for video directions to game)





SCHOOL





 SUSTAINABLE DEVELOPMENT GOALS

16 PEACE AND JUSTICE





Stevenson Scholars Take Action



Check the action you took and tell us more about it on the back.

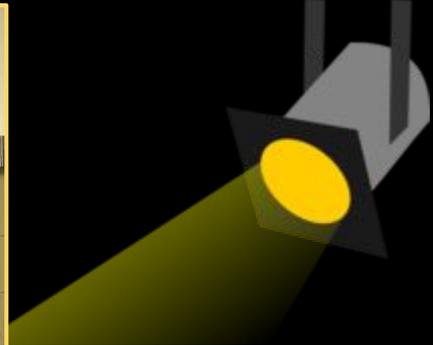
- Seek peace within yourself and others*
- Protect the environment*
- Reach out in service*
- Respect diversity*
- Be a responsible citizen of the world*

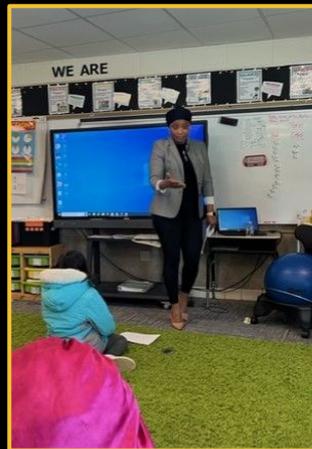


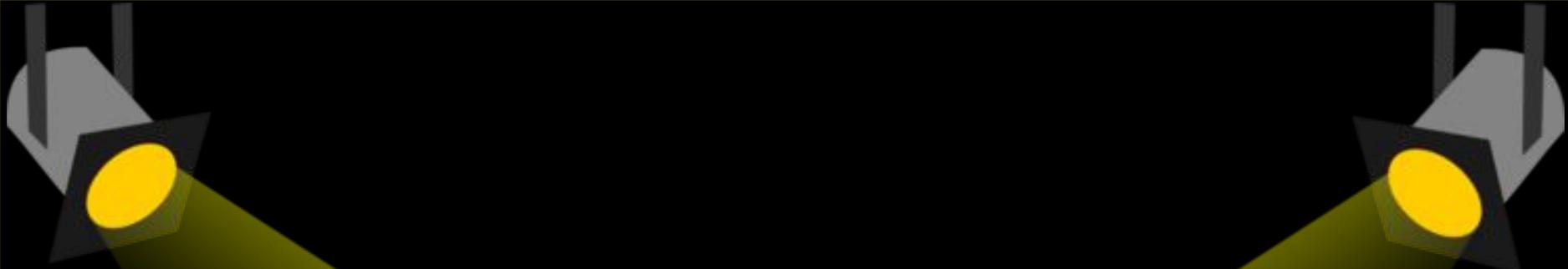


COMMUNITY







Two grey spotlights are positioned at the top of the frame, one on the left and one on the right. Each spotlight has a yellow lens and is casting a greenish-yellow beam of light downwards towards the center of the image. The background is black, and the entire scene is framed by a yellow border.

TOGETHER

we are all *shining* bright!





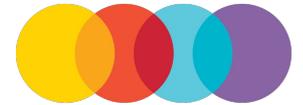
A World-Class Community of Learners

Strategic Planning Update

DRAFT Strategic Focus Areas



April 18, 2023



IB CONTINUUM
CONTINUUM DE L'IB
CONTINUO DEL IB

The first and only school district in Minnesota to provide the full E-12 International Baccalaureate Continuum

Strategic Planning Process

*A tailored approach to meet the unique needs of
Fridley Public Schools*



Strategic Planning Timeline (*Phases 1-3*)

- May 2022  Fridley Public Schools (FPS) contracted with CESO Communications (CESO) to facilitate a strategic planning process that will guide the district over the next five years
- June - Sept. 2022  CESO reviewed the district's previous strategic plan, progress reports and additional district data
- Sept. - Oct. 2022  CESO conducted a comprehensive stakeholder engagement process — including students, staff, parents and community members
- Nov. 2022  Analysis of stakeholder engagements; development of engagement report including overall themes and themes by audience
- Dec. 2022  Engagement report presented to School Board

Strategic Planning Timeline (*Phases 4-5*)

- Feb. 2023  Core Planning Team convened to draft initial strategic plan elements, including updated strategic directions/focus areas
- Feb. 2023  Internal team refines focus areas
Community survey to gather feedback and identify gaps
- March 2023  Community input analyzed for Admin/Board discussion
- March 21, 2023  Presentation of DRAFT focus areas to School Board for discussion
- April 18, 2023  School Board votes on Strategic Focus Areas

Community Engagement *(Fall 2022)*

What do Fridley Public Schools students need to feel **PREPARED** for their next step and **HOPEFUL** for their future?

Key Themes

Expanded course offerings

- Life Skills
- World Languages

Strong communication, collaboration and critical thinking skills

(21st Century Skills)

Civic engagement and global citizenship
(IB)



Core Planning Team

February 9-10, 2023

Representative committee composed
of **23 people**
including:

- Students
- Alumni
- Teachers and Staff
- Administrators
- Parents
- Community Members



Core Planning Team

February 9-10, 2023

Workshop Agenda

- Environmental Scan
- Practical Vision
- Barriers/Blocks
- Draft Strategic Directions
- Priority Actions

FOCUS QUESTION

How can Fridley Public Schools best leverage internal and external resources to better prepare students for college, career and life?

Core Planning Team

February 9-10, 2023

Practical Vision

What the team wants to see in place for Fridley Public Schools

In three to five years Fridley Public Schools should have in place ...					
Whole Child focused supports & success		Education on & Support of I ³ <ul style="list-style-type: none"> • <i>Inclusion</i> • <i>Identity</i> • <i>Intersectionality</i> 	Strong Connections & Community Engagement	Expanded Course Offerings & Learning Opportunities	Adaptive Systems focused on meeting the needs of OUR students
Academic Support & Success	Social - Emotional Support & Success				

Core Planning Team

February 9-10, 2023

Creating Strategic Focus Areas

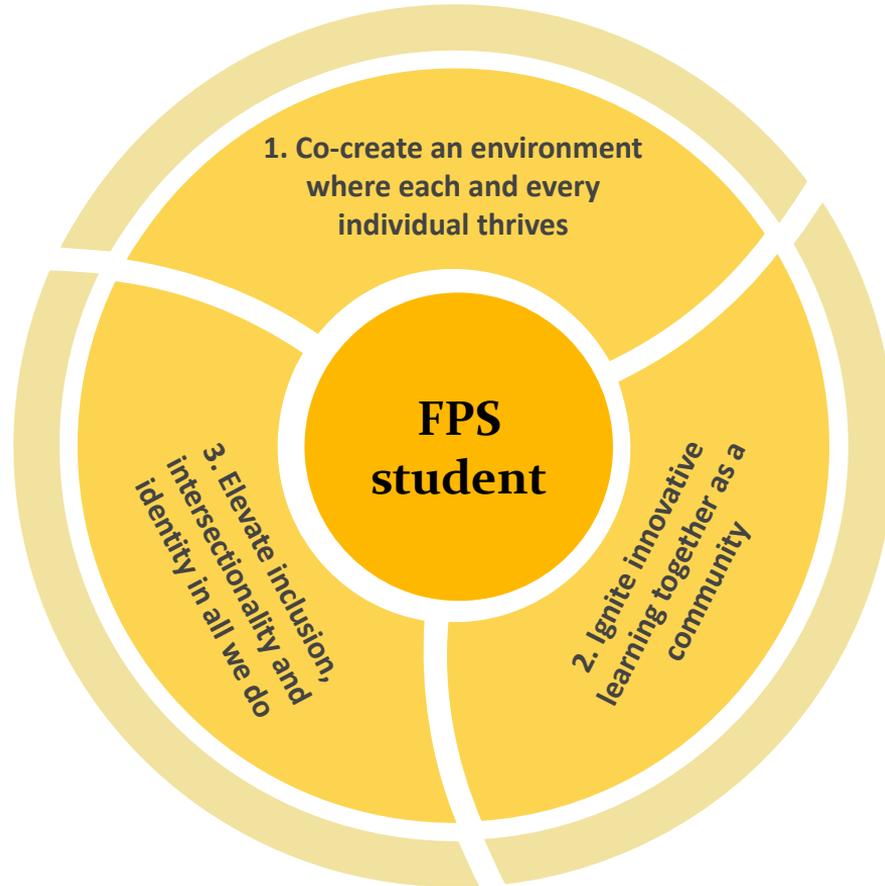
Broad directions or focus areas that impact the future by:

- Using **existing strengths and opportunities** within an organization
- **Overcoming impeding perceptions, beliefs, assumptions and habits,** as well as outmoded patterns, structures and policies
- **Catalyzing movement** in the direction of the organization's vision



DRAFT

Strategic Focus Areas



FOCUS AREA #1:

Co-create an environment where each and every individual thrives

By dismantling traditional education practices that harm students, and co-creating environments where all learners thrive, *we will:*

- Increase enrollment
- Increase academic growth
- Increase engagement, joy and a love of learning



FOCUS AREA #2:

Ignite innovative learning together as a community

In order to create a more relevant and engaging learning environment and to allow the community to connect with us, *we will:*

- Communicate in ways that the community needs
- Explore and expand learning options for all students
- Enhance our social-emotional curriculum and supports district-wide
- Engage all parents as partners in their child's education



FOCUS AREA #3:

Elevate inclusion, intersectionality and identity in all we do

To ensure that all people in Fridley Public Schools are heard, valued and allowed to be their authentic selves, *we will*:

- Continue to amplify student voice and choice
- Create educational pathways to develop the next generation of FPS educators and leaders
- Develop and define intersectionality to better understand diverse perspectives
- Honor each individual's identity and their unique talents and contributions



Community Feedback

Feb. 21 - March 10, 2023

PARTICIPATION

The Fridley survey was provided in English as well as Hmong, Oromo, Somali and Spanish.

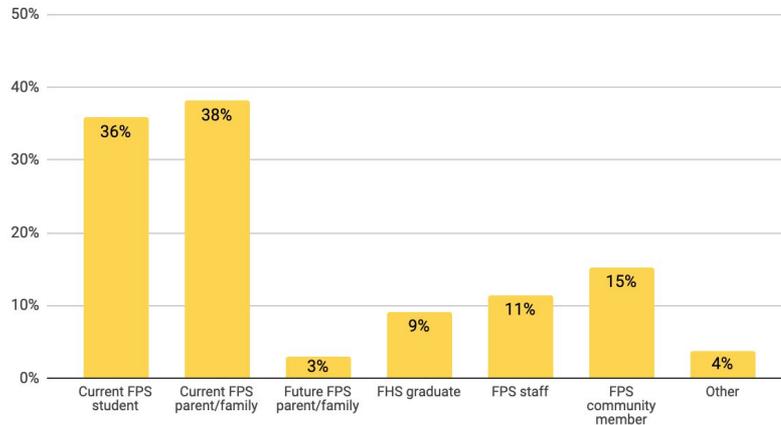
- **RESPONSES** - 131 total responses
 - *English - 129 responses (98%)*
 - *Spanish - 2 responses (2%)*
- **COMPLETION RATE** - 26%
- **AVERAGE COMPLETION TIME** - 1:02 minute

Community Feedback

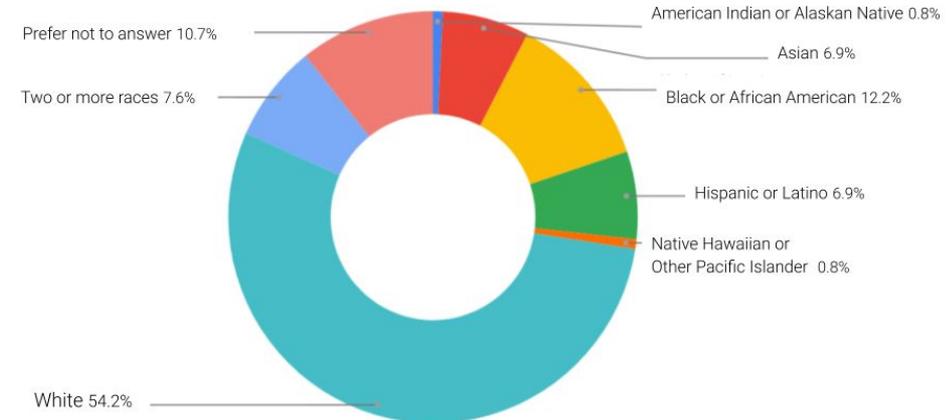
Feb. 21 - March 10, 2023

PARTICIPATION

Relationship with Fridley Public Schools



Race/Ethnicity



Community Feedback

Feb. 21 - March 10, 2023

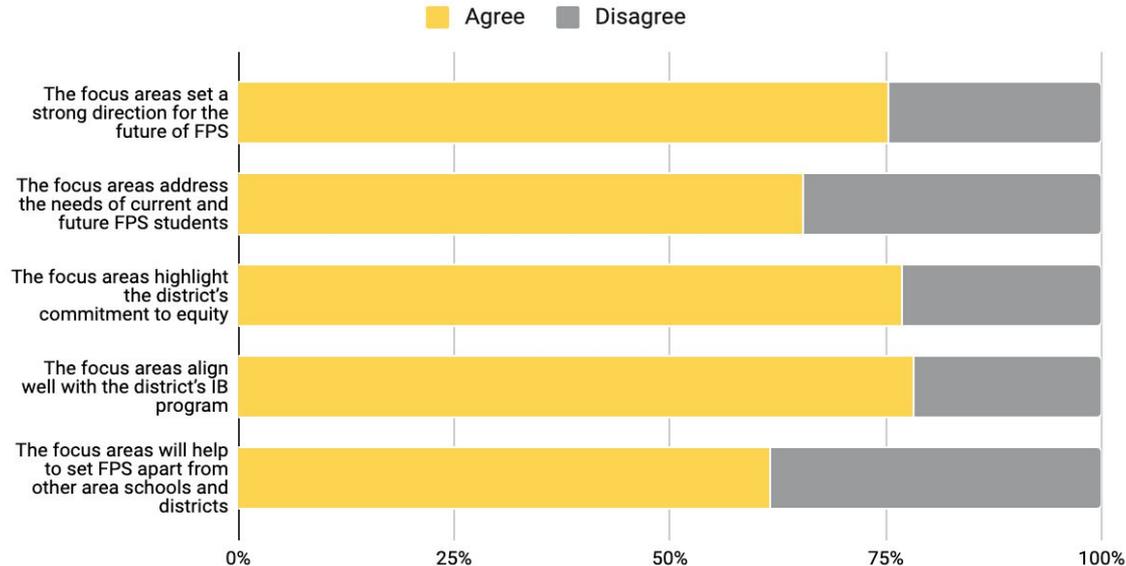
SATISFACTION

- The focus areas **set a strong direction** for the future of Fridley Public Schools
- The focus areas **address the needs of current and future students**
- The focus areas **highlight the district's commitment to equity**
- The focus areas **align well with the district's IB program**
- The focus areas will **help to set Fridley Public Schools apart** from other area schools and districts

Community Feedback

Feb. 21 - March 10, 2023

Reaction to Draft Focus Areas



Community Feedback

Feb. 21 - March 10, 2023

COMMENTS

- Feedback from the open-ended questions was **generally positive**.
- Concerns with each strategic focus area about **how they would be implemented**.
- Some comments included **concerns about safety** and the need for more articulation about how schools and learning spaces will be safe for students.

Next Steps

March 21, 2023



Presentation of DRAFT focus areas to School Board for discussion

March - April 2023



Refine DRAFT focus areas based on school board input

April 18, 2023



Present revised plan to School Board for action

April - May 2023



Internal team develops implementation/action plans based on approved Focus Areas (including calendar, success indicators, etc.)

Thank You!



RESOLUTION to Terminate and Non-Renew the Teaching Contract of Certain Non-tenured, Probationary Teachers for 2023-2024

WHEREAS, (names listed below) is a probationary teacher in Independent School District 14.

BE IT RESOLVED by the School Board of Independent School District 14 that pursuant to Minnesota Statute 122A.40, Subdivision 5, that the teaching contract of (teacher) a probationary teacher in Independent School District 14, is hereby terminated without pay or fringe benefits at the close of the current 2021-2022 school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding School Board termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

April 19, 2023

Dear _____:

You are hereby notified that at a Regular Business Meeting of the School Board of Independent School District 14 held on Tuesday, April 18, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-2024 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken for the following reasons: school district discontinuance of positions, financial limitations, state teacher licensure requirements, or you did not meet the performance standards required of a teacher in the Fridley School District. To submit an official request, please send it to the Director of Human Resources.

Thank you for your teaching service in our School District. Best wishes in the future.

Sincerely,

Jake Karnopp, Clerk
Fridley School District 14 School Board

Resolution to Terminate and Non-Renew the Teaching Contract of Certain Non-tenured, Probationary Teachers for 2023-2024 as follows: Jodi Aldrich, Crystal Anderson, Josh Baumgartner, Kristine Chambers, Heather Cole, Jordan Dexter, Rebecca Endert, Joseph Frazier, Kara Hanson, Ashley Hufnagel, Nancy Johansen-Huffman, Sarah Klinger, Jarrod Kuehn, Madison Morrissey, Christopher Mowery, Gavin Nachtigall, Alyssa Rademacher, Taylor Ray, Zachary Sander, Shannon Skibba, Laura Wavra, Riley Weeks, Anna Weeks, Kelly Wolf, De Zhang



FRIDLEY PUBLIC SCHOOLS

Fridley Public Schools Policies Presented for Second Reading
April 18, 2023

#	Policy Name	Change/Revision
501	Weapons	Changed Section V. Consequences for Student Weapon Possession/Use/Distribution order. Flipping B & C to have Administrative Discretion first before School Board modifying.

A World-Class Community of Learners

6000 West Moore Lake Drive | Fridley, MN 55432 | www.fridley.k12.mn.us | 763-502-5000



501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school building or on a School Location except as provided in this policy. Furthermore, no student or non-student, including adults and visitors, shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. "Weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. "Facsimile Weapon" means any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons which are broken or nonfunctional; look-alike guns; toy guns; and any object that is a fake weapon or facsimile of a real weapon.
3. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

4. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the School, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, including school-related child care centers, and anywhere students are under the jurisdiction of the School District.
- C. "Non-student" Any person who is not a student including, but not limited to: teachers, other staff, parents, visitors, students of other public or private schools and any person on or in the school location.
- D. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a School Location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns control of the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location. Any person receiving a weapon during the process of administering this procedure will be exempt from a violation of the procedure.
- B. It shall not be a violation of this policy if a non-student (or student where specified) falls within one of the following categories:
 1. Active licensed peace officers,
 2. Military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. Persons authorized to carry a pistol under Minn. Stat., §624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., §§624.714 or 624.715, or other firearms in accordance with §97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms, which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (a) unloaded and in a gun case without any portion of the firearm exposed; (b) unloaded and in the closed trunk; or (c) a handgun carried in compliance with §§624.714 and 624.715.
5. Firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. A gun or knife show held on school property;
 8. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the District Superintendent.
 9. Persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools

While District 14 does not allow the possession, use or distribution of weapons by students, or non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A School District may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to: 1) Non-student permit-holders authorized under Minn. Stat., § 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle or 2)

persons authorized under Minn. Stat, Section 97B.045 transporting unloaded and fully cased firearms in a vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. District 14 does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification as soon as is practical; and
5. Recommendation to the Superintendent of dismissal for a period of time not to exceed one year.

B. Administrative Discretion

While District 14 does not allow the possession, use or distribution of weapons by students, the Superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

C. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS

A. Employees

1. Employees are prohibited from carrying or possessing firearms in school buildings or on school property, while acting in the course and scope of employment.
2. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the School Board.
3. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and School District policies.

4. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another School District, that School District may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References:

Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

School Board Action:

Adopted as Policy 8.302
Revised as Policy 501, July 18, 2002
Revised September 16, 2003
Revised August 15, 2006
Revised February 19, 2013
Revised December 18, 2018
Revised October 19, 2021
Revised April 18, 2023

Minutes
School Board Work Session
Fridley Independent School District 14
March 21, 2023

Call to Order

The Work Session of the Fridley School Board was called to order by School Board Chair Meisner at 5:34 PM on Tuesday, March 21, 2023, at the Fridley Community Center. The following Board members were present in the room: Abdisalam Adam, Nikki Auna, Jake Karnopp, Ross Meisner, Donna Prewedo, and Avonna Starck. Absent: None

The following items were discussed

- A. Signing Required Documents
- B. Governance and Policy
 - 1. Second Readings and Adoption of Policies
 - a. Policy 412 Expense Reimbursement
 - b. Policy 516 Student Medication
 - 2. One Reading (Non-Substantive Changes) Reading and Adoption of Policies
 - a. Policy 801 Student Access to Facilities of Secondary Schools
 - b. Policy 802 Disposition of Obsolete Equipment and Material
 - c. Policy 805 Waste Reduction and Recycling
 - 3. First Reading of Policies
 - a. Policy 501 Weapons
- C. Oversight of Operations
 - 1. Legal, Staffing and Personnel Update
 - a. New Contracts, Amendments, Leaves of Absence, Terminations, Resignations, and Retirements
 - 2. Finance and Operations Update
 - a. 22-23 Revised Budget
 - b. Acceptance of bids for the Freezer Replacement Projects at Stevenson and Hayes Elementary Schools
 - 3. School Calendar 2023-2024
 - 4. Overnight Field Trip: Model United Nations to Minneapolis March 30-April 1, 2023
- D. Informational Items
 - 1. Strategic Planning Update
 - 2. Standards Based Grading Presentation
 - 3. School Board Scholarship 2023
 - 4. Superintendent Search Update
 - 5. Important School Board Dates to Note:
 - a. NE Metro 916 board Meeting
April 5, 2023 | 6:00 PM
Bellaire School
 - b. AMSD Board of Directors Meeting
April 14, 2023 | 7:00 AM
Quora Education Center
 - c. NWSISD Joint Powers Board Meeting
May 17, 2023 | 6:15 PM
NWSISD District Office

d. Schools for Equity in Education (SEE) Meeting
April 21, 2023 | 9:30 AM
Doubletree Hotel – Roseville

Adjourned at 7:26 p.m.

Ross Meisner, Board Chair

Jake Karnopp, Board Clerk

Minutes
School Board Business Meeting
Fridley Independent School District 14
March 21, 2023

Call to Order, Pledge of Allegiance

Ross Meisner called the Business Meeting of the Fridley School Board to order at 7:30 p.m. on Tuesday, March 21, 2023, at the Fridley Community Center (FCC). Present: Abdisalam Adam, Nikki Auna, Ross Meisner, Donna Prewedo, and Avonna Starck. Absent: None

Approval of Agenda

Motion by Adam, seconded by Karnopp, to approve the agenda for March 21, 2023. Upon vote being taken, all voted in favor, none against, none abstained. Motion carried 6-0.

Spotlight on Recognition

1. Superintendent Hiel introduced the March 2023 Employee of the Month as Andrew Spreeman, Preschool Classroom Assistant at the Fridley Community Center.

Superintendent and Staff Reports

1. Student School Board Representative, Mirkeni Ahmed, presented on Culture Day at Fridley High School.
2. Fridley High School and Middle School administrators and students presented on the different ways the two buildings collaborate and promote communities within Fridley.
3. Director of Finance & Operations, Craig Wieber, presented on the 2022-2023 Revised Budget.

Business Action Items

1. Motion: Approval of the 2022-23 Revised Budget

Motion by Starck, seconded by Prewedo, to approve the 2022-23 Revised Budget. Upon vote being taken, all voted in favor, none against, none abstained. Motion carried 6-0.

2. Motion: Approval to accept the bid from Boelter Premier and award the contract for the Stevenson and Hayes Elementary Freezer Projects

Motion by Prewedo, seconded by Karnopp, to accept the bid from Boelter Premier and award the contract for the Stevenson and Hayes Elementary Freezer Projects. Upon vote being taken, all voted in favor, none against, none abstained. Motion carried 6-0.

3. RESOLUTION: Accepting Gifts - Board Chair

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, that the School Board of Fridley Public Schools accepts with appreciation the following gifts received by the School District:

- The following persons donated to **Stevenson Elementary School:**
 - Presbyterian Church of the Way - \$275
- The following persons donated to **Fridley High School:**
 - Target Employer Match Program - \$21

Motion by Karnopp, seconded by Adam, to accept the gifts and thank the donors for their contributions. Upon roll call vote being taken all voted in favor, none against, none abstained. Motion carried 6-0.

4. Motion: Second Reading and Adoption of Policies

- Policy 412 Expense Reimbursement
- Policy 516 Student Medication

Motion by Prewedo, seconded by Starck, to approve the second reading and adoption of policies 412 and 516. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 6-0.

5. Motion: ONE Reading (Non Substantive Changes) and Adoption of Policies

- Policy 801 Student Access to Facilities of Secondary Schools
- Policy 802 Disposition of Obsolete Equipment and Material
- Policy 805 Waste Reduction and Recycling

Motion by Adam, seconded by Auna, to approve the reading and adoption of non-substantive changes to policies 801, 802, and 805. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 6-0.

Consent Agenda

Motion by Karnopp, seconded by Prewedo to approve the consent agenda of including minutes of the work session and business meeting held on February 21, 2023, the work session held on March 7, 2023, and the Special Meeting held on March 14, 2023; Monthly Financial Reports; and New Contracts, Amendments, Leaves of Absence, Resignations, Retirements and Terminations; School Calendar 2023-2024 Proposed Changes; Overnight Field Trip for Model United Nations to Minneapolis March 30-April1, 2023; and School Resource Officer (SRO) Agreement for 2023-2024 and 2024-2025. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 6-0.

Written Information

1. First Reading of Policies
 - Policy 501 Weapons

Important Future School Board Dates

1. FMS Musical: Wizard of Oz
March 23, 24 at 7:00 PM and March 25 at 2:00 PM
District Auditorium
2. FHS Spring Band and Choir Concert
March 27, 2023 at 7:00 PM
District Auditorium
FHS/FMS Jazz bands to perform at 6:30 PM in FHS Cafeteria
3. No School – Planning/Evaluation Day
March 31, 2023

4. No School – Spring Break
April 3-7, 2023
District Offices & Tiger Club Closed on April 7, 2023
5. Hayes Better Together Parent Group
April 10, 2023 at 5:00 PM
Hayes Elementary School
6. Free Family Movie Night: DC Super Pets
April 14, 2023 at 7:00 PM
District Auditorium
7. Fridley Public Schools Board Meeting
April 18, 2023
Work Session at 5:30 PM
Public Forum at 7:00 PM
Business Meeting at 7:30 PM
Fridley Community Center

Adjournment

Motion by Karnopp, seconded by Adam, to adjourn at 8:26 p.m. Upon vote being taken, all voted in favor, none against, none abstained. Motion carried 6-0.

Ross Meisner, Board Chair

Jake Karnopp, Board Clerk

Minutes
School Board Special Meeting
Fridley Independent School District 14
April 11, 2023

A. Call to Order

Abdisalam Adam called the Special Meeting of the Fridley School Board to order at 5:27 p.m. on Tuesday, April 11, 2023, at the Fridley Community Center. Present: Abdisalam Adam, Nikki Auna, Jake Karnopp, and Avonna Starck. Absent: Ross Meisner & Donna Prewedo

B. Welcome and Purpose

C. Superintendent Profile and Timeline

D. Adjournment

Motion by Starck, seconded by Auna, to adjourn at 6:38 p.m. Upon vote being taken, all voted in favor, none against, none abstained. Motion carried 4-0.

Ross Meisner, Board Chair

Jake Karnopp, Board Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 14
FRIDLEY, MINNESOTA
TREASURER'S REPORT
MONTH ENDING 3/31/23**

Fund	Balance 2/28/23	Receipts	Payroll Disbursements	A/P Disbursements	Journal Entry Transfers	Balance 3/31/23
General (01)	\$ 33,055,098.84	\$ 6,773,208.23	\$ 1,391,081.41	\$ 2,016,397.38	\$ (469,470.01)	\$ 35,951,358.27
Food Service (02)	819,682.99	298,773.63	42,874.92	180,968.36	(21,938.80)	872,674.54
Transportation (03)	(35,572,716.17)	284,937.76	9,772.64	715,087.20	(3,747.17)	(36,016,385.42)
Comm. Service (04)	(89,400.75)	276,267.66	87,503.15	112,422.60	(29,044.40)	(42,103.24)
Operating Capital (05)	(801,196.90)	-	-	9,370.09	(7,000.00)	(817,566.99)
Construction (06)	(410,044.81)	-	-	-	-	(410,044.81)
Debt Service (07)	1,428,598.12	-	-	-	-	1,428,598.12
Performance Contract (16)	(4,220,892.26)	-	-	-	-	(4,220,892.26)
Activity Fund (19)	193,366.31	18,116.48	-	8,657.89	-	202,824.90
Dental Self Insurance (20)	341,951.84	70.95	-	24,282.44	27,604.84	345,345.19
Medical Self Insurance (21)	6,687,122.95	490.98	-	502,767.57	503,595.54	6,688,441.90
OPEB Trust Fund (25)	71,934.26	18,793.39	-	2,419.71	-	88,307.94
OPEB Debt Service (47)	160,756.15	-	-	-	-	160,756.15
Student Activities Under Board Control (51)	99,365.12	13,360.00	-	14,612.42	-	98,112.70
Total	\$ 1,763,625.69	\$ 7,684,019.08	\$ 1,531,232.12	\$ 3,586,985.66	\$ -	\$ 4,329,426.99

Bank	Balance Per Bank Statement	Outstanding Checks	Outstanding Deposits	Balance per Treasurer's Books
MN Trust - OPEB	\$ 24,455.16	\$ -	\$ -	\$ 24,455.16
MN Trust - Operating	4,463,847.92	158,876.09	-	4,304,971.83
Total	\$4,488,303.08	\$ 158,876.09	\$ -	\$4,329,426.99

Difference \$ (0.00)

Schedule of Investments

As of 3/31/23

Investment	Broker	Type	Purchased	Maturity	Market Value	Par	Yield
MN Trust Full Flex Savings Deposit Account (PenFed Phly)	PMA - OPP	SDA	03/31/23	03/31/23	28.42	28.42	4.85%
MN Trust Full Flex Savings Deposit Account (Tech Cu Phly)	PMA - OPP	SDA	03/31/23	03/31/23	7,764,534.97	7,764,534.97	4.85%
Desert Sands USD-REF	PMA - OPEB	SEC	02/23/21	08/01/23	221,735.80	220,000.00	0.12%
Elga Credit Union, MI	PMA - OPEB	CD	02/07/23	10/13/23	108,050.00	111,526.92	4.74%
EagleBank, VA	PMA - OPEB	CD	02/07/23	10/13/23	241,950.00	249,868.83	4.82%
NYC-D2-TXBL	PMA - OPEB	SEC	02/19/21	12/01/23	989,050.00	1,000,000.00	0.20%
Schenectady Co	PMA - OPEB	SEC	03/09/21	12/15/23	223,452.00	225,000.00	0.20%
Oklahoma City - TXBL	PMA - OPEB	SEC	01/07/20	03/01/24	198,466.00	200,000.00	1.70%
US Treasury N/B	PMA - OPEB	SEC	11/22/21	10/15/24	661,773.70	700,000.00	0.66%
General Electric Credit Union, OH	PMA - OPEB	CD	02/07/23	10/16/24	224,000.00	241,962.88	4.74%
Great Midwest Bank, S.S.B., WI CD	PMA - OPEB	CD	02/07/23	10/16/24	101,000.00	108,604.85	4.45%
US Treasury N/B	PMA - OPEB	SEC	12/21/21	11/30/24	424,471.10	444,000.00	0.80%
US Treasury N/B	PMA - OPEB	SEC	01/21/22	11/30/25	250,658.10	275,000.00	1.35%
US Treasury N/B	PMA - OPEB	SEC	02/24/22	11/30/25	218,756.16	240,000.00	1.72%
Great Midwest Bank, S.S.B., WI CD	PMA - OPEB	CD	12/28/22	12/01/25	120,000.00	134,747.18	4.20%
Totals					\$ 11,747,926.25	\$ 11,915,274.05	

Personnel Changes 2022-2023

New Contracts and Amendments per Master Agreements (2022-2023)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Fiona	Barquero-Raivo	Water Safety Instructor/Lifeguard	\$16.13/ hour	FCC
Zack	Bobick	Track Coach	Schedule C	FMS
Hala	Habash	Paraeducator	\$16.21 /hour	RLS
Trevor	Hess	Spring Weight Training Coach	Schedule C	FHS
Christine	Nalepka	Honor Society Advisor	Schedule C	FHS
Devika	Ramnarine	Boys Assistant Tennis Coach	Schedule C	FHS

Individual Contracts (2022-2023)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Sasha	Herder	Aquatics Program Manager	\$21.42/ hour	FCC
Katherine	Sneider	IB DP/CP Coordinator	Individual Contract	FHS

Leaves of Absence (2022-2023)

- Christopheraaron Deanes requested a leave of absence from his Coordinator position from March 8, 2023 through March 27, 2023.
- Christine Haubach requested a leave of absence from her Community Ed Coordinator position from April 10, 2023 through June 30, 2023.
- Devon Moline has requested a leave of absence from her Teacher position at Hayes from April 14, 2023 through June 9, 2023.
- Danielle Thompson requested a leave of absence from her APOSA position from November 28, 2022 through February 28, 2023.

Resignations (2022-2023)

- Bryan Brown resigned his Director of Buildings and Grounds position at Fridley Public Schools, effective April 14, 2023

Terminations: (2022-2023)

- Charles Rice was terminated from his paraeducator position at Fridley High School, effective March 20, 2023.



A World-Class Community of Learners

FRIDLEY PUBLIC SCHOOLS

6000 West Moore Lake Drive, Fridley, MN 55432
Phone: 763-502-5004 | Fax: 763-502-5050

TO: Members of the School Board and Superintendent Hiel
FROM: Ike Isaacson, Director of Human Resources
DATE: March 22, 2023
RE: Approval of Health Insurance Rates for the 2023-2024 Plan Year

RECOMMENDATION:

For the Board of Education to approve a 2% increase in the medical insurance premium rate structure for July 1, 2023 – June 30, 2024.

In March, the Health Insurance Committee met to review current claims and overall performance of the self-insured medical fund. The committee also reviewed an updated renewal projection that takes into account actual claims to date, known changes in admin fees, and updated medical trend assumptions. After discussion and review, it was the consensus of the committee to recommend a 2% rate increase for the plan year July 1, 2023 – June 30, 2024.



INTERNATIONAL BACCALAUREATE (IB) PROGRAMME

Our IB World Schools provide:

Primary Years Programme (PYP) in Preschool
Primary Years Programme (PYP) in grades K-4
Middle Years Programme (MYP) in grades 5-10
Diploma Programme (DP) in grades 11-12

OUR SCHOOLS

Hayes Elementary School
R.L. Stevenson Elementary School
Fridley Middle School
Fridley High School
Area Learning Center

Letter of Agreement
Between
Fridley Education Association and
Fridley School District #14

This letter of agreement is in regards to employee medical for the 2023-2024 school year only, and applies to full time employees in Fridley School District #14 who are both employed by the school district and qualify for full medical insurance.

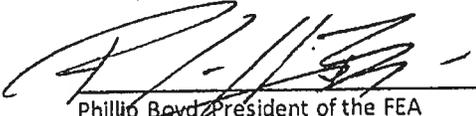
Married employees who qualify for full medical coverage have the option to change their selected plan from a combined employee plus one and single coverage, or from a combined family and single coverage, or from separate single coverage, to family or employee plus one coverage at the same level. In doing so, the husband and wife shall be "held harmless" in their own premium expenses by switching. In other words, the combined husband and wife contributions for family (at the same level) coverage shall not exceed the previous employee premium expenses for separate policies as outlined above, if the plan design choice is the same. (In other words, this applies if one moves from two policies of the same to a single family policy of the same.)

Because multiple medical insurance plans exist, with employees choosing various options, and to ensure employees will not incur additional premium costs, "held harmless shall be defined as follows: the married couples who choose to convert their coverage at the same level shall have their premiums reduced by \$100 per month, or up to \$1,200 annually for medical coverage. Those already on a family plan (who have waived single coverage) shall have their out of pocket premium costs reduced by \$1,200 annually for medical insurance.

When each married employee is at the same medical plan level, and the couple converts to a family plan at that same medical level, they shall pay the same premium for family medical coverage that they paid with the two individual plans, minus \$1,200 annually for medical.

It is understood that employees may stay with their original plans at their respective rates. The option of switching to one family plan in lieu of separate plans is available to District #14 married couples for the 2023-2024 school year, and in no way is required or expected by the School District or Fridley Education Association. This agreement shall be for the 2023-2024 year only, and does not set precedence for future contract years. Employees who qualify and opt to take this option are responsible for ensuring necessary paperwork is filed with the Human Resource Department.

Fridley Education Association Representative



Phillip Boyd, President of the FEA

4/10/23

Date



Erin Azer, Education MN

4/7/23

Date

Fridley School District #14 Representatives

School Board Chair

Date

School Board Clerk

Date

Letter of Agreement

Between

Paraeducators (School Service Employees Union, Local 284) and
Fridley School District #14

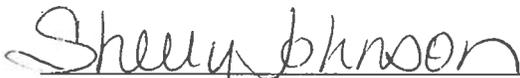
This letter of agreement is in regards to employee medical for the 2023-2024 school year only, and applies to full time employees in Fridley School District #14 who are both employed by the school district and qualify for full medical insurance.

Married employees who qualify for full medical coverage have the option to change their selected plan from a combined employee plus one and single coverage, or from a combined family and single coverage, or from separate single coverage, to family or employee plus one coverage at the same level. In doing so, the husband and wife shall be "held harmless" in their own premium expenses by switching. In other words, the combined husband and wife contributions for family (at the same level) coverage shall not exceed the previous employee premium expenses for separate policies as outlined above, if the plan design choice is the same. (In other words, this applies if one moves from two policies of the same to a single family policy of the same.)

Because multiple medical insurance plans exist, with employees opting for various options, and to ensure employees will not incur additional premium costs, "held harmless" shall be defined as follows: the married couples who choose to convert their coverage at the same level shall have their premiums reduced by \$100 per month, or up to \$1,200 annually for medical coverage. Those already on a family plan (who have waived single coverage) shall have their out of pocket premium costs reduced by \$1,200 annually for medical insurance.

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It is understood that employees may stay with their original plans at their respective rates. The option of switching to one family plan in lieu of separate plans is available to District #14 married couples for the 2023-2024 school year, and in no way is required or expected by the School District or Paraeducators (School Service Employees Union, Local 284). This agreement shall be for the 2023-2024 year only, and does not set precedence for future contract years. Employees who qualify and opt to take this option are responsible for ensuring necessary paperwork is filed with the Human Resource Department.



Shelly Johnson
SEIU Local 284

4-5-23

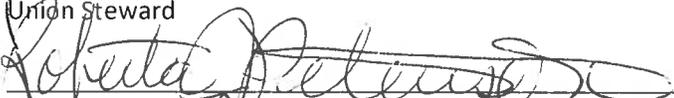
Date



Kim Kaneakua
Union Steward

4/10/23

Date



Roberta Peterson
Union Steward

4/10/23

Date

Fridley School District #14 Representatives

School Board Chair

Date

School Board Clerk

Date

Letter of Agreement

Between

Nutritional Services Employees (School Service Employees Union, Local 284) and
Fridley School District #14

This letter of agreement is in regards to employee medical for the 2023-2024 school year only, and applies to full time employees in Fridley School District #14 who are both employed by the school district and qualify for full medical insurance.

Married employees who qualify for full medical coverage have the option to change their selected plan from a combined employee plus one and single coverage, or from a combined family and single coverage, or from separate single coverage, to family or employee plus one coverage at the same level. In doing so, the husband and wife shall be "held harmless" in their own premium expenses by switching. In other words, the combined husband and wife contributions for family (at the same level) coverage shall not exceed the previous employee premium expenses for separate policies as outlined above, if the plan design choice is the same. (In other words, this applies if one moves from two policies of the same to a single family policy of the same.)

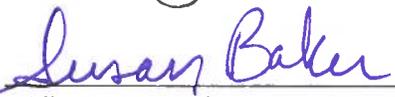
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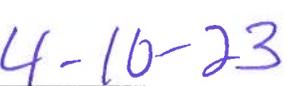
When each married employee is at the same medical plan level, and the couple converts to a family plan at that same medical level, they shall pay the same premium for family medical coverage that they paid with the two individual plans, minus \$1,200 annually for medical.

It is understood that employees may stay with their original plans at their respective rates. The option of switching to one family plan in lieu of separate plans is available to District #14 married couples for the 2023-2024 school year, and in no way is required or expected by the School District or Nutritional Services Employees (School Service Employees Union, Local 284). This agreement shall be for the 2023-2024 year only, and does not set precedence for future contract years. Employees who qualify and opt to take this option are responsible for ensuring necessary paperwork is filed with the Human Resource Department.


SEIU Local 284 Representative


Date


Fridley Nutritional Services Union Steward


Date

Fridley School District #14 Representatives

School Board Chair

Date

School Board Clerk

Date

Letter of Agreement
Between
Custodians or Custodian Engineers and
Fridley School District #14

This letter of agreement is in regards to employee medical for the 2023-2024 school year only, and applies to full time employees in Fridley School District #14 who are both employed by the school district and qualify for full medical insurance.

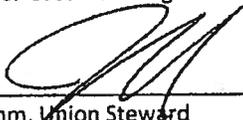
Married employees who qualify for full medical coverage have the option to change their selected plan from a combined employee plus one and single coverage, or from a combined family and single coverage, or from separate single coverage, to family or employee plus one coverage at the same level. In doing so, the husband and wife shall be "held harmless" in their own premium expenses by switching. In other words, the combined husband and wife contributions for family (at the same level) coverage shall not exceed the previous employee premium expenses for separate policies as outlined above, if the plan design choice is the same. (In other words, this applies if one moves from two policies of the same to a single family policy of the same.)

Because multiple medical insurance plans exist, with employees opting for various options, and to ensure employees will not incur additional premium costs, "held harmless shall be defined as follows: the married couples who choose to convert their coverage at the same level shall have their premiums reduced by \$100 per month, or up to \$1,200 annually for medical coverage. Those already on a family plan (who have waived single coverage) shall have their out of pocket premium costs reduced by \$1,200 annually for medical insurance.

When each married employee is at the same medical plan level, and the couple converts to a family plan at that same medical level, they shall pay the same premium for family medical coverage that they paid with the two individual plans, minus \$1,200 annually for medical.

It is understood that employees may stay with their original plans at their respective rates. The option of switching to one family plan in lieu of separate plans is available to District #14 married couples for the 2023-2024 school year, and in no way is required or expected by the School District or Custodians or Custodian Engineers. This agreement shall be for the 2023-2024 year only, and does not set precedence for future contract years. Employees who qualify and opt to take this option are responsible for ensuring necessary paperwork is filed with the Human Resource Department.

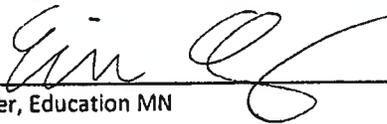
Custodians or Custodian Engineers Representative



Joseph Hamm, Union Steward

04/06/2023

Date



Erin Azer, Education MN

4/7/23

Date

Fridley School District #14 Representatives

School Board Chair

Date

School Board Clerk

Date

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding – **Heather Cole**, Independent School District 14, and the Fridley Education Association –knowingly and voluntarily agree to the following stipulations waiving the statutory probationary period:

- a. The parties acknowledge that Minnesota courts have determined that a teacher’s right to tenure can only be modified by mutual consent of the teacher and the School Board. *State v. ISD 810*, 109 N.W.2d 596, 602-03 and *Perry v. ISD 696*, 210 N.W.2d 283.
- b. That the probationary period for Heather Cole shall be extended for one year, the 2023-2024 school year, to permit the school district one additional probationary year in order for Heather Cole to earn the appropriate teaching license.
- c. The right to challenge this one-year extension of the probationary period is waived.
- d. The district has the right to non-renew after the 2023-2024 school year, by this agreement, the probationary period is extended to July 1, 2024. Heather Cole has no right to claim or bring action that she is a continuing contract teacher in the 2023-2024 School Year.
- e. This agreement does not set a precedent for other teachers or future similar situations in ISD 14.
- f. It is specifically understood and agreed that the acceptance of the considerations set for in this Memorandum is a full, final and complete agreement and does not constitute and shall be construed as any admission of wrongdoing, liability, or fault by any of the parties to this Memorandum of Understanding.
- g. This Memorandum of Understanding represents a full and complete agreement between the parties hereto. There are no covenants, promises or undertakings otherwise of this Memorandum other than as specifically set forth herein.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understanding and fully agree to each, all and every provision of this Memorandum and hereby acknowledge receipt of a copy of this Memorandum.

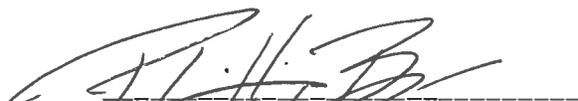
IN WITNESS WHEREOF: the Parties have executed this Agreement as follows:


Heather Cole

Date: 3/22/23

School Board Chair, ISD 14

Date: _____


Phil Boyd, FEA President

Date: 3/23/23

School Board Clerk, ISD 14

Date: _____

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding Samantha Stoesz, Independent School District 14, and the Fridley Education Association knowingly and voluntarily agree to the following stipulations waiving the statutory probationary period:

- a. The parties acknowledge that Minnesota courts have determined that a teacher’s right to tenure can only be modified by mutual consent of the teacher and the School Board. *State v. ISD 810*, 109 N.W.2d 596, 602-03 and *Perry v. ISD 696*, 210 N.W.2d 283.
- b. That the probationary period for Samantha Stoesz shall be extended for one year, the 2023-2024 school year, to permit the school district one additional probationary year to evaluate performance.
- c. The right to challenge this one-year extension of the probationary period is waived.
- d. The district has the right to non-renew after the 2023-2024 school year, i.e. by this agreement, the probationary period is extended to July 1, 2024. Samantha Stoesz has no right to claim or bring action that he is a continuing contract teacher in the 2023-2024 School Year.
- e. This agreement does not set a precedent for other teachers or future similar situations in ISD 14.
- f. It is specifically understood and agreed that the acceptance of the considerations set for in this Memorandum is a full, final and complete agreement and does not constitute and shall be construed as any admission of wrongdoing, liability, or fault by any of the parties to this Memorandum of Understanding.
- g. This Memorandum of Understanding represents a full and complete agreement between the parties hereto. There are no covenants, promises or undertakings otherwise of this Memorandum other than as specifically set forth herein.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understanding and fully agree to each, all and every provision of this Memorandum and hereby acknowledge receipt of a copy of this Memorandum.

IN WITNESS WHEREOF: the Parties have executed this Agreement as follows:

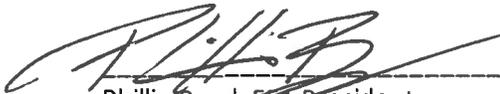


Samantha Stoesz

Date: 3/17/23

School Board Chair, ISD 14

Date: _____



Phillip Boyd, FEA President

Date: 3/23/23

School Board Clerk, ISD 14

Date: _____

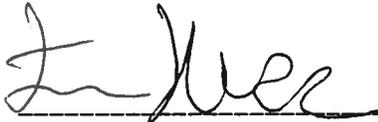
MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding Trevor Hess, Independent School District 14, and the Fridley Education Association knowingly and voluntarily agree to the following stipulations waiving the statutory probationary period:

- a. The parties acknowledge that Minnesota courts have determined that a teacher’s right to tenure can only be modified by mutual consent of the teacher and the School Board. *State v. ISD 810*, 109 N.W.2d 596, 602-03 and *Perry v. ISD 696*, 210 N.W.2d 283.
- b. That the probationary period for Trevor Hess shall be extended for one year, the 2023-2024 school year, to permit the school district one additional probationary year to evaluate performance.
- c. The right to challenge this one-year extension of the probationary period is waived.
- d. The district has the right to non-renew after the 2023-2024 school year, i.e. by this agreement, the probationary period is extended to July 1, 2024. Trevor Hess has no right to claim or bring action that he is a continuing contract teacher in the 2023-2024 School Year.
- e. This agreement does not set a precedent for other teachers or future similar situations in ISD 14.
- f. It is specifically understood and agreed that the acceptance of the considerations set for in this Memorandum is a full, final and complete agreement and does not constitute and shall be construed as any admission of wrongdoing, liability, or fault by any of the parties to this Memorandum of Understanding.
- g. This Memorandum of Understanding represents a full and complete agreement between the parties hereto. There are no covenants, promises or undertakings otherwise of this Memorandum other than as specifically set forth herein.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understanding and fully agree to each, all and every provision of this Memorandum and hereby acknowledge receipt of a copy of this Memorandum.

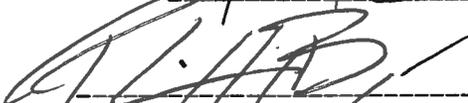
IN WITNESS WHEREOF: the Parties have executed this Agreement as follows:



Trevor Hess

Date:

3/17/23



Phillip Boyd, FEA President

Date:

3/23/23

School Board Chair, ISD 14

Date:

School Board Clerk, ISD 14

Date:

Anoka County Contract No. C0009857
JOINT POWERS AGREEMENT BETWEEN
ANOKA COUNTY AND FRIDLEY INDEPENDENT SCHOOL DISTRICT 14
FOR ELECTION SERVICES

This is a Joint Powers Agreement between the County of Anoka ("County") and Fridley Independent School District 14 ("School District") entered into pursuant to Minn. State. 471.59, for the provision of election services by Anoka County on behalf of the School District.

I. DURATION OF CONTRACT

This contract will be in effect for the period beginning on April 1, 2023 and ending on December 31, 2026 and will apply to any and all school district elections held during the duration of the contract.

II. CONTRACT RENEWAL AND TERMINATION

This contract may be renewed by written consent of the County and School District. This contract may be terminated with 30 days written notice by either party.

III. COUNTY RESPONSIBILITIES

Except as otherwise provided in this contract, the County will perform the statutory duties of School District Clerk, as related to the conduct of elections by performing the following service:

- A. Provide for retention of election records as required by statute;
- B. Recruit, train, and supervise staff to carry out the duties specified in this contract;
- C. Provide election-related information on the County web site;
- D. Administer campaign financial reporting activities;
- E. Perform duties of candidate filing officer, including acceptance of affidavits of candidacy and petitions;
- F. Perform post-election activities including preparation of notice of election, acceptance of office and oath of office; administer the oaths of office at a meeting of the school district board;
- G. Arrange for lease of voting equipment from other governmental units to be used at school district elections as necessary; negotiate lease agreements on behalf of the school district and forward to the school district for execution; ensure invoices are directed to the school district;
- H. Plan, organize, and administer the activities of all voting equipment system components and associated devices used in Anoka County precincts;
- I. Procure and administer agreements for programming, layout and printing of ballots for School District; ensure invoices are directed to the school district;
- J. Provide election forms, supplies, and other related materials for each polling place;
- K. Test ballot counters and ballot marking devices; conduct preliminary tests and public accuracy tests of voting systems utilized in the elections;
- L. Coordinate delivery of equipment and supplies to and from each polling place and in-person absentee voting location;
- M. Prepare and publish election notices; provide invoice to school district for publication costs;
- N. Mail to each household with a registered voter a notice as required by Minnesota Statutes §204B.16, subd. 1a; (polling places); provide invoice to school district for printing and mailing costs;
- O. Prepare and distribute statutorily required election notices for posting.
- P. Identify and arrange for the use of polling places for all school district elections; verify suitability and substantial compliance with federal and state accessibility requirements;
- Q. Set pay rate for election judges;
- R. Recruit, hire, train, assign, and pay Election Judges;
- S. Provide invoice to school district for reimbursement of Election Judges;

- T. Administer all provisions of MN Statute Chapter 204B related to absentee voting for all school district elections held under this contract;
- U. Provide voting stations for absentee voting;
- V. Compile and report election results and election statistics for dissemination to the appropriate canvassing boards and the public;
- W. Conduct recounts for the School District offices and ballot questions.

IV. SCHOOL DISTRICT RESPONSIBILITIES

The School District will perform the following election-related responsibilities for all School District elections held during the duration of this contract:

- A. Designate a person who will be the principal contact for the County;
- B. Retain permanent archive of election results;
- C. Prepare maps of school district election districts and precinct boundaries and provide to the county in electronic format and printed copies as requested;
- D. Provide final approval for polling place locations;
- E. Provide proof of general liability and worker's compensation insurance (Hold Harmless Agreement) to polling place administrators as requested.
- F. Reimburse county for election judge payments;
- G. Approve roster of election judges and provide for appointment by the School Board;
- H. Execute equipment lease agreements;
- I. Provide the information to be printed on the ballot required in Minnesota Statutes §126C.17, subdivision 9(a);
- J. Provide the title and text of School District questions to be placed on the ballot;
- K. Provide vehicles and personnel for delivery of equipment and supplies to each polling place as necessary or required;
- L. Prepare mailing lists and official notice to each property owner in the School District as required by Minnesota Statutes §126C.17, subdivision 9(b);
- M. Conduct official canvass of election results following each School District election.

VI. INDEMNIFICATION

Each Party agrees that it will be responsible for its own acts, including its agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party and the results thereof.

VII. LEGAL REPRESENTATION

The Anoka County Attorney's office will advise and represent the County in all election-related matters, except that the School District Attorney and/or designee will advise and represent the School District.

VIII. ELECTION COSTS AND PAYMENTS

The base cost of election services provided by the County to the School District under this agreement, for regularly scheduled school district general elections (as defined in MN Statutes 200.02), including special elections held concurrently with regularly scheduled general elections shall be \$2000 per precinct plus an itemized billing for the cost of ballot printing, legal notice publication costs, cost of election judge salaries, and printing.

The County shall submit an invoice to the School District for 50% of the base cost of election services for each general or special election upon receipt of the Official Notification of Election as required by MN Statute 205A.07 Subd. 3. Invoices for the balance of the base cost and the actual cost of other items and services covered by this contract shall be submitted to the School District no later than 60 days following each election.

In the event of early termination of this contract by the school district, Anoka County shall bill the school district and the school district shall be responsible for all costs incurred by the county under this agreement, up to and including the date notice of cancellation is received by the county.

IX. INDEPENDENT CONTRACTOR

It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County as the employee of the School District for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the School District. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law. Payment of federal income tax; FICA payments, and state income taxes are the responsibility of the County.

X. DATA PRACTICES

All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

XI. ENTIRE AGREEMENT

This contract shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF ANOKA

INDEPENDENT SCHOOL DISTRICT 14

By: _____

By: _____

Scott Schulte, Chair

Its: _____

County Board of Commissioners

Independent School District 14

Dated: _____

Dated: _____

APPROVED AS TO FORM

APPROVED AS TO FORM

By: _____

By: _____

County Attorney

School District Counsel

Dated: _____

Dated: _____

Certificate Of Completion

Envelope Id: B72D40FE86ED4C96BBABAB75B3936A1A	Status: Sent
Subject: Complete with DocuSign: Joint Powers Agreement for Election Services C0009857 ISD 14.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jenni Williams
Time Zone: (UTC-06:00) Central Time (US & Canada)	Anoka County Government Center
	2100 3rd Avenue
	Anoka, MN 55303
	Jenni.Williams@co.anoka.mn.us
	IP Address: 156.98.106.253

Record Tracking

Status: Original	Holder: Jenni Williams	Location: DocuSign
4/12/2023 8:50:02 AM	Jenni.Williams@co.anoka.mn.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Anoka County	Location: DocuSign

Signer Events

Signature	Timestamp
Ross Meisner	Sent: 4/12/2023 8:58:43 AM
ross.meisner@fridley.k12.mn.us	Viewed: 4/12/2023 10:12:41 AM
Security Level: Email, Account Authentication (Optional)	
Electronic Record and Signature Disclosure:	
Accepted: 4/12/2023 10:12:41 AM	
ID: 7677c52c-1d1d-4058-adc8-b3dd6317bfe9	

Maggie R. Wallner
 mwallner@kennedy-graven.com
 Security Level: Email, Account Authentication (Optional)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Scott Schulte
 Scott.Schulte@co.anoka.mn.us
 Security Level: Email, Account Authentication (Optional)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Jason Stover
 jason.stover@co.anoka.mn.us
 Security Level: Email, Account Authentication (Optional)
Electronic Record and Signature Disclosure:
 Accepted: 3/30/2023 4:05:24 PM
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Glenna Anderson

Glenna.Anderson@co.anoka.mn.us

Security Level: Email, Account Authentication
(Optional)

Electronic Record and Signature Disclosure:

Accepted: 6/3/2021 4:37:13 PM

ID: 3cf126f1-a403-4704-aac1-1a7a4d625e67

Jenni Williams

jenni.williams@co.anoka.mn.us

Security Level: Email, Account Authentication
(Optional)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent

Hashed/Encrypted

4/12/2023 8:58:43 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

The following information constitutes Anoka County's (we, us or Company) written notices or disclosures relating to your use of DocuSign in relation to Anoka County's license. Described below are the terms and conditions for providing notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (30 days) after the documents are first sent to you. At any time, if you request paper copies of any documents, you may be charged a fee. You may request paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices, disclosures and documents from us electronically, you may change your mind and tell us that going forward you want to receive documents only in paper format. Please note, processing time will be slowed down dramatically as we will be required to print and send the document through the mail and await your return of the documents. The process to change the method of receipt is described below.

All notices and disclosures will be sent to you electronically

Upon your acceptance to receive electronic notifications, all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you will be provided electronically through the DocuSign system. All of the required documents will be provided to you at the address that you have given us.

How to contact Anoka County:

You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are

changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us

Phone: (763)-324-4110

Address: Anoka County Government Center
Attn: Information Technology, #300
2100 3rd Avenue
Anoka, MN 55303

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

ACKNOWLEDGEMENT

To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.



A World-Class Community of Learners

Fridley Public Schools is committed to creating a welcoming, respectful environment that provides an equitable and inclusive education for each student, staff and community member by ensuring that opportunities, access, and resources are aligned to support the growth and academic achievement of each student.

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for the school and building administrators, school employees, students, School Board members, and community members to address a wide range of potential crisis situations in the school district. The Fridley School District develops building-specific crisis management plans for each school building in the district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the School Board for review and approval along with the district Emergency Crisis Management Guide. Upon approval by the School Board, such crisis management plans shall be an addendum to this Crisis Management Policy. The Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. **General Crisis Procedures:** The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis

setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the Building Crisis Response Team. A secondary method of communication should be included when the primary method of communication is inoperable. Each building will have access to an Emergency Crisis Management Guide to assist in the development of the building-specific crisis management plans. Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock down procedures will be used in situations where harm may result to persons inside the school building, such as shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator/designee. The building administrator or designee will announce the lock down over the public address system or other designated system. Code words will not be used. Provision for emergency evacuation will be maintained even in the event of a lock down. Each building administrator will submit lock down procedures for the building as part of the building-specific crisis management plan. Each building will conduct five lock-down drills each school year.
 - b. Evacuation Procedures. Evacuation of classrooms and buildings shall be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.) visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day. Each building will conduct five fire drills and one tornado drill each school year.
 - c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for the building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures: The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-

sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. Building Crisis Response Teams

- a. **Composition.** The building administrator in each school building will select a building crisis response team that will be trained to respond to emergency situations. All building crisis response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, building crisis response teams will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of building crisis response team members which will be updated annually. The building administrator and alternative designees will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office.
- b. **Leaders.** The building administrator or designee will serve as the leader of the building crisis response team and will be the primary contact for the emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the building crisis response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. **District Employees:** Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific management plan shall include the method and date of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plan and shall receive periodic training on plan implementation.

A World-Class Community of Learners

2. **Students and Parents:** Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparation for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice situations using primary evacuation and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances ~~(e.g. lunchtime, recess, and during assemblies)~~. State law requires a minimum of five drills each school year.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g. receptionist, head custodian, etc.). The school district also will designate an administrator or designee to meet local fire or law enforcement agents upon their arrival.

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- C. **Facility Diagrams and Site Plans:** All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.
- D. **Emergency Telephone Numbers:** Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be on file in the Emergency Crisis Management Guide and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will be set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

- E. **Warning Systems:** The school district shall maintain a warning system designed to inform students, employees, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.

It shall be the responsibility of the building principal to inform students and employees of the system and the means by which the system is used to identify a specific crisis or emergency situation. Each building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

- F. **Early School Closure Procedures:** The superintendent will make decisions about closing schools or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for each school closure (e.g. weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff,

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students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to ~~listen to designated local radio~~ check the district website, social media, and local TV stations for school closing announcements, where possible.

- G. Media Procedures: The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.
- H. Behavioral Health Crisis Intervention Procedures: Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting or suicide. The behavioral health crisis intervention procedures shall include the following steps:
1. Administrator will meet the relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
 2. Designate specific rooms as private counseling areas.
 3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
 4. Prohibit media from interviewing or questioning students or staff.
 5. Provide follow-up services to students and staff who received counseling.
 6. Resume normal school routines as soon as possible.
- I. Long Term Recovery Intervention Procedures: Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:
1. Physical/structural recovery
 2. Fiscal recovery
 3. Academic recovery
 4. Social/emotional recovery



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IV. PROCEDURES INCLUDED IN THIS POLICY

Procedures for the various emergencies listed below are included in the Emergency Crisis Management Guide. After approval by the School Board, these adopted procedures will become an addendum to the Crisis Management Policy.

- A. Assault and Rape
- B. Bomb Threats
- C. Building Security
- D. Bus Accidents
- E. Chemical or Biological Threat
- F. Child Abuse
- G. Childnapping
- H. Civil Defense Alert
- I. Death
- J. Demonstrations/Disturbances
- K. Emergency Phone Numbers
- L. Evacuation/Relocation
- M. Fight/Disturbance
- N. Fire
- O. Hazardous Material Emergency
- P. Highly Contagious Serious Illness or Pandemic Flu
- Q. Intruder/Hostage
- R. Lock-down
- S. Media Procedures
- T. Medical Emergencies
- U. Phone Threats
- V. Post-crisis
- W. Sex Offenders
- X. School Emergency Response Team
- Y. Shelter-in-place
- Z. Shooting
- AA. Suicide
- BB. Utility Emergencies
- CC. Vandalism/Burglary
- DD. Weapons
- EE. Weather Related Emergencies

V. MISCELLANEOUS PROCEDURES

- A. Chemical Accidents
Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pools areas, and custodial closets.



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B. Visitors

The school district shall implement procedures mandating visitor sign in for visitors in school buildings (See also Policy 903)

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules, Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References:

Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Policy 903 (Visitors to the School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

School Board Action:

Approved September 19, 2000



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Revised June 18, 2002

Revised August 15, 2006

Revised December 16, 2008

Revised August 21, 2012

Revised May 21, 2019

Revised June 15, 2021

Revised for first reading April 18, 2023

Annual Review:

<u>Month</u>	<u>Year</u>	<u>Notes</u>
January	2022	Reviewed / No changes
<u>April/May</u>	<u>2023</u>	<u>Reviewed / Revised</u>

First Reading