



## South St. Paul School Board Meeting

Monday, July 22, 2024 6:00 PM

CITY HALL, 125 THIRD AVENUE NORTH, South St Paul, Minnesota 55075

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### I. ROLL CALL and PLEDGE OF ALLEGIANCE

### II. APPROVAL OF MEETING AGENDA/MINUTES

II.A. School Board Meeting Agenda, July 22, 2024

II.B. Work Session and Regular Meeting Minutes, June 24, 2024

### III. QUALITY-IN-ACTION and REPORTS

III.A. **Quality-in-Action:** Robin Schwab will highlight the 2024-Summer Learning Academy. (A. Winter)

III.B. **Report:** Vice Chair Anne Claflin will highlight the Stakeholder Comments to the Board submissions. (A. Claflin)

III.C. **Report:** School Board members will highlight items from the Board's Work Sessions. (Board)

III.D. **Report:** Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)

### IV. CONSENT ITEMS

IV.A. Financial Claims: Bills Payable

IV.B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

### V. POLICY APPROVAL - *Policies that are on their final reading and approval.*

V.A. #506 Student Discipline

V.B. #507 Corporal Punishment and Prone Restraint

V.C. #605 Alternative Educational Services

V.D. #607 Organization of Grade Levels

V.E. #610 Field Trips

V.F. #507.5 School Resource Officers

### VI. BUSINESS ITEMS

VI.A. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Hoffman)

VI.B. Approval, for the South St. Paul School Board to approve the purchase of Display Boards and authorize the Superintendent and Finance Director to enter into a lease purchase agreement. (B. Hoffman)

VI.C. Approval, for the South St. Paul School Board to approve scheduling a special work session on Monday, July 29, 2024 at 5:00 PM. (L. Brandecker)

VI.D. Approval, for the South St. Paul School Board to approve the Resolution Relating to the Election of School Board Members and Calling the School District Election (L. Brandecker)

VI.E. Approval, for the South St. Paul School Board to approve the Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections. (L. Brandecker)

## VII. INFORMATIONAL ITEMS

VII.A. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

## VIII. CLOSED SESSION

VIII.A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D.05 subdivision 3(b)) for the confidential discussion with the Board's attorney to discuss a pending Minnesota Department of Human Rights Charge.

VIII.B. Adjourn the Closed Session

## IX. ADJOURNMENT

## **SOUTH ST. PAUL PUBLIC SCHOOLS**

### **Special School District No. 6**

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Work Session - June 24, 2024

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the South St. Paul City Hall Conference Room on Monday, June 24, 2024. Chair John Raasch called the meeting to order at 5:01 PM with five Board members present: Claflin, W. Felton, Humann, Raasch, and Weber. Directors T. Felton and Laliberte were absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

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#### **Public Relations and Community Engagement**

Board members discussed the upcoming Kaposia Days parade and other events and opportunities to engage with the SSP community.

#### **Board Committee Updates**

Board members provided updates on the various committees in which they serve.

#### **Adjourn**

The South St. Paul School Board adjourned their June 24, 2024 work session at 5:47 PM.

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Official Board Minutes are available in the  
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
Board of Education

## SOUTH ST. PAUL PUBLIC SCHOOLS

### Special School District No. 6

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JUNE 24, 2024

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, June 24, 2024. Chair John Raasch called the meeting to order at 6:00 PM with five Board members present for roll call: Claflin, W. Felton, Humann, Raasch, and Weber. Directors T. Felton and Laliberte were absent. Superintendent Dr. Zambreno and several staff and community members were also present.

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#### **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

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#### **MINUTES**

By Director Humann

Seconded by Director Claflin

That the South St. Paul School Board approves the June 24, 2024, School Board meeting agenda as well as minutes from the May 28, 2024, work session and regular meetings, and the January 10, 2024, work session.

Motion carried (5-0)

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#### **QUALITY-IN-ACTION AND REPORTS**

*Quality-in-Action* - Superintendent Zambreno highlighted the District's ongoing work and commitment to safety and security. Superintendent Zambreno also introduced the collaborative initiative between South St. Paul Public Schools and the City of South St. Paul that establishes a foundational set of core values that reflect the aspirations, priorities, and shared vision for our schools and SSP community.

*Report* - There was an online submission that requested information and discussion on security cameras. One attendee requested the Board review Policy #402 - Disability NonDiscrimination Policy.

*Work Session Report* - Highlights were provided of the School Board's discussion at their June 10 and 24 work sessions. Items discussed were the Student Rights and Responsibilities Handbook, School Board election resolutions and FY25 budget.

*Superintendent Report* - Superintendent Zambreno provided highlights from around the district.

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## **CONSENT ITEMS**

By Director W. Felton

Seconded by Director Humann

A. Financial Claims - Bills Payable

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

Motion Carried (5-0)

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## **BUSINESS ITEMS**

By Director Humann

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the 2024-25 Resolution for Membership in the Minnesota State High School League.

Motion carried 5 yeas - Weber, W. Felton, Claflin, Humann, and Raasch  
0 nays

By Director Weber

Seconded by Director Humann

Approval, for the South St. Paul School Board to approve the girls' swimming cooperative agreement with Minnehaha Academy and Cristo-Rey beginning with the 2024-25 school year.

Motion carried (5-0)

By Director Humann

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the 2024-25 Student Teaching Agreement between Bemidji State University and South St. Paul Public Schools.

Motion carried (5-0)

By Director W. Felton

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the Independent Contract Agreement for the time period of July 1, 2024 to June 30, 2025.

Motion carried (5-0)

By Director Humann

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the 2024-25 Student Rights and Responsibilities Handbook.

Motion carried (5-0)

By Director Claflin

Seconded by Director W. Felton

Approval, for the South St. Paul School Board to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy.

Motion carried 5 yeas - W. Felton, Claflin, Humann, Weber, and Raasch  
0 nays

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By Director Humann

Seconded by Director W. Felton

Approval, for the South St. Paul School Board to approve the Gifts Report

Motion carried (5-0)

By Director Humann

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the Long-Term Facilities Maintenance for South St. Paul Public Schools.

Motion carried (5-0)

By Director W. Felton

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the FY25 Budget

Motion carried (5-0)

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### **INFORMATIONAL ITEMS**

School Board members reported on various educational activities/events in which they have participated as well as other informational items.

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### **ADJOURN**

By Director Humann

Seconded by Director Claflin

Approval, for the South St. Paul School Board to adjourn the June 24, 2024, meeting at 7:13 PM.

Motion carried (5-0)

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Official Board Minutes are available in the  
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
Board of Education



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Place on Agenda:** Regular Meeting Reports

**Action Requested:** None

**Attachment:** None

**Topic:** Stakeholder Comments to the Board

**Presenter(s):** Board Chair

At the Work Session and Regular Business Meeting, the Board Chair will provide an overview of the Stakeholder Comments to the Board submissions.

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Stakeholder Comments to the Board sessions are held at the District Office (104 - 5th Avenue South) beginning at 6:30PM.
- **Electronic form Submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Stakeholder Comment tot the Board.
  - Form submissions will be acknowledged by the Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Stakeholder Comment to the Board form.

*Passionate Learners Positively Changing Our World*



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Work Session Meeting Update
<b>Presenter(s):</b> Board
<b>Background:</b> School Board members will highlight items from the Work Session meeting.
<b>Recommendation:</b> N/A
<b>Alternatives:</b> N/A

*Passionate Learners Positively Changing Our World*



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Superintendent's Update
<b>Presenter(s):</b> Dr. Brian Zambreno, Superintendent
<b>Background:</b>  Superintendent Zambreno will provide highlights from around the District.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



**Meeting Date:** July 22, 2024

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

<b>Topic:</b> Financials – Bills Payable
<b>Presenter(s):</b> Chair
<b>Background:</b>  It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.
<b>Recommendation:</b>  Administration recommends the approval of the attached financial statement.
<b>Alternatives:</b>  N/A

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NUMBER	TYP	AMOUNT	DATE	VENDOR
197535	V	-69.65	06/30/2024	KELLY, DAWN
197868	V	-145.58	06/30/2024	BALSIMO, RINA
198166	V	-92.00	06/30/2024	HILL, WESLEY
198430	V	-80.00	06/30/2024	OLSON, BREANNA
199353	V	-36.30	06/30/2024	GOETSCH, FRANCINE
199413	V	-75.00	06/30/2024	WALLACE, DYLAN
200566	V	-72.00	06/30/2024	AT YOUR PACE ONLINE
200685	V	-20.00	06/30/2024	BOUDOURIS, KASEY
200863	V	-20.00	06/30/2024	LUNDBLAD-DAHL, DANIELLE
201161	V	-25.00	06/30/2024	MCDOWELL, CYNTHIA
201550	V	-89.00	06/30/2024	WEVIDEO USA
201963	V	-95.00	06/30/2024	INGRAM, BRIAN
202450	V	-165.00	06/30/2024	DRAMATISTS PLAY SERVICES INC
202456	V	-90.00	06/30/2024	KELLY, NICOLE
202606	V	-90.00	06/30/2024	KELLY, DAWN
202735	V	-128.00	06/30/2024	ST PAUL INDOOR TENNIS CLUB
203077	V	-243.93	06/30/2024	BRIESE, RYAN
203183	V	-2.60	06/30/2024	ORELLANA, RAMON
203191	V	-13.20	06/30/2024	BERSCHNEIDER, JON
206131	R	4,000.00	06/27/2024	A&C KITCHEN SERVICES
206132	R	261.00	06/27/2024	ADVANCED SPORTSWEAR LLC
206133	R	4,152.84	06/27/2024	AMAZON CAPITAL SERVICES
206134	R	600.00	06/27/2024	BARNHART, NORMAN
206135	R	1,783.34	06/27/2024	BEVSO
206136	R	638.58	06/27/2024	BIMBO BAKERIES USA
206137	R	1,950.69	06/27/2024	BIX PRODUCE COMPANY
206138	R	199.59	06/27/2024	CINTAS
206139	R	460.04	06/27/2024	CINTAS
206140	R	210.00	06/27/2024	CONVERGINT TECHNOLOGIES LLC
206141	R	363.90	06/27/2024	FIRST SUPPLY LLC - TWIN CITIES
206142	R	195.14	06/27/2024	GERLACH OUTDOOR POWER EQUIPMENT
206143	R	920.58	06/27/2024	GOODIN COMPANY
206144	R	81.56	06/27/2024	GRAINGER INC
206145	R	5,713.38	06/27/2024	GREAT RIVER PRINTING SERVICES
206146	R	1,014.48	06/27/2024	HORIZON COMMERCIAL POOL SUPPLY
206147	R	194,011.58	06/27/2024	IND SCHOOL DISTRICT 197/COMMUNITY ED
206148	R	63,484.00	06/27/2024	IND SCHOOL DISTRICT 199/COMMUNITY ED
206149	R	112.50	06/27/2024	INFINITE HEALTH COLLABORATIVE
206150	R	930.00	06/27/2024	KRISTIN DAVIS LAW LLC
206151	R	1,670.00	06/27/2024	LINDENMEYR MUNROE
206152	R	127.38	06/27/2024	MCMASTER-CARR SUPPLY COMPANY
206153	R	5,850.00	06/27/2024	MERIDIAN CONSULTING/DAVID SLOMKOWSKI
206154	R	1,706.36	06/27/2024	MINNEHAHA ACADEMY
206155	R	45.00	06/27/2024	MINNESOTA CLAY USA
206156	R	14,462.00	06/27/2024	NAC
206157	R	484.00	06/27/2024	NEW WAY HYPNOSIS CLINIC INC
206158	R	143.04	06/27/2024	PLUNKETT'S PEST CONTROL
206159	R	219.74	06/27/2024	PROPIO LS LLC
206160	R	6,682.00	06/27/2024	R.M. COTTON COMPANY
206161	R	46.93	06/27/2024	SCHOOL SPECIALTY LLC
206162	R	804.00	06/27/2024	ST CROIX PREPARATORY ACADEMY
206163	R	21,243.49	06/27/2024	TEACHERS ON CALL
206164	R	813.41	06/27/2024	TRIO SUPPLY CO
206165	R	156.73	06/27/2024	UNITED REFRIGERATION INC
206166	R	8,702.39	06/27/2024	UPPER LAKES FOODS
206167	R	1,709.70	06/27/2024	VOSS LIGHTING

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NUMBER	TYP	AMOUNT	DATE	VENDOR
206168	R	103.19	06/27/2024	WENGER CORPORATION
206169	R	4,141.94	06/27/2024	XCEL ENERGY
206170	R	426.36	06/27/2024	CHILD SUPPORT SERVICES DIVISION
206171	R	138,891.28	06/27/2024	IND SCHOOL DISTRICT #199
206172	R	438.50	06/27/2024	LOCAL #70
206173	R	885.00	06/27/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
206174	R	80.00	06/27/2024	NCPERS GROUP LIFE INS
206175	R	176.25	06/27/2024	OFFICE AND PROF EMPLOYEES UNION
206176	R	5.00	06/27/2024	SOUTH ST PAUL OPEN FOUNDATION
206177	R	60.00	06/27/2024	SOUTH ST PAUL EDUCATION FOUNDATION
206178	R	8,010.00	06/27/2024	A+ DRIVING SCHOOL
206179	R	223.93	06/27/2024	AMAZON CAPITAL SERVICES
206180	R	1,701.00	06/27/2024	BAXTER, ROBIN
206181	R	1,172.00	06/27/2024	DASH SPORTS LLC
206182	R	360.00	06/27/2024	GUTZMAN, DEB
206183	R	4,912.79	06/27/2024	HASTINGS BUS COMPANY
206184	R	560.00	06/27/2024	HOFFMANN, LINDA
206185	R	78,154.30	06/27/2024	INVER HILLS COMMUNITY COLLEGE
206186	R	12,030.00	06/27/2024	LAKE CITY TRANSPORTATION LLC
206187	R	324.00	06/27/2024	LILY OF THE LIGHT LLC
206188	R	12,220.00	06/27/2024	NORTHLINE TRANSPORTATION
206189	R	375.00	06/27/2024	OVERELL, STEPHANIE
206190	R	1,351.83	06/27/2024	RATWIK, ROSZAK & MALONEY PA
206191	R	287.07	06/27/2024	SCHLEMMER, MONICA
206192	R	95.69	06/27/2024	SCOTT, JENNIFER
206193	R	8,333.34	06/27/2024	SOUTH ST PAUL EDUCATION FOUNDATION
206194	R	4,581.23	06/27/2024	SQUIRES WALDSPURGER & MACE PA
206195	R	149.99	07/01/2024	CATALYST SOURCING SOLUTIONS
206196	R	800.00	07/01/2024	CENTER FOR INTERACTIVE LEARNING AND COLL
206197	R	415.17	07/01/2024	EDUCATORS BENEFIT CONSULTANTS LLC
206198	R	14,216.83	07/01/2024	FRONTLINE TECHNOLOGIES GROUP LLC
206199	R	47,333.00	07/01/2024	INFINITE CAMPUS
206200	R	220.00	07/01/2024	MASBO
206201	R	1,675.00	07/01/2024	MESPA
206202	R	336,294.85	07/01/2024	MINNESOTA INSURANCE SCHOLASTIC TRUST
206203	R	11,750.00	07/01/2024	MN SCHOOL BOARDS ASSOCIATION
206204	R	18,519.09	07/01/2024	SERGEANT LABORATORIES INC
206205	R	207,976.00	07/01/2024	SFM
206206	R	39,179.00	07/01/2024	SKYWARD ACCOUNTING DEPT
206207	R	12,082.73	07/01/2024	SPEED FORMS
206208	R	1,340.00	07/03/2024	A+ DRIVING SCHOOL
206209	R	13.08	07/03/2024	ACE HARDWARE & PAINT
206210	R	952.65	07/03/2024	AMAZON CAPITAL SERVICES
206211	R	340.00	07/03/2024	AMPERSAND THERAPY LLC
206212	R	743.00	07/03/2024	BRIDGEPOINT GLASS
206213	R	7,718.93	07/03/2024	BSI MECHANICAL INC
206214	R	55.03	07/03/2024	CINTAS
206215	R	437.50	07/03/2024	COMMERCIAL KITCHEN SERVICES
206216	R	242.40	07/03/2024	FIRST SUPPLY LLC - TWIN CITIES
206217	R	127.14	07/03/2024	GRAINGER INC
206218	R	61.41	07/03/2024	MCMASTER-CARR SUPPLY COMPANY
206219	R	6,025.00	07/03/2024	MINNESOTA SODDING COMPANY
206220	R	3,050.00	07/03/2024	NDC4 CABLE COMMISSION
206221	R	792.00	07/03/2024	NETWORK SERVICES COMPANY
206222	R	1,612.00	07/03/2024	NORTHLINE TRANSPORTATION
206223	R	35.15	07/03/2024	PEDERSON, LAINA

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NUMBER	TYP	AMOUNT	DATE	VENDOR
206224	R	330.26	07/03/2024	PLUNKETT'S PEST CONTROL
206225	R	21.90	07/03/2024	PROFESSIONAL WIRELESS COMMUNICATIONS
206226	R	950.00	07/03/2024	RATZ, KIM
206227	R	5.00	07/03/2024	ROSENGREN, LISA
206228	R	14,529.17	07/03/2024	SAFEWAY BUS COMPANY
206229	R	255.40	07/03/2024	T-MOBILE
206230	R	11,382.20	07/03/2024	UNITED REFRIGERATION INC
206231	R	426.36	07/16/2024	CHILD SUPPORT SERVICES DIVISION
206232	R	438.50	07/16/2024	LOCAL #70
206233	R	885.00	07/16/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
206234	R	176.25	07/16/2024	OFFICE AND PROF EMPLOYEES UNION
206235	R	5.00	07/16/2024	SOUTH ST PAUL OPEN FOUNDATION
206236	R	60.00	07/16/2024	SOUTH ST PAUL EDUCATION FOUNDATION
206237	R	931.04	07/16/2024	ACADEMY OF HOLY ANGELS
206238	R	5,940.00	07/16/2024	ACTIVE INTERNET TECHNOLOGIES
206239	R	500.40	07/16/2024	ADWEAR SPECIALTIES INC
206240	R	4,641.93	07/16/2024	ALLSTREAM
206241	R	4,698.19	07/16/2024	AMAZON CAPITAL SERVICES
206242	R	871.25	07/16/2024	AMPERSAND THERAPY LLC
206243	R	19,500.00	07/16/2024	ARTHUR J. GALLAGHER RISK MGMT
206244	R	4,972.10	07/16/2024	ARVIG
206245	R	8,329.00	07/16/2024	ASSOC OF METROPOLITAN SCHOOL DISTRICTS
206246	R	58.67	07/16/2024	BEHM, VALERIE
206247	R	174.80	07/16/2024	BEREA LUTHERAN
206248	R	950.00	07/16/2024	BOND TRUST SERVICES CORPORATION
206249	R	74,753.24	07/16/2024	CDW GOVERNMENT INC
206250	R	881.36	07/16/2024	CHESTERTON ACADEMY OF THE ST CROIX
206251	R	65.00	07/16/2024	CITICARGO & STORAGE
206252	R	10,015.25	07/16/2024	CITY OF SOUTH ST PAUL - UTILITIES
206253	R	297.00	07/16/2024	CITY OF MENDOTA HEIGHTS
206254	R	3,481.28	07/16/2024	COMMUNITY OF SAINTS
206255	R	22,058.90	07/16/2024	COMPUTER INTEGRATION TECHNOLOGIES
206256	R	628.00	07/16/2024	CONQUER NINJA GYMS
206257	R	1,373.00	07/16/2024	CONVERGINT TECHNOLOGIES LLC
206258	R	1,454.70	07/16/2024	CPI
206259	R	3,479.44	07/16/2024	CRETIN-DERHAM HALL
206260	R	2,011.12	07/16/2024	CROWN OF LIFE
206261	R	60.00	07/16/2024	CROWN TROPHY
206262	R	137.23	07/16/2024	CULLIGAN-MILBERT COMPANY
206263	R	114.85	07/16/2024	DECKER EQUIPMENT
206264	R	23,536.00	07/16/2024	DOOR SERVICE COMPANY OF THE TWIN CITIES
206265	R	918.00	07/16/2024	EPIC SPECIAL EDUCATION STAFFING
206266	R	298.08	07/16/2024	FIRST BAPTIST SCHOOL
206267	R	817.30	07/16/2024	FIRST SUPPLY LLC - TWIN CITIES
206268	R	662.06	07/16/2024	FLINN SCIENTIFIC INC
206269	R	1,804.78	07/16/2024	G & B ENVIRONMENTAL INC
206270	R	696.87	07/16/2024	GERTEN GREENHOUSES & GARDEN CENTER
206271	R	6,502.00	07/16/2024	GO2 PRINT MEDIA GROUP
206272	R	50.05	07/16/2024	GRAINGER INC
206273	R	3,693.08	07/16/2024	GRAPHIC EDGE DBA GAME ONE
206274	R	7,020.00	07/16/2024	GREAT MINDS PBC
206275	R	588.50	07/16/2024	GROVES ACADEMY
206276	R	80.00	07/16/2024	HAMLIN UNIVERSITY/TRUSTEES
206277	R	912.64	07/16/2024	HAND-IN-HAND
206278	R	1,659.68	07/16/2024	HILL-MURRAY SCHOOL
206279	R	206,219.20	07/16/2024	IND SCHOOL DISTRICT 197/COMMUNITY ED

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NUMBER	TYP	AMOUNT	DATE	VENDOR
206280	R	22,064.93	07/16/2024	IND SCHOOL DISTRICT 199/COMMUNITY ED
206281	R	6,492.00	07/16/2024	INFINITE CAMPUS
206282	R	249.38	07/16/2024	JOSTENS
206283	R	876.91	07/16/2024	KWIK TRIP EXTENDED NETWORK
206284	R	939.00	07/16/2024	LIND MARKETING
206285	R	86.53	07/16/2024	MAC ENTERPRISES LLC
206286	R	885.00	07/16/2024	MASSP
206287	R	116.20	07/16/2024	MATEUS BUTIAGO, JULIETH
206288	R	4,752.00	07/16/2024	MATH LEARNING CENTER
206289	R	63.59	07/16/2024	MCMASTER-CARR SUPPLY COMPANY
206290	R	1,118.00	07/16/2024	MEDICINE LAKE TOURS
206291	R	25.24	07/16/2024	MIDWEST MACHINERY CO
206292	R	1,208.00	07/16/2024	MN ADMINISTRATORS FOR SPECIAL EDUCATION
206293	R	200.00	07/16/2024	MN DEPT OF LABOR & INDUSTRY
206294	R	70.00	07/16/2024	MN STATE HIGH SCHOOL LEAGUE
206295	R	268.64	07/16/2024	MN WALDORF SCHOOL
206296	R	144.00	07/16/2024	MOHN, MONICA
206297	R	1,680.00	07/16/2024	MOUNT CARMEL PUBLISHING
206298	R	3,822.66	07/16/2024	MUSKEGON HEIGHTS SOLAR LLC
206299	R	1,181.28	07/16/2024	NATIVITY OF OUR LORD
206300	R	1,161.04	07/16/2024	NEW LIFE ACADEMY
206301	R	6,280.62	07/16/2024	NITTI SANITATION
206302	R	1,160.64	07/16/2024	NORTHLINE TRANSPORTATION
206303	R	85.66	07/16/2024	OXYGEN SERVICE CO INC
206304	R	17,235.28	07/16/2024	PARENTSQUARE
206305	R	1,812.51	07/16/2024	PITNEY BOWES INC PURCHASE POWER
206306	R	2.95	07/16/2024	PROPIO LS LLC
206307	R	907.12	07/16/2024	PROVIDENCE ACADEMY
206308	R	20.00	07/16/2024	RAINBOW TAXI
206309	R	660.00	07/16/2024	RAPTOR TECHNOLOGIES
206310	R	25,771.21	07/16/2024	RENAISSANCE LEARNING INC
206311	R	790.75	07/16/2024	RENT N SAVE
206312	R	31.50	07/16/2024	RINALDI, LINDA
206313	R	3.16	07/16/2024	SCHOOL SPECIALTY LLC
206314	R	346.30	07/16/2024	SHERWIN WILLIAMS CO
206315	R	10,340.80	07/16/2024	ST AGNES SCHOOL
206316	R	1,363.44	07/16/2024	ST ANNE'S ACADEMY
206317	R	5,093.12	07/16/2024	ST CROIX LUTHERAN ACADEMY
206318	R	8,210.08	07/16/2024	ST JOSEPH'S SCHOOL
206319	R	39.52	07/16/2024	ST PAUL PIONEER PRESS
206320	R	312.80	07/16/2024	ST THOMAS ACADEMY
206321	R	978.00	07/16/2024	STRAUSS SKATES & BICYCLES
206322	R	89.95	07/16/2024	TRACTOR SUPPLY CREDIT PLAN
206323	R	2,719.52	07/16/2024	TRINITY AT RIVER RIDGE
206324	R	905.28	07/16/2024	UNITY HIGH SCHOOL
206325	R	133.95	07/16/2024	VESTIS GROUP INC
206326	R	85.00	07/16/2024	WITTROCK, STEPHEN
206327	R	52,770.30	07/16/2024	XCEL ENERGY
202300618	W	56,770.16	06/28/2024	MINNESOTA PAYROLL TAXES
202300619	W	336,710.54	06/28/2024	FEDERAL PAYROLL TAXES
202300620	W	820.35	06/28/2024	MN DEPT OF REVENUE
202300621	W	35,526.74	06/28/2024	PERA
202300622	W	51,737.98	06/28/2024	TSA/ACH DEDUCTION
202300623	W	197,378.11	06/28/2024	TEACHER RETIREMENT ASSOCIATION
202300624	W	34.87	06/28/2024	MINNESOTA PAYROLL TAXES
202300625	W	2,905.30	06/28/2024	FEDERAL PAYROLL TAXES

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NUMBER	TYP	AMOUNT	DATE	VENDOR
202300626	W	2,732.16	06/28/2024	TEACHER RETIREMENT ASSOCIATION
202300627	W	0.00	06/28/2024	MINNESOTA PAYROLL TAXES
202300628	W	0.00	06/28/2024	FEDERAL PAYROLL TAXES
202300630	W	995.12	06/05/2024	SAM'S CLUB
202300631	W	92.08	06/05/2024	FAST SIGNS
202300632	W	5,123.54	06/05/2024	BMO HARRIS BANK - CREDIT CARD
202300633	W	125.00	06/05/2024	MASMS
202300634	W	935.51	06/05/2024	AMAZON.COM
202300635	W	1,758.34	06/05/2024	WALMART P-CARD
202300636	W	246.24	06/05/2024	CUB FOODS
202300637	W	43.56	06/05/2024	MENARDS
202300638	W	455.47	06/05/2024	TARGET BANK
202300639	W	1,050.00	06/05/2024	MATH LEARNING CENTER
202300640	W	136.00	06/05/2024	THE ART OF EDUCATION
202300641	W	599.25	06/05/2024	SAGE PUBLISHING
202300642	W	5,432.00	06/05/2024	VALLEYFAIR
202300643	W	559.30	06/05/2024	BOCA CHICA
202300644	W	21.90	06/05/2024	KNOWLAN'S
202300645	W	718.96	06/05/2024	CASAS
202300646	W	153.00	06/05/2024	ADVANCED SPORTSWEAR LLC
202300647	W	800.00	06/05/2024	THE COOP
202300648	W	170.00	06/05/2024	ED'S TROPHIES
202300649	W	340.88	06/05/2024	COSSETTA'S
202300650	W	39.00	06/05/2024	SHOPIFY
202300651	W	10,510.19	06/30/2024	MEDSURETY
202300652	W	198.00	06/17/2024	HEALTH PARTNERS
202300653	W	77,578.49	06/24/2024	HEALTH PARTNERS
202400001	W	92,740.30	07/01/2024	HEALTH PARTNERS
202400002	W	12,328.63	07/15/2024	MINNESOTA PAYROLL TAXES
202400003	W	69,406.16	07/15/2024	FEDERAL PAYROLL TAXES
202400004	W	20,261.20	07/15/2024	PERA
202400005	W	11,116.20	07/15/2024	TSA/ACH DEDUCTION
202400006	W	20,432.93	07/15/2024	TEACHER RETIREMENT ASSOCIATION
202400007	W	33,040.94	07/14/2024	MINNESOTA PAYROLL TAXES
202400008	W	197,351.64	07/14/2024	FEDERAL PAYROLL TAXES
202400009	W	726.05	07/14/2024	MN DEPT OF REVENUE
202400010	W	16,358.23	07/14/2024	PERA
202400011	W	40,970.63	07/14/2024	TSA/ACH DEDUCTION
202400012	W	124,497.20	07/14/2024	TEACHER RETIREMENT ASSOCIATION
202400013	W	0.00	07/15/2024	MINNESOTA PAYROLL TAXES
202400014	W	0.00	07/15/2024	FEDERAL PAYROLL TAXES
232400625	A	90.00	06/27/2024	AHSENMACHER WINTER, AMY
232400626	A	90.00	06/27/2024	BARTER, ANDREW
232400627	A	90.00	06/27/2024	BAUER, MEREDITH
232400628	A	90.00	06/27/2024	BERCHTOLD, JAMIE
232400629	A	90.00	06/27/2024	BOURG, LEAH
232400630	A	90.00	06/27/2024	BRANDECKER, LISA
232400631	A	90.00	06/27/2024	BRETOI, TERRENCE
232400632	A	90.00	06/27/2024	BURCKHARDT, CANDACE
232400633	A	90.00	06/27/2024	CHILDS, DANETTE
232400634	A	90.00	06/27/2024	FENTON, MARK
232400635	A	90.00	06/27/2024	GAMEZ, LESLY
232400636	A	90.00	06/27/2024	HANSEN, JODY
232400637	A	90.00	06/27/2024	HOFFMAN, BRADY
232400638	A	45.00	06/27/2024	JACOBS-BUSE, LINDA
232400639	A	90.00	06/27/2024	KRUEGER, BRADY

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NUMBER	TYP	AMOUNT	DATE	VENDOR
232400640	A	45.00	06/27/2024	LENTSCH, PETER
232400641	A	45.00	06/27/2024	LOUGH, LAWRENCE
232400642	A	90.00	06/27/2024	MILTEER, JOEL
232400643	A	90.00	06/27/2024	MOSES, CHRISTINA
232400644	A	90.00	06/27/2024	OCHOCKI, CHARLES
232400645	A	45.00	06/27/2024	OSTER, PATRICK
232400646	A	45.00	06/27/2024	PENMAN, MICHELLE
232400647	A	90.00	06/27/2024	PETERSON, LORI
232400648	A	90.00	06/27/2024	SCHWAB, ROBIN
232400649	A	90.00	06/27/2024	SEXAUER, JENNIFER
232400650	A	90.00	06/27/2024	TAYLOR MINER, MELANEE
232400651	A	45.00	06/27/2024	VANDERBILT, TONY
232400652	A	90.00	06/27/2024	WELLS, TRAVIS
232400653	A	90.00	06/27/2024	ZAMBRENO, BRIAN
232400654	A	90.00	06/27/2024	ZEHNDER, JEAN
232400655	A	90.00	06/27/2024	ANDERSON, CHAD
232400656	A	18.76	06/27/2024	LANE, LORI
232400657	A	44.78	06/27/2024	RENVILLE SOTO, COURTNEY
232400658	A	14.48	06/27/2024	SCHLEMMER, MONICA
232400659	A	36.36	06/27/2024	TENGWALL, MINDY
232400660	A	760.03	06/27/2024	BURK, IAN
242500001	A	2,511.00	07/17/2024	AHSENMACHER WINTER, AMY
242500002	A	16.28	07/17/2024	BECRAFT, BENJAMIN
242500003	A	10.59	07/17/2024	BRIAN, TIFFANY
242500004	A	46.24	07/17/2024	HABER, CHARLOTTE
242500005	A	20.64	07/17/2024	HANLEY, KATHLEEN
242500006	A	91.41	07/17/2024	HOLSEN, ERIC
242500007	A	69.00	07/17/2024	PUTT, PAUL
242500008	A	305.14	07/17/2024	RENVILLE SOTO, COURTNEY
242500009	A	13.27	07/17/2024	SKELLY, CHRISTOPHER
242500010	A	55.28	07/17/2024	THERRES, HEIDI

3,419,770.06 Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	1,170,613.24	0.00	1,094,882.28	2,265,495.52
02	FOOD SERVICE	11,911.33	24.35	157,695.99	169,631.67
04	COMMUNITY EDUCATION	534,046.49	0.00	33,244.01	567,290.50
05	CAPITAL	1,611.11	0.00	235,133.13	236,744.24
07	DEBT RETIREMENT	0.00	0.00	950.00	950.00
20	INTERNAL SERVICE	0.00	0.00	6,424.03	6,424.03
21	MEDICAL	0.00	0.00	164,092.76	164,092.76
50	ACTIVITY ACCOUNT	9,141.34	0.00	0.00	9,141.34
***	Fund Summary Totals ***	1,727,323.51	24.35	1,692,422.20	3,419,770.06

\*\*\*\*\* End of report \*\*\*\*\*

**CHECKRUNS**

<b>FUND</b>	<b>DESCRIPTION</b>	<b>June 21, 2024 - July 18, 2024</b>
1	GENERAL	\$ 2,265,495.52
2	FOOD SERVICE	169,631.67
4	COMMUNITY EDUCATION	567,290.50
5	CAPITAL	236,744.24
7	DEBT SERVICE	950.00
20	INTERNAL SERVICE	170,516.79
50	ACTIVITY ACCOUNTS	<u>9,141.34</u>
	<b>TOTAL</b>	<b>\$ 3,419,770.06</b>

<b>PAYROLL</b>		<b>6/28/24 &amp; 7/15/24</b>
Payroll Direct Deposit	900104200-900105203	\$ 1,789,171.80



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Meeting Date:** July 22, 2024

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

<b>Topic:</b> Staffing
<b>Presenter(s):</b> Chair
<b>Background:</b>  The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
<b>Recommendation:</b>  Administration recommends approval of the proposed staffing and supplemental staffing as presented.
<b>Alternatives:</b>  Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

*Passionate Learners Positively Changing Our World*

**VII.A.1 Staff Appointments, Resignations, Retirements, Terminations and Leaves (Joel Milteer)**

**7-22-2024**

**Certified**

A. Appointments/Reassignments

1. Jerik Hahn - 1.0 FTE, Special Education Teacher, Middle School - Secondary Location, BA+60, Step 9, effective 2024-2025 school year.
2. Lindsay Lowther - 1.0 FTE, Equity and Instruction Coach TOSA, Middle School - Secondary Location, EdSpecialist, Step 17, effective 2024-2025 school year.
3. Anh Tran - 1.0 FTE, Math Teacher - Middle School - Secondary Location, BA, Step 1, effective 2024-2025 school year.
4. Makayla Griffin - Early Learning ~~Asst~~ Teacher - Summer Only, Family Education Center, ~~\$18.53~~ \$31.50 per hour, 4 hours per day, effective June 13, 2024 to August 15, 2024. (Revised position and salary)
5. Katherine Hollen - 1.0 FTE, Math Teacher - High School - Secondary Location, BA+30, Step 7, effective 2024-2025 school year.
6. Nick Foster-Walters - Increase assignment to 0.7 FTE Art Teacher, Middle School - Secondary Location, MA, Step 4, effective 2024-2025 school year.
7. Paige Richmond - .5 FTE Building MTSS Specialist, Kaposia Elementary, MA+15, Step 11, effective 2024-2025 school year.
8. Kindra Slagle - 1.0 FTE EL Teacher, Kaposia Elementary, BA, Step 7, effective 2024-2025 school year.
9. Jillian Kobilka - .6 FTE, Vocal Music/Choir Teacher, Secondary Location, BA, Step 9, effective 2024-2025 school year.

**K CAMP 2024-2025 - Kaposia Elementary, 2.5 hours per day, July 22-25, 2024**

Sarah Wotipka - Teacher  
Kristin Sampson - Teacher  
Mary Molumby - Teacher  
Erin Goss - Teacher  
Soviatt Loyd - Teacher  
Tina Beeler - Teacher

**ATHLETICS 2024-25**

ATHLETICS 2024-25

Cross Country Boys & Girls Head Coach	Bakken, Chris	\$4,423.00
Football Head Coach	Spreigl, Manuel	\$6,498.00
Football Varsity Asst Coach	Kennealy, Tim	\$4,231.00
Football Varsity Asst Coach	Kluender, Gus**	\$4,231.00
Football Varsity Asst Coach	Sundly, Scott	\$4,231.00
Football Varsity Asst Coach (JV/B)	Edwards, Darren	\$4,231.00

Football Varsity Asst Coach (JV/B)	Duffy, Ryan**	\$4,231.00
Football Additional Coach (Booster Paid)	Douglas, Isaac**	\$4,231.00
Football Additional Coach (Booster Paid)	Laska, Lucas**	\$4,231.00
Football Middle School Coach	Nihart, Don	\$2,237.00
Game Events Coordinator - Fall	Macioch, Joleen	\$2,739.00
Game Events Coordinator - Winter	Macioch, Joleen	\$2,739.00
Soccer Boys Head Coach	Cuenca, Noe**	\$5,177.00
Soccer Boys Varsity Asst & JV Coach	Hernandez, Roberto**	\$3,668.00
Soccer Boys Varsity & Sophomore Coach	Sarmiento, Alex**	\$3,668.00
Soccer Boys Freshman Coach	Mendez, Ray**	\$2,821.00
Soccer Girls Head Coach	Hart, Tom	\$5,177.00
Soccer Girls Varsity Asst/JV Coach	Ricci, Marissa**	\$3,668.00
Soccer Girls Varsity & Sophomore Coach	Kelley, Dylan**	\$3,668.00
Tennis Girls Head Coach	Spreigl, Rebecca	\$4,150.00
Tennis Girls Asst. Coach	Sunday, Dave**	\$2,538.00
Tennis Girls Middle School Coach	Riesselman, Nina	\$2,237.00
Tennis Volunteer Coach	Meyer, Pepper**	true volunteer
Tennis Volunteer Coach	Hendrikson, Katie**	true volunteer
Volleyball Head Coach	LaRose, Tyler	\$5,177.00
Volleyball Varsity Asst/JV Coach	Coops, Mikayla*	\$3,668.00
Volleyball Freshman Coach 9A	Marinez, Carina**	\$2,821.00
Volleyball Freshman Coach 9B* (in place of Soph. Coach)	Vasquez, Aleah**	\$2,821.00
Volleyball Middle School Coach	Sielski, Jody	\$2,237.00

### **ACTIVITIES 2024-25**

Pep Band Director - Fall (in place of Marching Band Director)	Hartman, Reed	\$1,670.00
Pep Band Director - Winter	Hartman, Reed	\$1,670.00
Jazz Ensemble Director	Hartman, Reed	\$1,974.00
Combo Band - Show Choir	Hartman, Reed	\$1,152.00
Debate Head Coach	Anderson, Conrad	\$5,177.00
Speech Head Coach	McDonald, Ceil	\$4,251.00
Show Choir Head Coach	Kobilka, Jill	\$3,948.00
Show Choir Choreographer	Mankle, James*	\$892.00
Vocal Music - Middle School	Kobilka, Jill	\$839.00
Vocal Music - Senior High	Kobilka, Jill	\$1,152.00
Theatre - Fall Technical Director	McTier, Brian**	\$1,206.00
Theatre - Fall Vocal Director	Sehman, Molly**	\$1,809.00
Theatre - Fall Choreographer	Kendall, Mikayla**	\$1,206.00
Theatre - Fall Costumer	Ebert, Lori**	\$1,206.00
Yearbook Advisor	O'Brien, Hannah	\$4,251.00
Middle School Memory Book	Grefe, Tyne	\$1,120.00
Student Council Advisor - High School	Schultz, Meghan	\$4,027.00
Math League - High School	Monjeau, Sarajane	\$2,301.00

Math League - Middle School	Olson, Luke	\$2,237.00
School Store Advisor	Gustilo, Chris	\$3,949.00

**AFFINITY GROUPS 2024-25**

Black Pride Organization (BPO) 6-12	Gay, Amber	\$4,027.00
Comunidad de Latinos Unidos (CDLU) 6-12	Medina-Cuenca, Daisy	\$2,013.50
Comunidad de Latinos Unidos (CDLU) 6-12	Contreras, Bridget	\$2,013.50

**LINCOLN CENTER 2024-25**

Lincoln - Art Club 50%	Spanjers, Kristen	\$1,192.00 - 50% = \$596.00
Lincoln - Art Club 50%	Roszak, Liz	\$1,192.00 - 50% = \$596.00
Lincoln - Math Masters / Science Club	Molenaar, Emily	\$1,192.00
Lincoln - Geography / Science Club 2	Molenaar, Emily	\$1,192.00
Lincoln - Lego League	Spanjers, Kristen	\$1,224.00
Lincoln - Lego League Junior	Borell, Deb	\$1,224.00
Lincoln - Safety Patrol	Bauer, Kim	\$1,582.00
Lincoln - Student Council Advisor 50%	Gysbers, Heather	\$1,224.00 - 50% = \$612.00
Lincoln - Student Council Advisor 50%	Griffith, Patrick	\$1,224.00 - 50% = \$612.00

*\*indicates a non-district employee / \*\* indicates a returning non-district employee*

**B. Resignations/Retirements/Leaves/Reductions/Other**

1. Shelby Heine - Resignation, Show Choir Director, Secondary Location, effective June 3, 2024.
2. Hunter Warner - Resignation, Assistant Coach Boys Hockey, Secondary Location, effective June 24, 2024.
3. Allison Binder - Resignation, ELA Teacher, Middle School - Secondary Location, Varsity Softball Head Coach, Prom Advisor, Saga Advisor, Secondary Location, effective July 12, 2024.
4. Nicole Voss - Resignation, Special Education Teacher, Secondary Location, effective June 27, 2024.
5. Jody Hansen - Leave of Absence, Assistant Principal, Kaposia Education Center, effective July 17, 2024 through August 5, 2024
6. Rebecca Jensen - Resignation, Licensed School Nurse, Secondary Location, effective July 17, 2024.
7. Shaylin Theisen - Leave of Absence, Occupational Therapist, District-wide, effective August 26, 2024 through June 12, 2025
8. Molly Timmerman - Resignation, Art Teacher, Teacher Mentor, Site Solutions Team, Art Club Advisor, WEB Advisor, Student Council MS, Middle School - Secondary Location, effective July 17, 2024.

**VII.A.2 Staff Appointments, Resignations, Retirements, Terminations  
and Leaves (Joel Milteer)**

**7-22-2024**

**Classified**

A. Appointments/Reassignments

1. Sesaria Kittelson -Kids Choice Program Assistant - ~~Summer Only~~, Kaposia Elementary, \$18.86 per hour, 4.75 hours student contact days, 5.5 hours non-school days and summer program, effective June 7 10, 2024. (Revised staff - not only for the summer, and dates of employment)
2. Nadine Kuntz - Educational Assistant to support K Camp - Summer Elementary Learning Academy, Kaposia Elementary, 2.5 hours per day, effective July 22, 2024 to July 25, 2024.
3. Melissa Wing - Educational Assistant to support K Camp - Summer Elementary Learning Academy, Kaposia Elementary, 2.5 hours per day, effective July 22, 2024 to July 25, 2024.
4. Martha Therres - 1.0 FTE Special Education Paraprofessional, Kaposia Elementary, 6.5 hours per day, \$20.16 per hour, effective 2024-2025 school year.

B. Resignations/Retirements/Leaves/Reductions/Other

1. Kelly Schommer - Rescind - Kids Choice Program Assistant - Summer Only, effective June 7, 2024.
2. Isabella Givens - Resignation, Gymnastics Assistant, Central Square, effective February 28, 2024.
3. Tyler Menne - Termination, Summer PT Cleaner, Secondary Location, effective July 12, 2024.
4. Emily Haus - Resignation, Paraprofessional, Middle School - Secondary Location, effective June 7, 2024
5. Julie Troye - Leave of Absence, Assistant, Kid's Choice, Kaposia Education Center, effective June 3, 2024 through August 1, 2024.



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Meeting Date:** July 22, 2024  
**Place on Agenda:** Regular Business Meeting Agenda  
**Action Requested:** Approval  
**Attachment:** 506, 507, 605, 607, 610, 507.5

<b>Topic:</b> Policy Review – Final Reading and Approval
<b>Presenter(s):</b> Vice Chair Claflin
<b>Background:</b>  School district policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff and community members. At the third and subsequent meeting, the policies go before the School Board for approval.  The policies listed are on their third and final reading and up for approval this evening.
<b>Recommendation:</b>  Approval
<b>Alternatives:</b>  N/A

*Passionate Learners Positively Changing Our World*

*Adopted: October 5, 1993*

*MSBA/MASA Model Policy 506*

*Revised: 1/24/05; 10/10/05; 11/28/11; 9/9/13; 4/28/14; 5/9/16; 5/22/17;  
9/10/18; 1/13/20; 6/26/23; 7/22/24*

*Orig. 1995  
Rev. 2024*

## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

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

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community

members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

### IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
  - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;



2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

## V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat,



neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
  2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
  3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from



which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

## **VI. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

## **VII. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.



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## VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.
  2. The use of profanity or obscene language, or the possession of obscene materials;
  3. Gambling, including, but not limited to, playing a game of chance for stakes;
  4. Violation of the school district's Hazing Prohibition Policy;
  5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  6. Violation of the school district's Student Attendance Policy;
  7. Opposition to authority using physical force or violence;
  8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
  9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;



10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;



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24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
  25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
  26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
  27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
  28. Possession or distribution of slanderous, libelous, or pornographic materials;
  29. Violation of the school district's Bullying Prohibition Policy;
  30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
  31. Criminal activity;
  32. Falsification of any records, documents, notes, or signatures;
  33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
  34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
  35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
  36. Violation of the school district's Harassment and Violence Policy;
  37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
  38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;



39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **IX. RECESS AND OTHER BREAKS**

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
  1. a student causes or is likely to cause serious physical harm to other students or staff;
  2. the student's parent or guardian specifically consents to the use of recess detention; or



3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

#### **X. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;



- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday School and/or before or after school detention;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Restorative justice
- V. Other disciplinary action as deemed appropriate by the school district.

**XI. REMOVAL OF STUDENTS FROM CLASS**

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, a teacher will consult with the building principal or principal designee about the potential removal of the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:



1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal from Class:
  1. A student will be removed from class only upon agreement of the appropriate teacher and Principal or Principal's designee after an informal administrative conference with the pupil. The decision to remove a student will ultimately be the responsibility of the Principal or Principal's designee.
  2. The length of time of the removal will be at the discretion of the Principal or the Principal's designee after consultation with the teacher, but will not exceed five (5) class or activity periods per incident.
  3. Removal from class may be imposed without an informal administrative conference when a student is causing and/or appears to be causing a serious disruption or appears to be creating an immediate and substantial danger to himself/herself or to person(s) or property.
  4. In removing a student from class, a District employee may use reasonable force, if necessary, in compliance with Minnesota Statutes section 121A.582 and other laws.



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- D. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher and may not exceed five class periods for a violation of a rule of conduct.
- E. Students who are removed from class will be supervised by a District staff member. The assigned District staff member will determine where the student will go when removed, how they will get to their designated destination, and what the student will do when and while removed.
- F. Return to Class after Removal:
1. Students will return to class upon completion of the terms of the removal established at the informal administrative conference referenced in section II.B.3.
- G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;
1. The principal or principal's designee will determine the need for and method of notification to parent or guardian.
  2. After the student has been removed from class more than ten (10) times in one school year, the principal or designee will notify the student's parent and guardian and request that the parent or guardian meet with the site administrators to discuss the problem that is causing the student to be removed from class.
- H. Students on an Individual Education Plan (IEP) The principal or designee will determine whether the student's removal from class requires a meeting to review the adequacy of the student's current Individual Education Plan (IEP) or whether there is a need for further assessment. If it is determined such a meeting is necessary, the student's case manager will schedule and provide appropriate notices of such meeting.
1. Any procedures determined appropriate for referring students in need of special education services to those services.
- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Every school has a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
  2. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.



3. Any public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team of this information pursuant to Minnesota Statutes, section 121A.29.

## **XII. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use non exclusionary disciplinary policies and procedures before dismissal proceedings, or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
  1. Willful violation of any reasonable school board regulation, including those found in this policy;
  2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
  3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Disciplinary Dismissals Prohibited
  1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
    - a) A preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or



- b) kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

#### D. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under under Minnesota Statutes, section [121A.41, subdivision 10](#), does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a



parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed. A copy of the procedural safeguards will be given to the parent/guardian when the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities



have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
    - a) strongly encourage a parent or guardian of the student to attend school with the student for one day;
    - b) assign the student to attend school on Saturday or before or after school as supervised by the principal or the principal's designee; and
    - c) petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
  9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
  10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
  11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
  12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.
- E. Expulsion and Exclusion Procedures:
1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.



2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56; describe disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross examine witnesses. The school district must advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.



10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.



19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

### **XIII. ADMISSION OR READMISSION PLAN**

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes section 120B.232, Subd. 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

### **XIV. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.



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**XV. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

**XVI. STUDENTS WITH DISABILITIES**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

**XVII. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

**XVIII. DISCIPLINE COMPLAINT PROCEDURE**



Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

#### **XIX. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XX. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.



***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Pre Assessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.60 (Definitions)  
Minn. Stat. -121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.611 (Recess and Other Breaks)  
Minn. Stat. §§ 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch.125A (Special Education and Special Programs)  
Minn. Stat. § 152.22 Subd. 6 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

***Cross References:***

MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 507.5 (School Resource Officers)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)



MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Adopted: October 25, 2004

MSBA/MASA Model Policy 507

Orig. 1995

Revised: 5/9/16; 4/13/20; 1/8/24; 7/22/24

Rev. March 2024

## **507 CORPORAL PUNISHMENT AND PRONE RESTRAINT**

### **I. PURPOSE**

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student.

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

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

### **III. DEFINITIONS**

A. "Corporal punishment" means conduct involving:

1. hitting or spanking a person with or without an object; or
2. unreasonable physical force that causes bodily harm or substantial emotional harm.

B. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).

C. "Prone restraint" means placing a child in a face-down position.

### **IV. PROHIBITIONS**

A. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.

B. An employee or agent of the school district shall not use prone restraint.

C. An employee or agent of a district shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.



- D. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

## V. REASONABLE FORCE

- A. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
- B. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
- C. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

## VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

<b>Legal References:</b>	Minn. Stat. §121A.58 (Corporal Punishment)
	Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
	Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
	Minn. Stat. § 125A.0941 (Definitions)
	Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
	Minn. Stat. § 609.06 (Authorized Use of Force)
	Minn. Stat. § 609.379 (Permitted Actions)
	Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
	Minn. Stat. § 645,241 (Punishment for Prohibited Acts)



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***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507.5 (School Resource Officers)



Adopted: August 9, 2004

MSBA/MASA Model Policy 605

Orig. 1995

Revised: 4/24/17; 4/13/20; 7/22/24

Rev. 2022

## 605 ALTERNATIVE EDUCATIONAL SERVICES

### I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative education services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

### III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

**Legal References:** Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)  
Minn. Stat. § 121A.41, Subd. 11 (Definitions)  
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)  
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)  
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)  
Minn. Stat. § 124D.68 (Graduation Incentives Programs)

Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)  
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

***Cross References:*** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Adopted: August 9, 2004

MSBA/MASA Model Policy 607

Orig. 1995

Revised: 8/28/06; 8/24/15; 6/26/17; 7/22/24

Rev. 2022

## 607 ORGANIZATION OF GRADE LEVELS

### I. PURPOSE

- A. The purpose of this policy is to address the grade level organization of schools within the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to address the groupings of grade levels as recognized in Minnesota Statutes section 120A.05, as follows:

- 1. *Elementary: Grades pre kindergarten through 5*

- 2. *Secondary: Grades 6 through 12*

- B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

### III. DEFINITIONS

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

**Legal References:** Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Definitions)  
Minn.Stat. § 120A.20, Subd. 4 (Admission to Public School)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

**Cross References:**



Adopted: August 9, 2004

MSBA/MASA Model Policy 610

Orig. 1995

Revised: 10/27/08; 12/14/09; 3/23/15; 6/26/17; 3/12/18; 7/22/24

Rev. 2012

## 610 FIELD TRIPS

### I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

### II. GENERAL STATEMENT OF POLICY

A. It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### 1. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. Minnesota Statutes section 123B.37

#### 2. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested Minnesota Statutes section 123B.36

#### 3. Extended Trips

- a) Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, and superintendent. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).



- b) The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

4. Out of the Country Trips

Trips that involve a field trip to another country fall into this category. These trips may be instructional or supplementary, and must be requested well in advance of the planned activity. A field trip out of the country must be completed and approved at each level: student, principal, superintendent, and school board. Initial school board approval must be received at least one year in advance of the trip. A final school board approval must be within one month of the trip.

### III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
  - 1. Parents or guardians of students who participate in a trip not sponsored by the district will be asked to complete a *Parental Disclaimer for Field Trips Not Sponsored by the District* form.
- C. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- D. In some cases, additional staff will be required to assure student safety during a field trip. Principals will consult with a Licensed School Nurse, case manager and classroom teacher to determine if a specific student or group of students has a special concern, which would require additional staff during a field trip.
  - 1. Factors to be considered include but are not limited to: nature of the student concern, stability of student health or behavior, proximity to nearest health care facility, availability of emergency care, ability to train attending staff to provide appropriate care.
  - 2. Field trips may be canceled or rescheduled if the Building Principal is unable to assure adequate staffing for student safety in the building and on the field trip.
- E. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior written approval from administration.
- F. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
  - 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as an illness or injury of a child, and the transportation does not



constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1. If practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

#### IV. SCHOOL BOARD REVIEW

- A. The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)  
*Sonkowsky v. Board of Educ.*, 327 F3d. 675 8<sup>th</sup> Cir. 2003)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)



Adopted: 7/22/24

MSBA/MASA Model Policy 507.5  
Orig. 2024

Revised: \_\_\_\_\_

## **507.5 SCHOOL RESOURCE OFFICERS**

### **I. PURPOSE**

- A. The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

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

- A. The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

### **III. DEFINITIONS**

- A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

### **IV. CONTRACTUAL DUTIES**

- A. A school resource officer's contractual duties with the school district shall include:
  - 1. fostering a positive school climate through relationship building and open Communication;
  - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
  - 3. serving as a liaison from law enforcement to school officials;
  - 4. providing advice on safety drills;
  - 5. identifying vulnerabilities in school facilities and safety protocols;
  - 6. educating and advising students and staff on law enforcement topics; and,



7. enforcement of criminal laws.

- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.
- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- D. Nothing in this article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

## V. TRAINING

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.

- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

***Legal References:***

Minn. Stat. § 120A.05, subds. 9, 11, and 13 (Definitions)  
Minn. Stat. § 120B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)  
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

***Cross References:***

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Meeting Date:** July 22, 2024  
**Place on Agenda:** Regular Agenda/Business Items  
**Action Requested:** Approval  
**Attachment:** Acceptance of Gifts Resolution

<b>Topic:</b> Acceptance of Gifts
<b>Presenter(s):</b> Brady Hoffman, Finance Director
<b>Background:</b> <p>Per school board policy, the School Board may receive and accept , for the benefit of the school district, bequests, donations of money or gifts for any purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances).</p> <p>According to School Board Policy #706 on Acceptance of Gifts, in-kind gifts that are of real or personal property can only be accepted through a resolution adopted by two-thirds of its members. As there is a pediatric stander up for acceptance, the Board will be asked to adopt by resolution on Monday evening.</p>
<b>Recommendation:</b> <p>Administration recommend the approval of the Acceptance of Gifts Resolution</p>
<b>Alternatives:</b> <p>Do not approve the Acceptance of Gifts Resolution and direct administration with next steps.</p>

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**Special School District No. 6**  
**(South St. Paul Public Schools)**  
**State of Minnesota**

**ACCEPTANCE OF GIFTS RESOLUTION**

Board Meeting Date: **July 22, 2024**

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

Be it Resolved, that the School Board of South St. Paul Public Schools, Special School District No 6, accept the following donations as indicated in the detailed background listed below:

**Monetary**

<b>Donation Amount</b>	<b>Designated To</b>	<b>Donation From</b>	<b>Purpose</b>
\$150	Secondary	Mendoza-Navarro LLC	CDLU
\$100	Secondary	Roberts Funeral Home	Senior All Night Party
\$1,325.17	Secondary	SSP Open Foundation	Track and Field Coaching Salary

**Value in Kind**

<b>Donation Item</b>	<b>Designated To</b>	<b>Donation From</b>	<b>Purpose</b>
Pediatric Stander	Special Education Dept.	Leslie Miller	Standards are assistive devices that help individuals with physical disabilities or mobility limitations to stand upright.



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Meeting Date:** July 22, 2024  
**Place on Agenda:** Work Session and Regular Business Meeting  
**Action Requested:** Approval  
**Attachment:** Vantage Financial Lease Schedule

<b>Topic:</b> Display Board Lease Purchase
<b>Presenter(s):</b> Brady Hoffman, Finance Director
<b>Background:</b> <p>In November/December 2023 the district hosted two EdTech playgrounds for teachers and staff to demo new classroom display board options. Based on feedback, the 3 finalists were invited to provide a more in-depth demonstration to the District Technology Committee. A summary of the finalists was provided to staff and staff were invited to vote on their preferred option. Based on this process, the display board of choice was the Promethean.</p> <p>The plan is to replace all classroom displays over a four-year timeline. The first wave consists of 50 promethean displays and 5 TV's for elementary intervention. The total cost of wave 1 for the displays, wall mounts, and installation is \$224,876. We are recommending a 5-year lease purchase arrangement to finance the purchase.</p> <p>This evening, we are requesting board approval of the first wave of display board purchases through Trafera and authorize the district to enter into a lease purchase agreement to finance the purchase with Vantage Financial.</p>
<b>Recommendation:</b> <p>Approve the purchase of the Display Boards and authorize the Superintendent and Finance Director to enter into a lease purchase agreement for the devices.</p>
<b>Alternatives:</b> <p>Not approve the purchase and provide guidance on next steps.</p>

**LEASE SCHEDULE 002**

This Lease Schedule is issued pursuant to the Lease Agreement No. SPE062420 dated June 24, 2020. The terms and conditions of the Lease Agreement and the terms and conditions of Certificates of Acceptance executed pursuant to Lease Schedule 002, including Installation Dates and descriptions and serial numbers of Equipment contained therein, are a part hereof and incorporated by reference herein.

**LESSOR:**  
Vantage Financial, LLC  
444 Second Street  
Excelsior, MN 55331

**LESSEE:**  
Special School District No. 6  
104 5th Avenue South  
South St Paul, MN 55075-2332

**SUPPLIER OF EQUIPMENT:**  
Trafera

**LOCATION OF INSTALLATION:**  
Same as above

**Term of Lease from Commencement Date:** 60 months  
**Monthly Lease Charge:** \$4,290.00, due annually in the amount of \$51,480.00  
**Security Deposit:** Lessee shall deliver a security deposit in the amount of \$4,290.00. If no Event of Default has occurred, this security deposit may be applied toward the total amounts due pursuant to the applicable Lease Schedule.

**EQUIPMENT:**  
75" ActivPanel – Interactive Displays with accessories and services to be fully described at a later date

Lessee understands that Lessor's commitment to lease Equipment under this Lease Schedule 002 is contingent upon continuing credit approval by Lessor's credit committee and such credit approval shall be at Lessor's sole discretion.

Title to all of the Equipment listed on this Lease Schedule 002 shall transfer to Lessee "as-is, where-is" for one dollar (\$1.00) after all of the following have occurred; (i) Lessor has received all of the monies due under and associated with this Lease Schedule 002; (ii) Lessee has paid to Lessor all other monetary amounts that are due pursuant to Lease Agreement Number SPE062420; and (iii) Lessee has otherwise complied with all of the terms and conditions of Lease Agreement Number SPE062420. LESSOR SELLS TO LESSEE WITHOUT WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTY OF MERCHANTABILITY AND OF FITNESS FOR ANY PARTICULAR PURPOSE.

The Monthly Lease Charge will be prorated and charged as interim rent between the date an item of Equipment is accepted and the Commencement Date. Lessee confirms that the Equipment listed on this Lease Schedule is business essential as part of the operation of Lessee.

**Every Term is Agreed to and Accepted:**

**VANTAGE FINANCIAL, LLC**  
**"LESSOR"**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Every Term is Agreed to and Accepted:**

**SPECIAL SCHOOL DISTRICT NO. 6**  
**"LESSEE"**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The parties agree that this Lease Schedule, along with any riders and any documents or instruments issued or executed pursuant hereto, may be executed and delivered by electronic signatures and that the signatures appearing on such documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Date:** July 22, 2024  
**Place on Agenda:** Work Session and Regular Business Meeting  
**Action Requested:** Approval  
**Attachment:** None.

<b>Topic:</b> Approval of Special Work Session - July 29, 2024
<b>Presenter(s):</b> Lisa Brandecker, Manager of Administrative Services and Communications
<b>Background:</b>  The School Board is looking to add a special work session on Monday, July 29, 2024, at 5:00 PM in the District Office Conference Room. The work session will be working in partnership with Team Works International on School Board development and their annual evaluation.
<b>Recommendation:</b>  Approve scheduling a special work session on Monday, July 29, 2024, at 5:00 PM in the District Office Conference Room.
<b>Alternatives:</b>  Do not approve scheduling a special work session and direct administration with next steps.

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**SOUTH ST. PAUL PUBLIC SCHOOLS**  
 School Board Agenda Item

**Date:** July 22, 2024

**Place on Agenda:** Work Session and Regular Business Meeting

**Action Requested:** Approval

**Attachment:** Resolution Relating to the General Election of School Board Members and Calling the School District General Election

<b>Topic:</b> Election - Resolution Calling School District General Election
<b>Presenter(s):</b> Lisa Brandecker, Manager of Administrative Services and Communications
<p><b>Background:</b></p> <p>The filing period for the three open school board seats opens on Tuesday, July 30, 2024, and closes at 5:00 PM on Tuesday, August 13, 2024. The next legal step in the process is for the School Board to approve the attached <i>The Resolution Relating to the Election of School Board Members and Calling the School District General Election</i>. This resolution officially calls for the School District to hold its general election on Tuesday, November 5, 2024, for the purpose of electing three(3) school board members for terms of four (4) years each and directs the School Board Clerk to begin completing the details legally required for said election.</p> <p>It is noted that due to the Board’s revised meeting structure, the School Board will need to hold a Special Meeting on Tuesday, November 12, 2024, to canvas the General Election results within the legal timeline requirements. This special meeting will occur prior to the Board’s regularly scheduled work session.</p>
<p><b>Recommendation:</b></p> <p>Recommendation to approve the <i>Resolution Relating to the Election of School Board Members and Calling the School District General Election</i>.</p>
<p><b>Alternatives:</b></p> <p>N/A</p>

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EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF SPECIAL SCHOOL DISTRICT NO. 6  
(SOUTH ST. PAUL PUBLIC SCHOOLS)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was held in said School District on July 22, 2024, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

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

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD  
MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL  
ELECTION**

BE IT RESOLVED by the School Board of Special School District No. 6, State of Minnesota, as follows:

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.
2. The general election is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 5, 2024.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.
4. The Clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.
5. The Clerk is hereby authorized and directed to cause notice of said general election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.
6. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said

election and to cause two sample ballots to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

7. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

8. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

9. The Clerk is further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

**[Form of Ballot on the Following Page]**

# General Election Ballot

## Special School District No. 6 (South St. Paul Public Schools)

November 5, 2024

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### Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: ●.

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### School Board Member

Vote for Up to Three

---

Name

Name

Name

Name

Name

Name

Name

Name

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

10. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

11. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

12. If the School District will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

13. The individuals designated as judges for the State General Election shall act as election judges for this general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

14. The School District Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon the following voted in favor

thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.





**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Date:** July 22, 2024

**Place on Agenda:** Work Session and Regular Business Meeting

**Action Requested:** Approval

**Attachment:** Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections

<b>Topic:</b> Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections
<b>Presenter(s):</b> Lisa Brandecker, Manager of Administrative Services and Communications
<b>Background:</b>  Legislation allows cities and school districts to pass resolutions that require that write-in votes are only tabulated if they exceed the votes for non-write-in candidates. The write-in voting counting process is overly time consuming and unnecessary. This legislation alleviates extra work of tabulating all write-in votes.  The School Board approved a similar resolution for last year’s special election. The attached resolution reflects revised legislative changes noting this resolution and write in vote process will remain in effect until revoked or legislation changes.
<b>Recommendation:</b>  Recommendation to approve the <i>Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections</i> .
<b>Alternatives:</b>  Do not approve the <i>Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections</i> and direct administration with next steps.

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EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF SPECIAL SCHOOL DISTRICT NO. 6  
(SOUTH ST. PAUL PUBLIC SCHOOLS)  
STATE OF MINNESOTA

HELD: July 22, 2024

Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was held in the School District on July 22, 2024, at 6:00 o'clock p.m., for the purpose, in part, of establishing procedures for the counting of write-in votes for school board elections.

The following members were present:

and the following were absent:

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

**RESOLUTION ESTABLISHING PROCEDURES FOR THE COUNTING OF WRITE-IN VOTES FOR SCHOOL BOARD ELECTIONS**

WHEREAS, state election law generally requires the counting and tabulation of each write-in vote for school board elections; and

WHEREAS, the process of counting write-in votes on election night can be time consuming and frequently does not produce a winning candidate; and

WHEREAS, the School Board is authorized by Minnesota law, specifically Minnesota Statutes, Section 204B.09, subd. 3(c), to adopt a resolution governing the counting of write-in votes for local elective office; and

WHEREAS, the resolution adopted by the School Board may require that write-in votes for an individual candidate can only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate; and

WHEREAS, the School Board desires to lessen the administrative burden on election workers by establishing a refined hand count procedure for School Board elections.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Special School District No. 6, State of Minnesota, as follows:

1. Write-in votes for an individual candidate seeking election to a seat on the School Board will only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

2. The procedure established herein shall apply to the counting of write-in votes cast during any primary election, special election, or general election held in the School District following the date of this resolution.

3. The resolution adopted herein shall remain in effect until a subsequent resolution on the same subject is adopted by the School Board.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF DAKOTA    )

I, the undersigned, being the duly qualified and acting Clerk of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing procedures for the counting of write-in votes for School Board elections, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Clerk of the School Board