

SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





August 15, 2016
6:00 PM

1. CALL TO ORDER AND ROLL CALL - CHAIR BOWERMAN.
2. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS.
3. RECOGNITION OF VISITORS TO BOARD MEETING.
4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS.
5. CONSENT ITEMS

5. 1. Personnel Items

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- 5.1.1 **Acceptance of Retirement**

Last Name, First Name, Position, Location, Effective Date

Ess, Susan, Program Support Assistant, Eagle Creek Elementary School, 7/20/2016

- 5.1.1 **Recommended Action**

Accept the retirement as presented.

- 5.1.2 **Acceptance of Resignations**

Last Name, First Name, Position, Location, Effective Date

Balk, Annalee, Health Assistant/LPN, District Wide, 8/4/16

Dimmick, Erin, Program Support Assistant, Red Oak Elementary School, 7/07/2016

Elert, Colleen, Program Support Assistant, Sun Path Elementary School, 7/26/2016

Fernholz, Jennifer, Administrative Assistant Building/Grounds/Transportation,
District Office, 8/12/2016

Flattem, Lynn, Food Service Worker II, High School, 7/26/2016

Houser, Kari, Program Support Assistant, Eagle Creek Elementary
School, 7/25/2016

Jeffrey, Jessica, Program Support Assistant , Red Oak Elementary, 8/7/16

Kubler, Jayne, Program Support Assistant, Eagle Creek Elementary
School, 7/25/2016

Lemke, Vaughn, Food Service Worker I, Red Oak Elementary School, 8/15/2016

Stang, Jeanette, Health Assistant, West Junior High School, 8/12/2016

Sullivan, Jennifer, Program Support Assistant, Sweeney Elementary
School, 7/14/2016

Thomas, Beatrice, Program Support Assistant, Central Family Center, 8/12/2016

Thorne, Kelly, FSW I, West Junior High School, 8/8/16

Verhelle, Linda, Program Support Assistant, Pearson 6th Grade Center, 8/21/2016

Recommended Action

Accept the resignations as presented.

5.1.3 Approval of Certified Contracts

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual

Avalos, Miranda, Teacher, Stepping Stones, Central Family Center, BA, 6, 1.0, 8/08/2016, \$26.25/hr

Depies, Benjamin, Teacher, Physics, East Junior High School, BA + 20, 5, 1.0, 8/08/2016, \$45,808.00

Dorothy, Robert, Teacher, Special Services, West Junior High School, MA + 30, 12, 1.0, 8/08/2016, \$68,042.00

Drammeh, Kyla, Teacher, Kindergarten, Eagle Creek Elementary, BA, 8, 1.0, 8/08/2016, \$44,462

Foley, Ryan, Teacher, Grade 5, Sun Path Elementary, BA, 5, 1.0, 8/08/2016, \$41,671

Glass, Daniel, Teacher, Social Studies, High School, BA, 3, 1.0, 8/08/2016, \$39,440.00

Haskins, Zachary, Teacher, Social Studies, High Schol, BA, 3, 1.0, 8/08/2016, \$39,440

Hubert, Katherine, Teacher, Special Services, East Junior High School, MA, 8, 1.0, 8/08/2016, \$53,950.00

Johnson, Lucenia, School Nurse, East Junior High School, BA, 11, 1.0, 8/08//2016, \$45,012.00

Jones, Emily, Teacher, Special Services, Red Oak Elementary School, BA, 3, 1.0, 8/08/2016, \$39,440.00

Kopeseng, Alison, Teacher, Art, High School/ Eagle Creek Elementary School, MA , 3, 1.0, 8/08/2016, \$33,084.00

Kloeckl, Sarah, Special Services Supervisor, District Office, 7/1/2016, \$107,000.00

Thies, Benjamin, Teacher, Grade 2 Jackson, Jackson Elementary School, MA + 30, 4, 1.0, 8/08/2016, \$54,634.00

Thomford, Laura, Teacher, Grade 2, Eagle Creek Elementary, BA, 3, 8/08/2016, \$39,440

Thompson, Leah, Teacher, Parent Education, Central Family Center, BA, 3, .368, 8/08/2016, \$19,720.00

Tuseth, Chase, Teacher, Science, Tokata Learning Center, MA + 10, 7, 1.0, 8/08/2016, \$54,792.00

Unertl, Alissa, Teacher, Art, West Junior High School, BA, 6, 1.0, 8/08/2016, \$42,787.00

Walker, Ashley, Teacher, Phy Ed, High School, BA, 3, 8/08/2016, \$39,440

Recommended Action

Approve certified contracts as presented.

5.1.4 Approval of Non-Certified Contracts

Last Name, First Name, Position, Location, Salary, Effective

Benz, Jonathan, Technology Assistant, West Junior High School, \$16.53/hr,
8/15/2016

Brinkman, Jessica, LTS Health Assistant, Sweeney, \$20/hr, 8/11/16

Buck, Brandon, Technology Assistant, High School, \$16.53/hr, 8/15/2016

Clarke, Kathy, Office Assistant, Jackson Elementary School, \$15.47/hr, 8/22/2016

DeSantiago, Alicia, FSW I, Sun Path, \$11.15/hr, 8/22/16

Greeley, Michael, Payroll Specialist, District Office, \$55,000, 8/22/2016

McCray, Ashley, Communications Supervisor, \$80,249.69, 9/26/2016

Probst, Shelby, Office Assistant, High School, \$14.51/hr, 8/11/16

Rolf, Haley, Program Support Assistant, Jackson, \$14.57/hr, 8/22/16

Recommended Action

Approve non-certified contracts as presented.

5.1.5 Approval of Assignment Changes

Last Name, First Name, Position/Location, Salary, Effective

Nelson, Betsy, Move from Program Support Assistant to Custodian, \$16.09/hr,
8/01/2016

Vaughan, Lois, Move from Program Support Assistant to Office Assistant at Eagle
Creek Elementary School, \$16.49/hr, 8/15/2016

Recommended Action

Approve assignment changes as presented.

5. 1. 1. 5.1 Personnel Items Continued

5.1.6 Approval of Co-Curricular Assignments

Last name, First name, Position Title

Betton, Ray, Head Football Coach

Honza, George, Assistant Football Coach

Russell, Daniel, Assistant Football Coach

Trelstad, Jason, Assistant Football Coach

Tiedens, Scott, Assistant Football Coach

Aleckson, Ted, Assistant Football Coach

McMoore, Sean, Assistant Football Coach

Weiers, Andrew, Assistant Football Coach

Olene, Timothy, Assistant Football Coach

Ungar, James, Assistant Football Coach

Mainhardt, Robert, Assistant Football Coach

Stromgren, Kenneth, Assistant Football Coach

Loonan, Benjamin, Assistant Football Coach

Gardner, Matthew, Assistant Football Coach

McDonald, Jason, Assistant Football Coach

Jacox, Willis, Assistant Football Coach

Stanton, Richard, Assistant Football Coach

McPherson, Ian, Assistant Football Coach
Pendino, Michael, Assistant Football Coach
Sheeley, Jason, Head Boys Cross Country
Wachter, Jeffrey, Assistant Boys Cross Country
Morales, Lauren, Head Girls Cross Country
Niedfeldt, Kimberly, Assistant Girls Cross Country
Hanson, Christine, Assistant Girls Cross Country
Busch, Matthew, Head Volleyball Coach
Walker, Lisa, Assistant Volleyball Coach
Schultz, Chelsea, Assistant Volleyball Coach
Colin, Sarah, Assistant Volleyball Coach
Douds, Ryan, Assistant Volleyball Coach
Fahey, Kayla, Assistant Volleyball Coach
Powers, Maria, JH Volleyball Coach
Nienow, Anja, JH Volleyball Coach
Betz, Emily, JH Volleyball Coach
Lehman, Devin , JH Volleyball Coach
Pierce, Katherine, JH Volleyball Coach
Arnfelt, Jenny, Head Girls Tennis Coach
Wagener, Rob, Assistant Girls Tennis Coach
Menden, Courtney, Assistant Girls Tennis Coach
Sunday, Mara, JH Girls Tennis Coach
Gerleman, Alex, JH Girls Tennis Coach
Honetschlager, Victoria, Head Girls Swim/Dive Coach
Johnson, Zoe, Assistant Girls Swim/Dive
Anderson, Samantha, Assistant Girls Swim/Dive
Poppen, Jon, Head Boys Soccer Coach
Hoffman, Michael, Assistant Boys Soccer Coach
Teslow, Mark, Assistant Boys Soccer Coach
Jeffrey, Travis, Assistant Boys Soccer Coach
Abdelfatah, Abdelfatah, Assistant Boys Soccer Coach
Rodriguez, Ulises, JH Boys Soccer
Depies, Benjamin, JH Boys Soccer
Adams, Chris, Head Girls Soccer Coach
Jungwirth, Brian, Assistant Girls Soccer Coach
Kordah, Gospel, Assistant Girls Soccer Coach
Loose, Todd, Assistant Girls Soccer Coach
Arbeiter, McKenzie, Assistant Girls Soccer Coach
Hendrickson, TJ, Assistant Girls Soccer Coach
Carter, Jason, JH Girls Soccer
Krmpotich, Colleen, JH Girls Soccer
Philipp, Jenny, Cheerleading Coach
Slaughter, Duane, Concessions Manager

Recommended Action

Approve co-curricular assignments as presented.

5.1.7 Approval of Additional Coaches

Due to increased program interest and participation a request to add an additional speech coach at the High School and an additional co-ed golf coach is presented.

Recommended Action

Approve the 2 additional coaches as presented.

- 5. 2. Approval of minutes of the July 25, 2016 School Board Business Meeting. 11
Recommended Action
Approve the minutes of the July 25, 2016 School Board Business Meeting as presented.
- 5. 3. Consideration of bills and authorization to pay same.
Recommended Action
Approve the bills and authorize to pay same as presented.
- 5. 4. Approval of Region 9 Computer Services Cooperative Joint Powers Agreement 14
Recommended Action
Approve the Region 9 Computer Services Cooperative Joint Powers Agreement as presented.
- 5. 5. Approval of Wires Report. 20
Recommended Action
Approve the wires report as presented.
- 6. OLD BUSINESS DISCUSSION ITEMS
 - 6. 1. Construction Update
Assistant Superintendent John Bezek will present a update of the construction projects across the district.
Presenter: Assistant Superintendent John Bezek
Time: 10 minutes
 - 6. 2. Ribbon Cutting and Grand Opening at Vaughan Field
Communications Specialists Crystal McNally and Denise Doran will present an overview of the Ribbon Cutting and Grand Opening at Vaughan Field on September 9th.
Presenter: Communications Specialists Crystal McNally and Denise Doran
Time: 10 minutes
 - 6. 3. Shakopee CAPS Program Update
Executive Director of Teaching & Learning Nancy Thul will provide an overview of the new Shakopee CAPS Business Administration and Management Program along with an update for Healthcare & Medicine and Digital Design.
Presenter: Executive Director of Teaching & Learning Nancy Thul
Time: 10 minutes
- 7. OLD BUSINESS ACTION ITEMS

7. 1. 1st Reading of Policies 800 and 900

Assistant Superintendent John Bezek will present School District Series 800 and 900 Policies for 1st Reading.

1st Reading to review the following:

801FRM Equal Access to School Facilities Form
906 Community Notification of Predatory Offenders
907 Rewards

1st Reading for the following with recommended changes:

801 Equal Access to School Facilities
802 Disposition of Obsolete Equipment and Material
805 Waste Reduction and Recycling
806 Crisis Management
807 Health and Safety Policy
901 Community Education
902 Use of School District Facilities
903 Visitors to School District Buildings
904 Distribution of Materials by NonSchool Persons
905 Advertising
909 News Media Relations
910 School Volunteers

1st Reading to change from Policy to Cabinet Approved Procedure:

908 Naming of School Buildings

Recommended Action

Accept Policies 800 and 900 for 1st Reading as presented.

Presenter: Assistant Superintendent John Bezek

Time: 5 minutes

8. NEW BUSINESS DISCUSSION ITEMS

9. NEW BUSINESS ACTION ITEMS

9. 1. Crisis Management and ALICE Update

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Assistant Superintendent John Bezek will provide crisis management and ALICE overview for the district. The national best practice training called ALICE will be presented to the Board and a plan for implementation will be reviewed.

Recommended Action

Approve the crisis management plan and accept the ALICE protocols.

Presenter: Assistant Superintendent John Bezek

Time: 15 minutes

9. 2. Partnership with Hometown Bank

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Superintendent Rod Thompson will present an overview of the partnership with Hometown Bank of Shakopee in the Academies of Shakopee.

Recommended Action

Confirm the partnership with Hometown Bank of Shakopee in the Academies of Shakopee as presented.

Presenter: Superintendent Rod Thompson

Time: 5 minutes

9. 3. Addition of Student Co-Curricular Opportunities

Scott Hare will present a request to add the following co-curricular opportunities:

*High School Chess

*Jr. High and High School Mock Trial

*High School Science Olympiad

*High School Fall Dance program

Recommended Action

Approve the additional student co-curricular opportunities as presented.

Presenter: Executive Director of Administrative Services Scott Hare

Time: 5 minutes

10. OTHER

11. COMMITTEE REPORTS

12. UPCOMING MEETINGS AND IMPORTANT DATES

August 2, 2016 Academies of Shakopee Ford NGL Steering Committee 8:00AM

August 15, 2016 Board Business Meeting 6:00PM

August 18, 2016 All-District Back to School Day 7:30AM-1:00PM

Shakopee High School - a quorum of the board may be present

September 9, 2016 Ribbon Cutting and Grand Opening at Vaughan Field

- a quorum of the board may be present

13. ADJOURNMENT

Human Resources Personnel Board Update 8/15/2016

I would like to bring to your attention a few items to make you familiar with request I will be making at the next board meeting.

1. John Janke, Mike Burlager, John Bezek and I have met several times to discuss some additional activities to make us more comparable to those high schools in our region/conference. We are seeking approval of the addition of Science Olympiad, High School Chess, Mock Trial and a Fall Dance Team. (New Business)
 - High School Science Olympiad – we offer this at the Junior High level but currently not at the High School level – it is a natural extension of what is going on at the Junior High. This is a conference event in which currently we are unable to participate. Anticipated participants – 15-20 - - times \$40 Activity Fee = \$600-\$800 - - Stipend approx. \$1,638 + a few entry fees (\$200 approx.) and a couple busses (\$400) - - Estimated costs of \$2,238 – estimated Activity Fees (median number) \$700 = **\$1,538**
 - High School Chess – this is also Conference event we are unable to participate. Anticipated participants – 15-20 - - times \$40 Activity Fee = \$600-\$800 - - Stipend approx. \$1,117 + a few entry fees (\$200 approx.) and a couple busses (\$400) - - Estimated costs of \$1,717 – estimated Activity Fees (median number) \$700 = **\$1,017**
 - Junior High and High School Mock Trial – we have offered JH Mock Trial the past couple years as there has been interest. Now that some of these students are in the HS and the Conference offers it, they are looking to continue this opportunity.

Anticipated participants 10-15 at JH and HS - - times \$40 Activity Fee = \$400-\$600 - - Stipends approx. \$2,500 between both JH and HS + entry fees (\$200) and a couple busses (\$300) = \$3,000 – estimated Activity Fees (median number) \$500 = **\$2,500**
 - Fall Dance Program – our winter Competition Dance team is a part of all our programs and running well. To improve and provide a better environment for our team, it is a necessity that we offer a Fall Performance Dance program. Every school around that offers Winter Dance has a Fall Program. We offer a program, but have structured it a bit different each year.

Fall Program numbers are strong – 60 participants is a good number times \$120 Activity Fee = \$7,200 – Program with that many kids needs a Head and

Assistant Coach – Stipends for 2 = \$7,621+ a couple busses (\$300) = \$7,921 – Activity Fees \$7,200 = **\$721**

2. Our numbers continue to grow in speech and golf. We are proposing the addition of a junior high golf coach and an addition speech coach. (Consent)
 - Additional Speech Coach – our program has grown to such a degree we often need to split the team going to invitational as we have far too many kids to take to one invite. The additional coaching stipend would likely be split between 2-4 folks, as we would work to find event specific individuals to help with a finite group of kids.

Team has grown to over 60+ participants now –60 participants times \$120 activity fee = \$7,200 – currently a Head Coach and 2 Assistants – requesting a 3rd Assistant Coach - **\$4,515 additional**
 - Additional Junior High Golf Coach – with the increased participation level over the past few years in the Junior High program, we have simply out-grown the two-coach model. This also becomes a bit of safety issue as there is not enough adult supervision around the course.

We currently have 2 coaches for JH golf. The numbers have doubled over the past 2 years – for coaching and safety purposes on the golf course we need additional support to manage all the kids - - requesting a 3rd coach - **\$1,909 additional**

Additional total cost for new activities: **\$12,200 to \$12,500, which would come out of the general fund.**

Minutes of School Board Business Meeting

School Board Shakopee Public Schools

A School Board Business Meeting of the School Board of Shakopee Public Schools was held Monday, July 25, 2016, beginning at 6:00 PM in the Shakopee Public Schools District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

1. CALL TO ORDER AND ROLL CALL - CHAIR BOWERMAN.

PRESENT: Hallett, McKeand, Pass, Romansky, Swanson, Tucker and Bowerman

ABSENT: None

2. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS.

3. RECOGNITION OF VISITORS TO BOARD MEETING.

4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS.

McKeand/Pass moved to approve the agenda as presented; motion passed unanimously.

5. CONSENT ITEMS

Romansky/McKeand moved to approve the Consent Agenda with the additions to 5.1.1 Resignations as presented; motion passed unanimously.

5. 1. Personnel Items

5.1.1 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective Date

Rademacher, Daniel, Custodian, High School, 7/08/2016

McGinnis, RJ, Teacher, Physical Education, East Junior High School, 6/10/2016

Anderson, Nathan, Teacher, Special Services, High School, 6/10/2016

Carstens, Colleen, Office Assistant I, High School, 8/08/2016

Imes, Mary, Speech Language Pathologist, Jackson Elementary School, 6/10/2016

Recommended Action

Accepted the resignations as presented.

5.1.2 Approval of Certified Contracts

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual

Fordaye, Rebecca, Teacher, Math, West Junior High School, BA, 5, 1.0, 8/08/2016, \$41,671.00

Tangert, Christopher, Teacher, DAPE, Central Family Center, MA, 4, .40, 8/08/2016, \$19,441.20

Krieg, Caitlin, Teacher, English, West Junior High School, BA, 3, 1.0, 8/08/2016, \$39,440.00

Waldorf, Taylor, Teacher, Social Studies, High School, BA, 4, 1.0, 8/08/2016, \$40,556.00

Wheeler, Leah, School Psychologist, High School/ Pearson 6th Grade Center, MA + 20, 3, 1.0, 8/08/2016, \$51,177.00

Schmitz, Lyndie, Teacher, Intervention, Pearson 6th Grade Center, MA, 6, 1.0, 8/08/2016, \$51,280.00

Depies, Benjamin, Teacher, Science, East Junior High School, BA + 20, 5, 1.0, 8/08/2016, \$45,808.00

Recommended Action

Approved certified contracts as presented.

5.1.3 Approval of Shakopee High School Assistant Principal

Mr. Scott Doran is being presented for approval as a Shakopee High School Assistant Principal effective July 1, 2016 at \$111,300.

Recommended Action

Romansky/Hallett moved to approve Mr. Scott Doran as a Shakopee High School Assistant Principal as presented; motion passed unanimously.

5.1.4 Request for Unpaid Leave of Absence

Sheri Mitchell, program support assistant at Jackson Elementary School, requested an unpaid leave of absence for the entire 2016-17 school year. Sheri has plans to attend graduate school for art education.

Recommended Action

Approved the unpaid leave of absence as presented.

5. 2. Approved the minutes of the July 11, 2016 School Board Business Meeting.

5. 3. Approved the bills and authorized to pay same.

5. 4. Approved the wires report.

5. 5. Change Order #1 for the High School Early Site Package Project

Change Order #1 for the High School Early Site Package Project with Northwest Asphalt in the amount of \$31,057.02 is presented for approval.

Recommended Action

Approved Change Order #1 as presented.

5. 6. Approval of Change Order #2 for the Vaughan Field Site Improvements Project

Change Order #2 for the Vaughan Field Site Improvements Project with Maertens-Brenny Construction Company in the amount of \$29,754.00 is presented for approval.

Recommended Action

Approved Change Order #2 as presented.

5.7 Approval of 2016-17 YMCA Pre-School Contract

Recommended Action

Approved the 2016-17 YMCA Pre-School Contract as presented.

6. OLD BUSINESS DISCUSSION ITEMS

7. OLD BUSINESS ACTION ITEMS

7. 1. Acceptance and Award of Bid for Construction Project at Shakopee High School

The bid opening for the construction project at Shakopee High School was held Tuesday, July 19, 2016 at 3:00PM in the District Office.

The bids received for the High School Expansion Project were within an acceptable range and in line with budget expectations.

Recommended Action

Swanson/Romansky moved 1. that the bid submitted by Shaw-Lundquist Associates, Inc. on July 19, 2016 was the lowest responsible and responsive bid, 2. that the contract for Shakopee High School Additions be and hereby is awarded to Shaw-Lundquist Associates, Inc., 3. that the School District's Consultant and/or architect is hereby directed and authorized to retain the bid bond/security of Shaw-Lundquist Associates, Inc. until the appropriate contract has been executed and approve a contract with Shaw-Lundquist Associates, Inc. with a base bid amount of \$73,088,000.00 as presented; motion passed unanimously.

The 6 Alternate Bids for the High School Expansion Project were not within the allocated budget. ICS Consulting and Wold Architects & Engineers will further investigate, re-design and repackage portions of the project.

Recommended Action

McKeand/Hallett moved 1. that all alternate bids submitted for the Shakopee High School Additions Project received on July 19, 2016, be and hereby are rejected and 2. that the School District's Consultant and/or architect is hereby authorized and directed to return the bid bonds of the bidders solely with respect to their alternate bid submitted as presented; motion passed unanimously.

7. 2. Ice Agreement with the City of Shakopee

School Board Chair Reggie Bowerman will present the ice agreement with the City of Shakopee for Board approval.

Recommended Action

Hallett/Pass moved to approve the ice agreement with the City of Shakopee as presented; motion passed unanimously.

8. NEW BUSINESS DISCUSSION ITEMS

9. NEW BUSINESS ACTION ITEMS

10. OTHER

11. COMMITTEE REPORTS

Romansky reported on the recent Elementary Core Planning Group meeting.

12. UPCOMING MEETINGS AND IMPORTANT DATES

August 2, 2016	Academies of Shakopee Ford NGL Steering Committee	8:00AM
August 15, 2016	Board Business Meeting	6:00PM
August 18, 2016	All-District Back to School Day	7:30AM
	Shakopee High School - a quorum of the board may be present	

13. ADJOURNMENT

At 7:19PM, Swanson/Pass moved to adjourn as presented; motion passed unanimously.

JOINT POWERS AGREEMENT
REGION V
COMPUTER SERVICES COOPERATIVE

This agreement entered into on the dates indicated below by Independent School Districts of Region V, State of Minnesota, hereinafter referred to as member districts, witness that:

WHEREAS, the parties to this agreement have as one of their purposes the provision of computer services for member districts, and

WHEREAS, Minnesota Statutes, Section 471.59 authorizes the member districts to jointly or cooperatively exercise any power common to the contracting parties,

NOW THEREFORE, the parties to this agreement, pursuant to the authority and in accordance with the conditions specified in Minnesota Statutes, Section 471.59, hereby agree as follows:

I. ESTABLISHMENT OF REGION V COMPUTER SERVICES COOPERATIVE

That hereby there is established Region V Computer Services Cooperative under the Joint Powers Act of the State of Minnesota and it shall operate under the name and title of Region V Computer Services.

II. PURPOSE OF AGREEMENT

The purpose of this agreement shall be to provide, by cooperative effort, computer and support services for member districts of Region V Computer Services.

III. ACCOMPLISHMENT OF PURPOSE

The development and continuance of the services provided by Region V Computer Services shall be accomplished by the Region V Governance Board which shall administer the funds and exercise its authority in such a way as to accomplish the purpose of this agreement as set forth in Article II.

IV. GOVERNANCE BOARD

Section A. The Governance Board shall consist of eight (8) representatives elected by member districts in accordance with the following guidelines:

1. School districts are separated into three (3) categories determined by Governance Board action.
2. School districts shall remain in those categories unless moved by Governance Board action.
3. Each category shall be represented by two members. In addition, two members shall be elected at-large. Eligible candidates must be a superintendent, a designated district-level administrator, or a school board member.

4. No two members of the Governance Board can be from the same school district.
5. Member school districts will vote for candidates representing their category and for at-large candidates.

Section B. Terms of the Governance Board shall be for four (4) years. The terms of representatives elected from the same category shall not expire in the same year. The election process shall be conducted through a mail ballot.

V. ANNUAL MEETING

The regular April meeting of the Governance Board will serve as the Annual Meeting of the Cooperative and will have available informational material regarding the next fiscal year's budget and fees.

VI. GOVERNANCE BOARD RESPONSIBILITIES

Section A. To adopt and maintain bylaws to govern the operation of the Cooperative. Districts shall be notified of any proposed changes to the bylaws one month in advance of final Governance Board action.

Section B. To conduct regular meetings, and such other special meetings as requested by the Executive Director, the Chairman, or two (2) other members of the Governance Board.

Section C. To provide for a thorough and continuing system of reporting to and communicating with the Superintendent of each member school district.

Section D. To employ an Executive Director who shall be responsible to the Governance Board for the administration of the Cooperative, to provide the Executive Director with timely evaluations of his or her performance, and to employ other such personnel as deemed necessary.

Section E. To let contracts and to make purchases in conformance with the laws applicable to contracts and purchases of independent school districts in the State of Minnesota. All contracts on behalf of the Governance Board shall be executed in accordance with the bylaws.

Section F. To provide an effective and efficient program and an appropriate system of record keeping of Board action.

Section G. The Governance Board shall have the power to contract with a Region V district member to act as a fiscal agent on behalf of the Cooperative. In accordance with the adopted budget, the fiscal agent shall maintain records, disburse funds, and accept receipts.

Section H. To establish and collect membership dues.

Section I. To establish and collect charges for its services to member districts. The Cooperative can establish a schedule of fees for services to other school districts outside the region, and private schools that do not qualify to be members, if the Cooperative has the capacity to offer services to those schools without diminishing services to member districts.

Section J. To accept gifts, apply for and use grants or loans of money or other property from any organization and may enter into agreements required in connection therewith and may hold, use, and dispose of such moneys or property in accordance with the terms of the gift, grant, loan, or agreement relating thereto.

VII. FINANCIAL SUPPORT

Section A. The fiscal year shall commence on July 1.

Section B. Membership dues are established by the Governance Board annually. Fees for services will be determined for each member district when the district contracts for those services.

Section C. The Governance Board shall have the authority to adopt and revise the budget to reflect changes in revenues and/or expenditures, and it shall have the authority to fix cost-sharing charges for all members in an amount sufficient to provide the funds required by the budgets of the Cooperative. It shall advise the school district superintendent of each member, on or before May 1 of each year or within ten (10) days of any revisions, of the amounts of such charges.

Section D. Payment of charges for dues and services as established by the Governance Board are due upon receipt of a statement from the Cooperative. In the event of a bona fide dispute between the member and the Governance Board as to the amount which is due and payable, the member shall nevertheless make such payment in order to preserve its status as a member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it.

Section E. Nothing contained in this document shall prevent the Governance Board from charging other regions, private schools, or school districts outside the region, or any other organization, for services rendered on such basis as the Governance Board shall deem appropriate.

Section F. Funds may be expended by the Governance Board in accordance with procedures established in law for the expenditure of funds by school districts.

Section G. Periodic reports of all receipts and disbursements made by the Governance Board shall be furnished to each member. The Governance Board shall provide for accounting procedures which will result in strict accountability for all funds received.

VIII. ADDITION OF MEMBER DISTRICTS

Any public school district may become party to this agreement and may participate in the activities of the Cooperative upon such terms and conditions as the parties hereto may approve.

IX. TERMINATION OF SERVICES

Section A. Any member may, at any time, give written notice of its intent to discontinue its use of a specific service. Any such termination of service shall be conditioned upon the following:

1. A member must give written notice of its intent to discontinue a specific service on or before February 1 of the current fiscal year, but cannot terminate service until the end of the fiscal year.

2. Upon effective termination of a specific service, the member shall continue to be responsible for all of the unpaid obligations that it has accrued in connection with the provision of this service by the Cooperative.

Section B. Any member who effectively terminates service without giving the appropriate written notice shall continue to be responsible for all fees and charges for that service as established by the adopted budget of the Cooperative for the fiscal year in question.

X. WITHDRAWAL

Section A. Any member may at any time give written notice of withdrawal. However:

1. A member must give notice of withdrawal on or before February 1 of the current fiscal year but cannot withdraw until the end of the fiscal year.
2. Upon effective withdrawal the member shall continue to be responsible for all of its unpaid obligations that it has accrued under this agreement.

Section B. A member withdrawing from membership at a time when such withdrawal does not result in dissolution of the organization shall forfeit its claim to any assets of the organization except that it shall have access to any software developed for its use while it was a member. However, if the organization is dissolved within twelve (12) months after the effective date of a member's withdrawal, that member will share in the dissolution rights and responsibilities described in Article XI of this document.

XI. DISSOLUTION

Section A. The Cooperative shall be dissolved whenever there is a recommendation for dissolution made by the Governance Board and a majority of the member districts vote for dissolution through a mail ballot following a Special Meeting.

Section B. In the event of dissolution, the Governance Board shall determine the measures necessary to effect the dissolution and shall provide for the taking of such measures as promptly as circumstances permit and subject to the provisions of this agreement.

Section C. Upon dissolution, the remaining assets, after payment of all obligations, shall be distributed among the then existing members in proportion to their contributions, as determined by the Governance Board, provided that computer software prepared for such members shall be available to them, subject to such reasonable rules and regulations as the Governance Board shall determine.

Section D. If, upon dissolution, there is an organizational deficit, such deficit shall be charged to and paid by the members and former members as defined in Article X on a pro rata basis only in regard to services rendered on their behalf.

Section E. In the event of dissolution the following provisions shall govern the distribution of the computer software owned by the Cooperative:

1. All such software shall be an asset of the Cooperative.

2. A member or former member may use (but may not authorize reuse by other) any software developed during its membership upon:
 - a. Paying any unpaid sums due.
 - b. Paying the costs of reproducing such software and documentation.
 - c. Complying with reasonable rules and regulations of the Governance Board relating to the use of such software. Such rules and regulations may include a reasonable time within which such software must be taken by any member or former member desiring to do so.

XII. CHANGES TO JOINT POWERS AGREEMENT

This Joint Powers Agreement may be amended by the affirmative vote of a majority of the member districts through a mail ballot or at any special meeting of the membership, provided that the substance of the proposed amendment shall have been submitted in writing, to all delegates, at least seven (7) days prior to such meeting.

XIII. RATIFICATION

IN WITNESS WHEREOF, the undersigned school district has caused this agreement to be signed and delivered on its behalf and remits herewith dues for first year membership.

Dated _____ Independent School District No. _____

_____ County, Minnesota

by _____
Chairperson

Clerk

IN THE PRESENCE OF

July 2016 Wires

Wires In

July 16 Misc State	\$	4,248.36	
July 16 County Check		196.24	
7/30 State Check		963,173.90	
MSDLAF Int July 15		3,830.08	
Building Fund Int July 15		(55,806.75)	
Health Trust July Interest		3.17	
Dental Trust July Interest		0.47	
PFM OPEB Int July 16		<u>83,721.26</u>	
Total Wires In	\$		999,366.73

Wires Out

7/6 June Payroll taxes		700,000.00	
7/7 Payroll		1,400,000.00	
7/11 Payroll Taxes		1,000,000.00	
7/13 Board Checks		200,000.00	
7/13 AP Checks		400,000.00	
7/19 Payroll		1,200,000.00	
7/25 Board Checks		900,000.00	
7/21 Payroll Taxes		1,400,000.00	
7/29 Board Checks		500,000.00	
July 16 15 Bldg Expense		500,000.00	
July Health Trust Payment		675,000.00	
July Dental Trust Payment		75,000.00	
US Bank 2014 Refunding		175,700.00	
Bond Trust Services Jackson 08		391,881.25	
2013 Sr High Refunding		772,900.00	
2012 Sun Path/Red Oak Refunding		670,200.00	
2016 A & B High School		2,051,787.50	
Cert of Participation		<u>235,959.38</u>	
Total Wires Out			13,248,428.13
Net July 2016			<u>\$ (12,249,061.40)</u>



SHAKOPEE PUBLIC SCHOOLS

CRISIS MANAGEMENT PLAN

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INTRODUCTION

PURPOSE OF THE PLAN

The purpose of the Shakopee Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Shakopee ISD #720 and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Shakopee ISD #720 has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below.

SCOPE OF THE PLAN

The Shakopee Emergency Operations Plan (EOP) outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

STATEMENT OF PURPOSE

This plan outlines Shakopee ISD #720s approach to emergency management and operations. It has been developed to assist staff and students during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

INCIDENT COMMAND SYSTEM IN SCHOOLS

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security for use by all local, state and federal agencies when responding to emergencies. The Incident Command System (ICS) is the organizational structure within NIMS that is used by community response agencies for managing response to all emergencies. The system provides an integrated and coordinated management structure, common terminology and flexibility to add or decrease functions depending on the scope of the emergency.

ICS AND SCHOOL EMERGENCY RESPONSE TEAMS

Incident command functions are necessary for emergency response in the community and within schools. Teams are structured according to incident command functions. The organization of the Incident Command System (ICS) is built around the following key management roles:

Command: Has overall responsibility for managing the incident or event and direct responsibility for public information, safety and liaison with community response agencies.

Operations: Provides response to an incident by directing actions, developing objectives, organizing and directing resources.

Logistics: Identifies and provides resources and services necessary to support incident response.

Planning: Develops action plans, collects and evaluates information, identifies issues and makes recommendations for future actions.

Finance: Manages financial aspects of an incident, monitors costs, provides for recordkeeping and coordinates with insurance

When building school emergency response teams; schools must identify people to perform each of the five major functions and have at least one backup for every position. Key personnel should be cross-trained in the critical requirements of all functions, of the ICS system.

The Incident Command System can be expanded or contracted according to the management needs of each incident. Only those functions necessary to manage the incident or event need to be filled. Team members may be assigned to more than one function in the Incident Command System, but roles and responsibilities in these functions are not combined.

ALICE

ALICE is a citizen response to a violent intruder in one of our schools.

Alert Lockdown Inform Counter Evacuate

ALICE is based on the premise that PROACTIVE response strategies are preferred in an active shooter situation compared to PASSIVE response strategies.

This premise is the result of recommendations from agencies such as the U.S. Department of Education and the Department of Homeland Security, as well as studies following mass shooting events such as Columbine High School, Virginia Tech University, and Sandy Hook Elementary.

Alert: All are authorized to announce. No codes are used.

Lockdown: Must include barricade training.

Inform: Use technology to provide play-by-play information.

Counter: Interrupt the skill set needed to shoot accurately.

Evacuate: Get away from danger if possible.

CRISIS MANAGEMENT TEAM

Command

Command 1 _____

Command 2 _____

Operations

Operations 1 _____

Operations 2 _____

Logistics

Logistics 1 _____

Logistics 2 _____

Building Nurse _____ Phone _____

Head Custodian _____ Phone _____

School Resource Officer _____ Phone _____

Relocation Site Name _____

Address _____

Contact _____

Phone _____

EMERGENCY NUMBERS

Ambulance, Police & Fire	911
Shakopee Police Office.....	952-233-9400
Scott County Sheriff's Office	911
Scott County Dispatch	952-445-1411
St. Francis Hospital	952-403-3000
MN Poison Control	1-800-222-1222
Scott County Intake	952-445-7751
District Office Transportation.....	952-496-5996
Palmer Bus Service	952-445-1166
Klingberg Bus Co.....	952-447-2557
Anderson Koch Bus Co.	952-447-4189
CenterPoint Energy Gas Leak	612-372-5050
Shakopee Utility Office.....	952-445-1988
Shakopee Utility Emergency	952-445-6681

UNIVERSAL EMERGENCY RESPONSE PROCEDURES

Universal emergency response procedures are actions taken in response to any emergency, threat or hazard in a school.

In an emergency, administrators must determine whether conditions are more dangerous outside or inside the school and choose response procedures accordingly. Detailed procedures for specific situations or events are called Emergency Response Procedures.

HARD LOCKDOWN

A hard lockdown happens when there is an imminent threat to our students and staff. For example, a school would be put on a hard lockdown if a violent intruder entered the building. Exterior doors would also be closed and locked. No one would be allowed in or out of the building during this time. If necessary ALICE procedures will be implemented.

SOFT LOCKDOWN

A soft lockdown occurs when there is a non-imminent threat, but there is cause for caution. Soft lockdowns can vary based on the situation. Administration will decide how a building will operate during a soft lockdown based upon the severity of the threat.

SHELTER-IN-PLACE

Sheltering in place is used when evacuation would put people at risk (environmental hazard, blocked evacuation routes). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency.

SEVERE WEATHER SHELTER AREA

Severe weather shelter procedures are implanted during a severe weather emergency. "DROP and TUCK" procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

REVERSE EVACUATION

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (hard/soft lockdown, shelter in place) in order to ensure the safety of students and staff who are outside the building.

EVACUATION/RELOCATION

Evacuation procedures are used when conditions are safer outside the building than inside the building.

STUDENT REUNIFICATION & RELEASE

When students are evacuated and cannot return to school, reunification with parents or guardians is top priority. Reunifying students and parents at an off-site location is a complex process. Successful reunification requires significant pre-planning, coordination and organization.

Student reunification and release procedures should be communicated to parents at the beginning of the school year when reviewing the school safety procedures.

HARD LOCKDOWN

A hard lockdown happens when there is an imminent threat to our students and staff. For example, a school would be put on a hard lockdown if a violent intruder entered the building. Exterior doors would also be closed and locked. No one would be allowed in or out of the building during this time. If necessary ALICE procedures will be implemented.

WHEN IMPLEMENTING A HARD LOCKDOWN	
STAFF	ADMINISTRATORS
Implement ALICE procedures if directed	Announce Hard Lockdown – repeat several times / Announce Hard Lockdown with ALICE procedures
Lock all exterior doors	Call 911
Lock classroom door	Bring students inside
Cover windows	Lock all doors
Keep students away from doors and windows	Disable all bells
Control movement	Control movement by communicating to staff to move only when announced
Keep yourself and students calm	Announce all clear signal when the threat has cleared
Wait for further instructions	

SOFT LOCKDOWN

A soft lockdown occurs when there is a non-imminent threat, but there is cause for caution. Soft lockdowns can vary based on the situation. Administration will decide how a building will operate during a soft lockdown based upon the severity of the threat.

WHEN IMPLEMENTING A SOFT LOCKDOWN	
STAFF	ADMINISTRATORS
Lock classroom door	Announce Soft Lockdown – repeat several times
Cover windows	Bring students inside
Keep yourself and students calm	Lock exterior doors
Continue teaching	Control movement as necessary
Wait for further instructions	Disable all bells
	Control movement by communicating to staff to move only when announced
	Announce all clear signal when the threat has cleared

SHELTER-IN-PLACE

Sheltering in place is used when evacuation would put people at risk (environmental hazard, blocked evacuation routes). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency.

WHEN IMPLEMENTING A SHELTER IN PLACE	
STAFF	ADMINISTRATORS
Clear the halls of students and staff and report immediately to the nearest designated shelter area	Announce staff and students to report to sheltered areas
Assist those with special needs	Close exterior doors and windows
Take attendance and report any missing or extra students to the building administrator or the incident commander	Provide instructions and updates as they become available
Do not allow students to leave the shelter area	Turn of ventilation (HVAC) if appropriate
Wait for the “all clear” from building administration	Announce “all clear” when the emergency has eased
SHELTERING DUE TO CHEMICAL OR GAS	
Close and tape all windows and doors sealing the gap between the floor and bottom of the door	
If there is contamination in the sheltered area place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection	
If sheltering place because all evacuation routes are blocked seal door and open or close windows as appropriate	
Communicate your situation to administration or emergency officials	

SEVERE WEATHER SHELTER AREA

Severe weather shelter procedures are implanted during a severe weather emergency. “DROP and TUCK” procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

WHEN IMPLEMENTING A SEVERE WEATHER SHELTER PROCEDURE	
STAFF	ADMINISTRATORS
Become familiar with the tornado shelter areas in your area	Make an announcement or sound alarm for severe weather emergency procedures
Take the closes and safest route to shelter area as designated by the map in each classroom/area	Monitor the National Weather Service (NOAA) weather radio or related weather services
Use secondary route if primary route is blocked or dangerous	Activate appropriate members of the emergency response team
Leave all personal belongings	Assist staff in getting students to designated shelter areas
Bring all students inside	Move students outdoors inside
Assist students who need additional help	Announce “all clear” when the severe weather has ceased
Have students sit in the Drop and tuck position	In the event of building damage, follow the evacuation and reunification procedures
Take attendance and report any missing or extra students to the building administrator or the incident commander	
Remain in safe area until the “all clear” is given by building administration	

REVERSE EVACUATION

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (hard/soft lockdown, shelter in place) in order to ensure the safety of students and staff who are outside the building.

WHEN IMPLEMENTING A REVERSE EVACUATION	
STAFF	ADMINISTRATORS
Move all students and staff inside to a classroom as quickly as possible	Make an announcement or sound an alarm alerting staff to implement reverse evacuation procedures
Assist students who need additional help	Monitor the situation and provide updates as necessary
Take attendance and report any missing or extra students to the building administrator or the incident commander	Announce "all clear" when the emergency has ceased
Wait for further instructions	

EVACUATION/RELOCATION

Evacuation procedures are used when conditions are safer outside the building than inside the building.

WHEN IMPLEMENTING AN EVACUATION PROCEDURES	
STAFF	ADMINISTRATORS
Become familiar with the fire evacuation routes in your designated areas	Announce evacuation
Take the closes and safest evacuation route as designated by the map in each classroom/area	Call 911 if necessary
Follow the primary route unless blocked by smoke or fire, then use the alternate route	Specify any changes in evacuation routes necessary based on location and type of emergency
Do not lock the door or gather belongings	Monitor the situation and provide updates and additional instruction as needed
Assist students who need additional help	Announce "all clear" when the emergency has ceased
Once outside the building, take attendance and report any missing or extra students to the building administrator or the incident commander	
Wait for additional instructions	
Do not release children to parents until directed to do so by administration	

WHEN IMPLEMENTING AN EVACUATION & RELOCATION PROCEDURES	
STAFF	ADMINISTRATORS
Take the closest and safest way out as posted or announced	Determine whether students and staff should be evacuated to the designated relocation center
Assist students who need additional help	Alert school emergency response team (ICS) of emergency and type of evacuation
Do not lock classroom doors or stop for student/staff belongings	Notify relocation center
Once you are at the reunification site take attendance and report any missing or extra students to the building administrator or the incident commander	If necessary, coordinate transportation or student process to relocation center
Wait for additional instructions	Specify any changes in evacuation routes based on location and type of emergency
Do not release children to parents until directed to do so by administration	Notify the Superintendent's office of relocation and relocation center
	Implement reunification procedures at the reunification site
	Document the reunification of all students and staff

STUDENT REUNIFICATION & RELEASE

When students are evacuated and cannot return to school, reunification with parents or guardians is top priority. Reunifying students and parents at an off-site location is a complex process. Successful reunification requires significant pre-planning, coordination and organization.

Student reunification and release procedures should be communicated to parents at the beginning of the school year when reviewing the school safety procedures.

WHEN IMPLEMENTING STUDENT REUNIFICATION & RELEASE	
STAFF	ADMINISTRATORS
Follow instruction from the building administrator or incident command	Implement relocation and reunification procedures (notify location, transportation etc).
Assist with the transportation of students	Notify the Superintendent's office
Once you are at the reunification site take attendance and report any missing or extra students to the building administrator or the incident commander	Coordinate communication to parents via the communications office
	Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed
	Assign a staff person to gather student emergency contact/pick up information
	Ensure documentation of the release of students

PLANNING FOR REUNIFICATION

Planning for reunification begins with identifying available staff to lead the reunification process. Staff without classroom duties including; office staff, student support services, administration and transportation are ideal choices to support the process. Members of the school emergency response team, technology personnel and facility management staff may also play an important role in planning and leading the reunification. Ideally all staff should be trained on reunification procedures. Tabletop exercises may be used to test procedures with staff and identify potential gaps or complications.

PRE-SELECTING A RELOCATION SITE

Several factors should be considered when selecting a relocation site. First evaluate the selected building's potential capacity to accommodate the student body, staff and parents. Parking must be adequate for parents picking up their children as well as restroom facilities, accessibility and building access control.

If the relocation site is not another district-owned building, a written agreement must be developed outlining school and facility responsibilities during a reunification. Schools should plan to have keys available for building access and a method for notifying the facility of an emergency requiring the building's use.

Two relocation sites may be necessary if a single site will not accommodate the entire student body. When planning for two relocation sites, building administrators should pre-designate division of the student body and communicate plans to staff, students and parents to minimize confusion.

PLANNING TRANSPORTATION AND SITE SET UP

Transporting students to a relocation site during an emergency requires significant pre-planning and coordination. Staff responsible for setting up the relocation site should arrive before the students to organize. During relocation and reunification planning, schools should determine the number of students and staff requiring transportation and communicate this information to Palmer Bus Company. Transportation for students with special needs must also be pre-arranged through Klingberg Bus Company.

Transportation and arrival at the relocation site must be well-organized. Administrators should predetermine classroom and staff organization to avoid confusion. Keeping staff with their classrooms increases accountability and may calm and reassure students.

- Additional considerations for relocation and reunification site set up:
- Designate parking areas for parents.
- Determine separate entrances for students and parents if possible.
- Designate holding area for students and staff—near restrooms if possible.
- Put the check-in or registration close to parent entrance.
- Find a separate place for counseling and medical follow-up.
- Make signs for all locations and for traffic flow.
- Pre-assign staff for reunification duties and locations.

REUNIFICATION PROCESS

Informing parents and guardians about reunification plans at the beginning of the school year helps ease anxiety in an emergency. Relocation and reunification information should be included in the student Handbook. Inform parents where to pick up their child and what they will need to properly identify themselves. Ideally, children and parents will be segregated at the site until matched through the reunification process. If this is not possible, the process could be reversed to ensure a correct match using a check-out procedure. Plans must also be made for children who are not picked up in a timely manner.

REUNIFICATION MATERIALS AND SUPPLIES

The most crucial aspect of reunification is getting the right children matched with the right parents or guardians. To ensure a smooth reunification process, schools must have the most current emergency contact information. Schools may want to ask parents to update emergency information more than once a year. Plans should also be made for instances when non-authorized individuals attempt to pick up students.

ROLES FOR COMMUNITY EMERGENCY RESPONDERS:

Successful reunification requires coordination and cooperation between schools and community emergency response agencies. Establishing clear expectations and understanding of roles for schools and community response agencies is an important part of reunification planning. While schools manage certain aspects of the reunification process, other roles including; traffic control, crowd control or medical assistance will be provided by emergency responders. Depending on the magnitude of the emergency, community response agencies may need to plan for additional response personnel or other jurisdictions to assist with reunification.

THREAT

A threat is the expression of intent to harm one’s self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

STAFF	ADMINISTRATORS
Take action to secure or isolate the individual making the threat	Initiate a soft or hard lockdown if necessary
Prevent access to potential weapons, backpack, purse, locker, cell phone or other personal property	Convene the crisis management team if necessary
Move other students away from the vicinity of the incident	Notify the law enforcement if necessary
Notify building administrator and SRO	Conduct a search of school and personal property if needed
Call 911 if necessary	Notify district administration office of incident
Document the incident	Contact parents or legal guardian
	Document any referrals, actions and decisions made

INTRUDER

An intruder may be either well or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

STAFF	ADMINISTRATORS
When interacting with a stranger at school use the I CAN rule: Intercept Contact Ask Notify	Respond to call for assistance from staff
Great the person(s) and identify yourself	Call the SRO if they have not been contacted
Inform the person(s) that all visitors must sign in with the main office and walk them there if necessary	Advise the subject they are trespassing and need to leave the school immediately
Ask the subject of their visit	If the person(s) refuses to leave or his/her purpose is not legitimate consider initiating a hard lockdown
If possible attempt to identify the individual and vehicle	Call 911 if necessary; give them a full description of the person(s)
If the subject refuses or his or her purpose is not legitimate notify the building administrator or SRO immediately	Keep the person(s) in full view until the police arrive
Keep students away from the person(s)	If necessary provide all staff with a full description of the person(s)
Back away from the person(s) if he or she indicates a potential for violence	Notify district administration
Allow an avenue of escape for both the intruder and yourself	Document all actions taken by you and your staff

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

STAFF	ADMINISTRATORS
Call 911	Announce Hard Lockdown – repeat several times
Initiate ALICE procedures	Initiate ALICE procedures
	Call 911
	Provide the following information if possible: <ul style="list-style-type: none"> • Location of shooter • Description, identity and number of shooters • Description of weapon(s) • Number of shots fired • Is shooting continuing • Number of injuries
	Notify district administration
	Direct all media requests to the District communications office

HOSTAGE CRISIS

A hostage crisis means a person(s) is seized by a criminal abductor in order to compel another party such as a relative, employer, law enforcement, or government to act, or refrain from acting, in a particular way, often under threat of serious physical harm to the hostage(s) after expiration of an ultimatum.

STAFF	ADMINISTRATORS
<i>If you are taken hostage:</i>	Initiate hard lockdown procedures
STAY CALM and try not to panic	Call 911
Cooperate with the hostage taker to the fullest extent possible	If Known provide the following information to law enforcement: <ul style="list-style-type: none"> • Identity and description of the individual • Description and location of the incident • Number of hostages • Number of injuries
Calm students if they are present	Notify district administration
Ask the hostage-taker to speak, do not argue or make suggestions	Direct all media requests to the District communications office
<i>If you are a witness to a hostage crisis:</i>	
Call 911	
Notify building administrator immediately	

WEAPONS ON SCHOOL GROUNDS

School Board Policy #501 states:

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in the policy. The school district will act to enforce the policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

See the complete policy for additional information.

STAFF	ADMINISTRATORS
Call the SRO and notify them of the situation	Initiate a hard or soft lockdown if necessary
Call 911 if you deem it necessary	Call 911 if you deem necessary
Notify administration	Notify district administration
Note the following information: <ul style="list-style-type: none"> Location and description of the person(s) Location of weapon Has the individual threatened others 	If you approach the person consider these factors: <ul style="list-style-type: none"> Accessibility of weapon(s) Safety of students/staff in the area State of mind of the individual
Stay calm	If the person(s) displays or threatens with the weapon: <ul style="list-style-type: none"> Do not try to disarm them Avoid sudden moves or gestures Keep a calm and clear voice Use the individuals name when talking to them Allow for escape routes Back up with your hands up
Keep the area clear of students	If the individual is a student notify parent/guardian Document all actions taken by staff

FIGHT/ASSAULT

Many fight/assaults are not criminal in nature and should be handled by school staff and follow the proper District disciplinary procedures.

STAFF	ADMINISTRATORS
Call the SRO and notify them of the situation	Consider lockdown procedures
Call 911 if you deem it necessary	Address the event according to school district discipline policy and procedure
Notify administration	Notify parents or legal guardians
Use a calm voice and low tones to address the students that are engaged in the fight/assault	Notify law enforcement if necessary
If possible separate the student(s)	Make appropriate referrals to student services or student assistance teams
Disperse onlookers and keep the area clear of students	If the assailant flees the scene get vehicle and license number if possible – call 911
Administer aid as necessary	Document all actions taken by staff

SUICIDE THREAT OR ATTEMPT

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

STAFF	ADMINISTRATORS
Stay with student until assistance arrives	Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent/guardian cannot be reached
Notify school administration, counselor, social worker or school psychologist	Determine a course of action with social worker or other mental health professional
Ensure short-term physical safety of the student, provide first aid if needed	Contact parent/guardian to make appropriate recommendations and to pick student up
Listen to the student take all threats seriously	Notify district administration
Assure the student you will find help or keep him/her safe	Document all actions and debrief with all staff involved
Stay calm, don't leave the student, even if they convince you they are ok	Follow up with the student after the incident
Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive the appropriate medical care/counseling.	

FIRE

All rooms are equipped with a fire evacuation map; staff should familiarize themselves with the map and know the evacuation routes from each area/room.

STAFF	ADMINISTRATORS
Activate fire alarm and notify building administration	Activate fire alarm
Check assigned locations where students may not hear alarm (restrooms, lunchroom, pool, locker rooms, band and music rooms)	Call 911 – confirm address of school, if possible confirm exact location of smoke or fire
Implement evacuation plan for students needing special accommodations <ul style="list-style-type: none"> • Staff should know where and how to use EVAC chairs for students needing assistance 	Assist staff and students in evacuating the building
Once outside assemble in designated area and take student attendance	Activate the crisis management team
Report missing, extra or injured students to building administration	Notify district administration
Wait for further instructions from building administrator or incident command	Determine if students need to be transported to an evacuation site
	Direct all media requests to the District communications office
	Signal all clear if and when it is safe to reenter the building

BUS CRASH / BUS CRASH DURING A FIELD TRIP

In the event of a bus crash there will be a lot of moving parts that need to be dealt with in a very short amount of time.

ADMINISTRATORS	DISTRICT OFFICE ADMINISTRATION
Immediately after the incident	Immediately after the incident
Initiate crisis management team	Inform the board and have a brief press release sent to media
Go to site with bus roster and student contact information	Go to school to help set up crisis mitigation for parents and students
Notify other in district school administration, counselor, social worker or school psychologist to be ready to assist students	Contact other districts, hospitals and the county to ask for additional counselors for students and families
8-10 hours after incident	8-10 hours after incident
Keep the school open for students and parents to gather	Get ready for a press conference to be held off site (church, another school etc)
Set up parent & student counseling centers	Set up parent & student counseling services
Recovery stage day 2+	Keep staff informed of the situation
Focus on injured students and families of deceased students	Recovery stage day 2+
Make school facilities available for the community	Contact insurance company and other resources for funding as necessary
With district administration decide if school should be called off	Get students back on schedule as soon as possible
	Continue to communicate with parents and the media as needed

ADMINISTRATORS	DISTRICT OFFICE ADMINISTRATION
MINOR BUS ACCIDENT	
Confirm the accident with bus company, Jennifer Fernholz, or Mike Burlager	Send out communication to parents if necessary
Notify District Office Administration	
Go to site if necessary	

HAZARDOUS MATERIAL

In the event of a natural or propane gas leak or odor EVACUATE IMMEDIATELY. In all other cases first responders will take command of the situation and determine the steps to take regarding evacuation, shelter in place and ventilation systems (HVAC).

STAFF	ADMINISTRATORS
Notify building administration, report location and type of incident if known	Call 911 – report location of leak/spill and type of material (if known)
Move students from the area/or incident	Develop an action plan with emergency responders (evacuation, shelter in place, shutdown HVAC)
Close door to affected area	Notify district administration
If necessary evacuate the building	Move staff and students away from the area/or incident
Take attendance and report missing or injured students	Document all actions taken by staff
	Report incident to the Minnesota Duty Officer 1-800-422-0798

**SUSPICIOUS PACKAGE OR MAIL
CHEMICAL/BIOLOGICAL THREAT**

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words, oily stains, discolorations, odor, no return address or a city or state postmark that does not match the return address.

SUSPICIOUS LETTER OR PACKAGE	
STAFF	ADMINISTRATORS
Do not open package or letter	Call 911 – give them as much information as you can about the letter/package
Notify building administration	Notify district administration
Limit access to the area where the suspicious letter or package is located	Do not let people touch or handle the package to preserve the
Do not let people touch or handle the package to preserve the evidence	Consider evacuation procedures
	Document all actions taken by staff

IF A LETTER OR PACKAGE IS OPENED AND CONTAINS A SUSPICIOUS SUBSTANCE	
STAFF	ADMINISTRATORS
Notify building administration	Call 911 – give them as much information as you can about the letter/package
Limit access to the area where the suspicious letter or package is located	Notify district administration
Isolate the people who have been exposed to the substance to prevent or minimize contamination	Consult with emergency officials to determine <ul style="list-style-type: none"> • Need for decontamination of the area and the people exposed to the substance • Need for evacuation or shelter in place
Wait for further instructions from law enforcement	Notify parents or legal guardians according to district policy
	Direct all media requests to the District communications office

BOMB THREAT

All bomb threats must be taken seriously until they are assessed.

RECEIVING A BOMB THREAT	
STAFF	ADMINISTRATORS
Notify building administration	Call 911 – give them as much information as you can about the bomb threat
Preserve evidence for law enforcement	Determine credibility of the threat
If the threat comes in over the phone try to gather as much information as you can from the caller	Notify district administration
	Document all actions taken by staff

IF THE BOMB THREAT IS DETERMINED TO BE CREDIBLE	
STAFF	ADMINISTRATORS
Scan classroom or assigned area for suspicious items	Initiate appropriate lockdown or evacuation procedures
Do not touch any suspicious devices but notify emergency responders/building administration	Direct staff to scan classrooms or assigned areas for suspicious devices
IF EVACUATION PROCEDURES ARE INITIATED	
Follow evacuation procedures	Notify staff via PA of evacuation. Do not use cell phones, radios or fire alarm system because of risk of activating device
Take attendance and report missing or injured students	Activate the crisis management team
	Notify parents or legal guardians according to district policy
	Direct all media requests to the District communications office

DEMONSTRATION

Demonstrations on school property could be deemed trespassing. Minnesota State Statute 609.605 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

STAFF	ADMINISTRATORS
Notify building administration	Notify and consult with law enforcement to develop an action plan
	Notify building staff of the situation
	Encourage staff not to participate in student-led or public demonstration and to maintain the learning environment
	Notify district administration
	Consider implementing a soft lockdown
	Monitor the situation and continue to communicate with district administration
	Direct all media requests to the District communications office



Superintendent: Dr. Rod Thompson

August 16, 2016

HomeTown Bank
Mr. Matthew A. Gassen; VP, Shakopee Bank Manager
115 1st Avenue E.
Shakopee, MN 55379

RE: Shakopee Public Schools; High School Project Partnership

Dear Matthew,

On behalf of Shakopee Public Schools and School Board, we are excited to confirm our commitment to partnering with HomeTown Bank on this exciting opportunity space within the soon to be expanded Shakopee High School facility. We are confident that this venture will prove to be a positive experience for everyone involved.

At our August 15, 2016 Regular School Board meeting, the School Board unanimously approved moving forward with this partnership. I have enclosed a copy of our School Board meeting minutes for your reference.

As we discussed during our last meeting, our project team stands ready to coordinate efforts with your group to ensure that all infra-structure and other needs associated with the space are appropriately coordinated and accommodated. Once you have reached a point where you have enlisted your architect, security/IT personnel, etc., please feel free to contact our owner's representative ICS Consulting, Inc. at your convenience to begin coordinating logistics. Their primary contacts for the High School project are Chris Ziemer at (612) 412-6066 or Scott Johnson at (612) 868-5312.

Again, we are extremely excited to be partnering with you and HomeTown Bank and we look forward to great things moving forward! If you should have any additional questions or thoughts please do not hesitate to contact me.

Sincerely,

Dr. Rod Thompson
Superintendent of Schools