

# SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





Shakopee Public Schools  
School Board Regular Business Meeting  
District Office Board Room, 1200 Town Square, Shakopee, MN 55379

---

Monday, March 19, 2018  
6:00 PM

1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON
2. PLEDGE OF ALLEGIANCE
  2. 1. Recognition of Principal Melissa Zahn 7
3. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS
  3. 1. Recognition of State Level Participants - Boys Swim & Dive  
Coach Eric Hills  
Gavin Wicklander  
Garrett Riley  
Alex Kraft  
Jack Bjelland  
Brandon Gorter  
Liam Bergerson  
Teddy Johnson  
Alan Purves
  3. 2. Recognition of State Level Participants - Wrestling  
Coach Jim Jackson                      Cole Malone  
Paxton Creese                              Sam Webster  
Evan Bruckner                              Alex Lloyd  
Ben Lunn                                      Abe Reyes  
Max Crowe                                    Connor Raines  
Seth Bakken                                  Jack Casey  
John Kroll                                    DJ Smith  
Tyler Jones                                  Tommy Johnson  
Jadon Hellerud                              Tyler Kropiwka  
Sam Tremi
4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS
5. CONSENT ITEMS
  5. 1. Personnel Items
    - 5.1.1 Acceptance of Retirements**  
Last Name, First Name, Position, Location, Effective Date

Kochenash, Susan, Speech Language Pathologist, Red Oak Elementary School, 6/01/2018  
Snell, Carol, Program Support Assistant, District Wide, 4/04/2018

**Recommended Action**

Accept the retirements and thank them for their service to the district as presented.

**5.1.2 Acceptance of Resignations**

Last Name, First Name, Position, Location, Effective Date  
Berg, Mary, Teacher, Grade 2, Sun Path Elementary School, 6/01/2018  
Flack, Alison, Teacher, Grade 5, Sun Path Elementary School, 6/01/2018  
Ruter, Chad, School Psychologist, West Junior High School, 6/01/2018  
Sogla, Ashley, AVID, Tutor, West Junior High School, 5/31/2018

**Recommended Action**

Accept the resignations and thank them for their service to the district as presented.

**5.1.3 Approval of Director of Finance and Operations**

Last Name, First Name , Position, Location, Effective, Salary  
Priess, Jeff, Director of Finance and Operations, DistrictWide, 3/15/2018, \$145,000.00 Prorated/duty days

**Recommended Action**

Approve the above Director of Finance and Operations as presented.

**5.1.4 Approval of NonCertified Contracts for the 2017-18 School Year**

Last Name, First Name, Position, Location, Salary, Effective  
Cronin, Jeffery, Custodian, High School, \$16.92/hr, 2/22/2018  
Singer, Lauren, Site Volunteer Coordinator, Red Oak Elementary School, \$2,700.00/yr, 2/27/2018

**Recommended Action**

Approve noncertified contracts as presented.

**5.1.5 Approval of Long Term Substitute Contracts**

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, Approx. Days, FTE, Salary  
Kraemer, Barbara, Hanson, Kristara, Program Support Assistant, Sweeney Elementary School, 1/23/2018 through approx. 3/13/2018, Grade 2 Step 1, 37, .313, \$12.52/hr  
Mendel, Kelly, Mareck, Kathy, Teacher, Physical Education, Sweeney

Elementary School, 3/07/2018 through approx. 5/14/2018, BA Step 3, 49, 1.0, \$212.04/day

Penner, Cody, Suel, Chris, Program Support Assistant, High School, 2/12/2018 through approx. 5/31/2018, Grade 3 Step 1, 72, .813, \$14.59/hr

Stans, Megan, Vande Castle, Jennifer, Program Support Assistant, Eagle Creek Elementary School, 3/05/2018 through approx. 5/31/2018, Grade 3 Step 3, 57, .719, \$15.16/hr

**Recommended Action**

Approve long term substitute contracts as presented.

**5.1.6 Approval of Co-Curricular Assignments**

Last Name, First Name, Position Title

Richards, Mike, Assistant Track & Field Coach

Fordyce, Rebecca, Junior High Track & Field Coach

Tyson, Joshua, Junior High Track & Field Coach

Rangel, John, Junior High Track & Field Coach

Jackson, James, Junior High Track & Field Coach

Amundsen, Thom, Play Director

Cole, Robert, Assistant Play Director

Laursen, Dave, Technical Director

Klick, Rachel, HOSA Advisor

Javner, Cassidy, Prom Advisor

Walker, Ashley, Assistant Softball Coach

Wermerskirchen, Kaitlyn, Assistant Softball Coach

Grosskurth, Derek, Assistant Softball Coach

Schmidt, Sarah, Assistant Softball Coach

Cleveland, Geoff, Volunteer Softball Coach

Angel, Kelsey, Junior High Softball Coach

Casey, Jeff, Junior High Softball Coach

Hallett, Todd, Volunteer Golf Coach

**Recommended Action**

Approve the Co-Curricular Assignments as presented.

5. 2. Approval of minutes of the School Board Business Meeting on February 26, 2018 8

**Recommended Action**

Approve minutes of the School Board Business Meeting on February 26, 2018 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 wires report

**Recommended Action**

Approve the wires report as presented.

5. 5. Approval of 2018-19 YMCA Contract

16

**Recommended Action**

Approve the 2018-19 YMCA Contract as presented.

5. 6. Authorization for Sale of Obsolete Equipment

Director of Instructional Technology Bryan Drozd is requesting authorization for sale of obsolete technology equipment.

**Recommended Action**

Per School District Policy 802, authorize the sale of obsolete technology equipment (approximately 300 MacBooks with an estimated value of \$75,000) as presented.

6. OLD BUSINESS DISCUSSION ITEMS

6. 1. Discussion Regarding IntraDistrict and Open Enrollment Procedures 27

Int. Superintendent Gary Anger, Pearson 6th Grade Center Kevin Bjerken and Data & Testing Administrator Dave Orłowsky will update the board on progress towards creating a centralized IntraDistrict and Open Enrollment process.

Presenter: Int. Superintendent Gary Anger, Pearson 6th Grade Center Kevin Bjerken and Data & Testing Administrator Dave Orłowsky

Time: 10 minutes

6. 2. Overview of 2018-19 Preliminary Budget 35

Int. Superintendent Gary Anger will introduce our new Director of Finance & Operations Jeff Priess along with providing a preview of the 2018-19 preliminary budget and will share the budget adjustment working timeline.

Presenter: Int. Superintendent Gary Anger

Time: 10 minutes

6. 3. School Board Vacancy Update

School Board Chair Scott Swanson will provide an update regarding the process to fill the School Board vacancy. Reminder - the application window closes March 23, 2018.

Presenter: School Board Chair Scott Swanson

Time: 5 minutes

6. 4. Policy Update

Teaching & Learning Supervisor Ed Cox will provide an overview of the school district policy work that will begin again in the next few months.

Presenter: Teaching & Learning Supervisor Ed Cox

Time: 10 minutes

7. OLD BUSINESS ACTION ITEMS

7. 1. Academies of Shakopee Academy Champion 36

Interim Superintendent Gary Anger will present the Shutterfly as represented by Jamie Riddle as The Academies of Shakopee Shutterfly Engineering & Manufacturing Academy Champion for board approval.

**Recommended Action**

Approve the Shutterfly as the Academies of Shakopee Shutterfly Engineering & Manufacturing Academy Champion as presented and thank them for their support of the students, families of the Shakopee Schools and the entire Shakopee community.

Presenter: Int. Superintendent Gary Anger

Time: 10 minutes

8. NEW BUSINESS DISCUSSION ITEMS

9. NEW BUSINESS ACTION ITEMS

10. OTHER

10. 1. March 1, 2018 Enrollment Report 37

11. COMMITTEE REPORTS

12. RECOGNITION OF VISITORS TO BOARD MEETING

13. UPCOMING MEETINGS AND IMPORTANT DATES

March 21, 2018 5:00PM BOC District Office Board Room

March 1-23, 2018 School Board Vacancy Application Window

April 9, 2018 6:00PM School Board Learning Session District Office Board Room

April 11, 2018 5:00PM BOC District Office Board Room

April 16, 2018 5:00PM Citizens' Communications Advisory Committee District Office Board Room

April 23, 2018 4:00PM School Board Policy Committee Supt's Conference Room

April 23, 2018 5:00PM School Board Finance Committee Supt's Conference Room

April 23, 2018 6:00PM School Board Business Meeting District Office Board Room

April 25, 2018 5:00PM BOC District Office Board Room

14. ADJOURNMENT

**PROCLAMATION**

MELISSA ZAHN DAY  
MARCH 15, 2018

**WHEREAS**, Melissa Zahn was born in Mountain Iron, Minnesota and graduated from Mountain Iron-Buhl High School in 2003; and,

**WHEREAS**, she earned her Bachelor's in education from the University of Minnesota-Duluth, her Master's from St. Mary's, and was preparing to receive her Doctorate from Bethel University; and,

**WHEREAS**, she began her teaching career as a substitute teacher in Chaska and worked her way up to her most recent position as principal of the Central Family Center; and,

**WHEREAS**, Melissa was an inspiration to others by encouraging and supporting others while fighting her own struggles with a 6 ½ year battle with breast cancer; and,

**WHEREAS**, she created a blog, entitled Commit to Conquer, to help anyone going through IVF, cancer or other obstacles in their life that needed inspiration and encouragement; and,

**WHEREAS**, she was an honorary chair at the Scott County Relay for Life; and,

**WHEREAS**, she was a dedicated wife to her husband Brian of nine years and mother to their 2-year-old son, Henry, and will be greatly missed by family, friends and co-workers.

**NOW, THEREFORE, I**, Bill Mars, Mayor of the City of Shakopee, do hereby proclaim Thursday, March 15, 2018, to be MELISSA ZAHN DAY in the City of Shakopee, Minnesota.

Given under my hand and the seal of the City of Shakopee this 15<sup>th</sup> day of March, 2018.

---

Mayor of Shakopee

ATTEST:

---

City Clerk

# Minutes of School Board Regular Business Meeting

## School Board Shakopee Public Schools

---

A School Board Regular Business Meeting of the School Board of Shakopee Public Schools was held Monday, February 26, 2018, beginning at 6:00 PM in the District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

### 1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON

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

ABSENT:

### 2. PLEDGE OF ALLEGIANCE

### 3. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS

3. 1. Shakopee Education Endowment Foundation (SEEF) Presentation of Grants Awarded  
Since 1992, SEEF has donated over \$339,000 in grants to fund projects that directly benefit Shakopee Students. This year, the grant total is \$24,400. Attached was the list of grants funded by the Foundation.

3. 2. Shakopee Mdewakanton Sioux Community Grant Recognition  
The Shakopee Mdewakanton Sioux Community donated \$100,000 for mental health identification of potential issues for early childhood, providing more screening and mental health identification services. Also, expansion of adult education classes around mental health and to extend services to high school students with mental health concerns.

3. 3. Eagle Creek Elementary Hometown Solar Grant Award  
The Minnesota Municipal Power Agency was pleased to inform the Shakopee Public Schools, Eagle Creek Elementary School has been selected as a recipient of the 2018 MMPA Energy Education, Hometown Solar Grant Award.

MMPA is dedicated to Energy Education in their member communities. The Hometown Solar Grant Program allows the Agency to provide an educational asset to our member communities and to help teach our youth first-hand about how sunlight is converted into electricity, and the unique characteristics of solar power.

### 4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

Bowerman/Tucker moved to approve the agenda as presented; motion passed unanimously.

### 5. CONSENT ITEMS

McKeand/Tucker moved to approve the consent agenda items as presented; motion passed unanimously.

## 5. 1. Personnel Items

### 5.1.1 Acceptance of Retirement

Last Name, First Name, Position, Location, Effective Date  
Reuss, Karen, Teacher, Business, High School, 6/01/2018

#### Recommended Action

Accepted the retirement and thanked her for her service to the district as presented.

### 5.1.2 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective Date  
Breeggemann, Mark, Custodian, Grounds, District Wide Grounds, 2/14/2018  
Hayes, Dory, Food Service Worker I, High School, 1/19/2018  
Vande Castle, Jennifer, Program Support Assistant, Sun Path Elementary School, 2/27/2018  
Vizenor, Robin, Program Support Assistant, Eagle Creek Elementary School, 2/09/2018  
Weis, Sherry, Office Assistant, Pearson 6th Grade Center, 3/21/2018

#### Recommended Action

Accepted the resignations and thanked them for their service to the district as presented.

### 5.1.3 Approval of Certified Contract for the 2017-18 School Year

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual  
Reynoldson, Taylor, Building Substitute Teacher , Sun Path Elementary School, N/A, N/A, 1.0,  
1/31/2018, \$125.00/day, R

#### Recommended Action

Approved certified contract as presented.

### 5.1.4 Approval of NonCertified Contracts for the 2017-18 School Year

Last Name, First Name, Position, Location, Salary, Effective  
Davenport , Helena, Program Support Assistant , West Junior High School, \$14.59/hr,  
1/29/2018  
Peterson, Ann, Program Support Assistant, Eagle Creek Elementary School, \$14.59/hr,  
2/05/2018

#### Recommended Action

Approved noncertified contracts as presented.

### 5.1.5 Approval of Long Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, Approx. Days, FTE, Salary  
Arvin, Betsi, Winkler, Andrea, Teacher, Grade 2, Sweeney Elementary School, 2/05/2018 through approx. 4/06/2018, MA Step 3, 40 days, 1.0, \$254.10/day  
Bauder, Cynthia, Hinderaker, Kimberly, Teacher, Special Services, Jackson Elementary School, 2/07/2018 through approx. 3/28/2018, MA Step 3, 31 days, 1.0, \$254.10/day  
Callies, Emma, Leszczynski, Kimberly, Teacher, Spanish, High School, 1/15/2018 through approx. 6/1/2018, BA Step 3, 95 days, 1.0, \$212.04/day  
Carter, Ellen, Olson, Sarah, Teacher, Language Arts, High School, 2/07/2018 through approx. 5/01/2018, BA Step 3, 55 days, .60, \$127.22/day  
Dalbec, Janie, Kathan, Megan, Teacher, Special Services, West Junior High School, 1/23/2018 through approx. 6/01/2018, BA Step 3, 94 days, 1.0, \$212.04/day  
Drill-Mellum, Lucia, Batalden, Jennifer, Teacher, Kindergarten, Jackson Elementary School, 3/09/2018 thru approx. 6/01/2018, BA Step 3, 57 days, 1.0, \$212.04/day  
Laughlin, Heather, Mavetz, Jeni, Teacher, Special Services, High School, 2/12/2018 through approx. 6/01/2018, BA + 30 Step 3, 75 days, .70 , \$170.51/day

Leadstrom, Ashley, Knutson, Nicole, Teacher, Grade 3 , Red Oak Elementary School, 1/24/2018 through approx. 2/23/2018, BA Step 3, 23 days, 1.0, \$212.04/day  
Nurmela, Michael, Anderson, Todd, Teacher, Tech Education, High School, 2/08/2018 through approx. 3/26/2018, BA Step 3, 33 days, 1.0, \$212.04/day  
Rotert, Candace, Valiant, Lavonne, School Nurse, Sun Path Elementary School, 1/19/2018 through approx. 4/30/2018, BA Step 5, 68 days, 1.0, \$224.04/day

**Recommended Action**

Approved long term substitute contracts as presented.

**5.1.6 Approval of Co-Curricular Assignments**

Last Name, First Name, Position Title

Webster, Stephanie, One Act Play  
Horan-Hengel, Megan, Assistant Cheerleading  
Strand, Kelsey, Assistant Speech  
Brennan, David, Assistant Speech  
Forsythe, Joshua, Assistant Speech  
Klosa, Brian, Assistant Speech  
Schleper, Thomas, Head Baseball Coach  
Schmitz, Eric, Assistant Baseball Coach  
Ryan, Kyle, Assistant Baseball Coach  
Ungar, James, Assistant Baseball Coach  
Thom, Joshua, Assistant Baseball Coach  
Wagener, Robert, Assistant Baseball Coach  
Stone, Jody, JH Baseball Coach  
Stromgren, Kenny, JH Baseball Coach  
Gardner, Matthew, JH Baseball Coach  
Hartfiel, Curt, Volunteer Baseball Coach  
Conrad, Matthew, Volunteer Baseball Coach  
Fittante, Joseph, Head Softball Coach  
Schneider, Tara, Head Girls Lacrosse Coach  
Pierce, Katherine, Assistant Lacrosse Coach  
Krmopotich, Colleen, Assistant Lacrosse Coach  
Russell, Daniel, Assistant Lacrosse Coach  
Pollock, Sean, Head Boys Lacrosse Coach  
Puch, Timothy, Assistant Lacrosse Coach  
Allen, Philip, Assistant Lacrosse Coach  
Mueller, Thomas, Assistant Lacrosse Coach  
Arnfelt, Jennifer, Head Boys Tennis Coach  
Gerleman, Alex, Assistant Tennis Coach  
Menden, Courtney, Assistant Tennis Coach  
Roach, Jack, Volunteer Tennis Coach  
Weiers, Andrew, Head Boys Golf Coach  
Plagge, Nathan, Assistant Golf Coach  
Brown, Andrew, JH Golf Coach  
Lyons, Christopher, JH Golf Coach  
Miller, Jon, Head Girls Golf Coach  
Corteau, Donnat, Assistant Golf Coach  
Fish, Joshua, JH Golf Coach  
Haskins, Zachary, Head Boys Track & Field Coach  
Siegmeier, Emily, Head Boys Track & Field Coach  
Honza, George, Assistant Track & Field Coach

Bristol, Lauren, Assistant Track & Field Coach  
Wachter, Jeff, Assistant Track & Field Coach  
Loonan, John, Assistant Track & Field Coach  
Chukuske, Ryan, Assistant Track & Field Coach  
Bruzda, Emily, Assistant Track & Field Coach  
Laughlin, Wade, Assistant Track & Field Coach

**Recommended Action**

Approved the co-curricular assignments as presented.

**5.1.7 Request for Unpaid Leave of Absence**

Megan Kathan, teacher at West Junior High School, is requesting an unpaid leave of absence starting 1/02/2018 through 6/01/2018.

**Recommended Action**

Approved the leave of absence for Megan Kathan as presented.

**5.1.8 Request for Unpaid Leave of Absence**

Jeni Mavetz, teacher at the High School, is requesting an unpaid leave of absence starting 4/30/2018 through approx. 6/01/2018, following her FMLA leave.

**Recommended Action**

Approved the unpaid leave of absence for Jeni Mavetz as presented.

**5.1.9 Request for Unpaid Childcare Leave of Absence**

Christine Schultz, teacher at Sweeney Elementary School, is requesting an unpaid childcare leave of absence for the entire 2018-19 school year.

**Recommended Action**

Approved the leave unpaid of absence for Christine Schultz as presented.

5. 2. Approval of minutes of the School Board ReOrganization and Business Meeting held January 8, 2018, the School Board Special Business Meeting on February 12, 2018 and the School Board Work Session held on February 12, 2018 as presented.

**Recommended Action**

Approved the minutes of the School Board ReOrganization and Business Meeting held January 8, 2018, the School Board Special Business Meeting on February 12, 2018 and the School Board Work Session held on February 12, 2018 as presented.

5. 3. Consideration of bills and authorization to pay same

**Recommended Action**

Approved the bills and authorized to pay same as presented.

5. 4. Approval of wires reports

**Recommended Action**

Approved the wires reports as presented.

5. 5. PCard User List Approval

A draft of the 2018 school district Purchasing Card users and spending limits was initially presented to the Board for approval at the January 8, 2018 Business Meeting. Following additional review, the attached final list was presented for approval.

**Recommended Action**

Approved the 2018 final list of P-Card users and their corresponding credit limits as presented.

## 6. OLD BUSINESS DISCUSSION ITEMS

### 6. 1. Districtwide School Safety Update

Safety and security of our students and staff in the Shakopee Schools is our top priority. Int. Superintendent Gary Anger reviewed procedures in place across the district.

### 6. 2. Enrollment Update

Int. Superintendent Gary Anger presented an overview of the 2017-18 enrollment patterns for the board.

### 6. 3. Discussion Regarding IntraDistrict and Open Enrollment Procedures

Int. Superintendent Gary Anger and Data & Testing Administrator Dave Orłowsky updated the board on progress towards creating a centralized IntraDistrict and Open Enrollment process.

### 6. 4. District Financial Advisor Update

Int. Superintendent Gary Anger introduced Jodi Zesbaugh, Joel Sutter and Shelby McQuaid from Ehlers Investment Partners. The board was invited to ask any questions of Ehlers they may have had.

## 7. OLD BUSINESS ACTION ITEMS

### 7. 1. Recognition and Acceptance of Retirement of School Board Member Mary Romansky

On January 11, 2018 MSBA (Minnesota School Boards Association) honored Shakopee School Board member Mary Romansky at its annual recognition luncheon for 20 years of service. Her fellow board members were honored to attend this celebration for Mary. She has served on the Shakopee School Board since 1997. Mary has spent decades serving the children of Shakopee through her service on the school board, the board for SouthWest Metro Educational Cooperative and through her non-profit "Good to Go Kids." Mary was also named an All-State School Board member in 2016.

"I have had the honor of working with Mary for many years during my time as Superintendent and now again as acting interim," said Jon McBroom, acting interim Superintendent of Shakopee schools. "Mary is a dedicated servant of the community. We are lucky to have had her on the school board for so long."

"I would like to echo the sentiments from Mr. McBroom in that it has been an honor to serve alongside Mary Romansky here in the Shakopee School District. We wish Mary all the best in the future and hope to see her soon at future school district events", said Gary Anger

#### **Recommended Action**

Hallett/McKeand moved to accept the retirement from the School Board by Mary Romansky effective January 26, 2018 and thanked her for her many, many years of service and dedication to the Shakopee School District as presented; motion passed unanimously.

### 7. 2. Approval of July 1, 2017- June 30, 2019 Shakopee Education Association (SEA) Teacher Contract

Human Resources Generalist Natasha Halseth presented highlights of the 2017-19 SEA teacher contract for board review and approval. SEA President Dale Anderson and Int. Superintendent Gary Anger issued a joint statement.

#### **Recommended Action**

McKeand/Hallett moved to approve the 2017-19 Shakopee Education Association Collective Bargaining Agreement as presented; motion passed unanimously.

7. 3. Approval of 2017-18 Revised Budget

Int. Superintendent Gary Anger, along with Jon McBroom, presented the revised 2017-18 budget for final board approval. A reminder to the public that they can provide input on potential budget adjustments. A link can be found on the district website.

**Recommend Action**

Tucker/Pass moved to approve the 2017-18 revised budget as presented; motion passed unanimously.

7. 4. Approval of Change Order #14 Shakopee High School Expansion and Renovation Change Order #14 for the Shakopee High School Additions and Renovations Project in the amount of \$19,874.07 was presented for approval.

**Recommended Action**

Bowerman/McKeand moved to approve Change Order #14 as presented; motion passed unanimously.

7. 5. Approval of Change Order #15 Shakopee High School Expansion and Renovation Change Order #15 for the Shakopee High School Additions and Renovations Project in the amount of \$116,986.68 was presented for approval.

**Recommended Action**

Pass/McKeand moved to approve Change Order #15 as presented; motion passed unanimously.

7. 6. Approval of Change Order #16 Shakopee High School Expansion and Renovation Change Order #16 for the Shakopee High School Additions and Renovations Project in the amount of \$456,354.28 was presented for approval.

**Recommended Action**

McKeand/Bowerman moved to approve Change Order #16 as presented; motion passed unanimously.

7. 7. Approval of Change Order #8 Vaughan Field Stadium/Concessions Improvements Change Order #8 for the Vaughan Field Stadium/Concessions Improvements Project in the deduct amount of -\$43,047.27 was presented for approval.

**Recommended Action**

Tucker/Hallett moved to approve Change Order #8 as presented; motion passed unanimously.

7. 8. Approval of Facility Fee Schedule

Jon McBroom will present the Shakopee Schools Facility Fee Schedule for final board approval.

**Recommended Action**

Tucker/McKeand moved to approve the Facility Fee Schedule as presented; motion passed unanimously.

7. 9. Approval of FY18 Achievement & Integration Budget Workbook

Int. Superintendent Gary Anger presented a revised 2017-18 Achievement & Integration Budget Workbook for board review and approval.

**Recommended Action**

Hallett/Pass moved to approve the 2017-18 Achievement & Integration Budget Workbook as presented; motion passed unanimously.

8. NEW BUSINESS DISCUSSION ITEMS

9. NEW BUSINESS ACTION ITEMS

9. 1. School Board Vacancy

School Board Chair Scott Swanson facilitated a discussion regarding the school board vacancy created by the retirement of Mary Romansky.

**Recommended Action**

Pass/Tucker moved to approve a motion to establish a process for school district residents to apply for the vacancy (application window March 1-23, 2018), screening of potential candidates (early April 2018) and potential selection of a candidate for appointment to the School Board at the April 23, 2018 School Board Meeting as presented; motion passed unanimously.

9. 2. Special Education Funding Resolution

School Board Treasurer Angela Tucker presented a special education funding resolution for board review and approval.

**Recommended Action**

Tucker/McKeand moved NOW, THEREFORE, BE IT RESOLVED, that Shakopee Public Schools urge the Governor and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE BE IT RESOLVED that there is an urgency the Minnesota Legislature to convene a task to work on special education funding, specifically with a focus on the impacts of the new special education funding formulas, the projected cross-subsidy and recommendations with a timeline to eliminate the cross-subsidy as presented; motion passed unanimously.

10. OTHER

11. COMMITTEE REPORTS

12. RECOGNITION OF VISITORS TO BOARD MEETING

13. UPCOMING MEETINGS AND IMPORTANT DATES

February 26, 2018	4:00PM	Policy Committee Meeting District Office Board Room
February 26, 2018	5:00PM	Finance Committee Meeting Supt's Conference Room
March 19, 2018	5:00PM	Finance Committee Meeting Supt's Conference Room
March 19, 2018	6:00PM	School Board Business Meeting District Office Board Room
March 21, 2018	5:00PM	BOC District Office Board Room

14. ADJOURNMENT

At 8:13PM, Hallett/Pass moved to adjourn as presented; motion passed unanimously.

### Bank Account - Wires Out

Date	Description	Amount
2/1/2018	Health Partners Dental Access Fee	3,692.00
2/2/2018	Payroll Direct Deposit	1,397,244.44
2/5/2018	403b Wire	134,120.92
2/5/2018	Account Service Charge	986.27
2/5/2018	IRS Federal Tax ACH	480,886.99
2/6/2018	Dependent/Medical Claim Reimbursement	7,314.64
2/6/2018	RevTrak Credit Card Fees	5,834.28
2/6/2018	State of MN Taxes ACH	100.00
2/6/2018	State of MN Taxes ACH	81,230.00
2/6/2018	State of MN Taxes ACH	102.44
2/7/2018	Community Ed Credit Card Fees	2,816.37
2/8/2018	Public Employee Retirement Association (PERA) ACH	68,335.31
2/8/2018	Teachers Retirement Association (TRA) ACH	254,393.22
2/9/2018	Community Ed Credit Card Fees	56.20
2/9/2018	Health Savings Account (HSA) Contributions	15,163.69
2/9/2018	Voluntary Employees' Beneficiary Association (VEBA) Contributions	37,964.25
2/13/2018	Community Ed Credit Card Fees	28.30
2/13/2018	Dependent/Medical Claim Reimbursement	9,183.75
2/16/2018	Payroll Direct Deposit	1,445,009.13
2/20/2018	403b Wire	133,817.39
2/20/2018	Dependent/Medical Claim Reimbursement	6,931.78
2/20/2018	IRS Federal Tax ACH	499,358.67
2/21/2018	Employee Reimbursement ACH	7,288.40
2/21/2018	State of MN Taxes ACH	84,679.00
2/21/2018	State of MN Taxes ACH	206.10
2/21/2018	State of MN Taxes ACH	100.00
2/22/2018	Health Savings Account (HSA) Contributions	15,163.69
2/22/2018	Public Employee Retirement Association (PERA) ACH	71,712.51
2/22/2018	Select Account Administrative Fee	6,420.75
2/22/2018	Teachers Retirement Association (TRA) ACH	258,495.44
2/22/2018	Voluntary Employees' Beneficiary Association (VEBA) Contributions	38,581.70
2/27/2018	Dependent/Medical Claim Reimbursement	12,419.16
		5,079,636.79

### Investment Accounts - Wires Out

Date	Description	Amount
2/1/2018	General Fund - Payroll Checks	1,400,000.00
2/5/2018	General Fund - Payroll Taxes/Deductions	1,200,000.00
2/6/2018	General Fund - January P-Card Payment	118,858.23
2/12/2018	General Fund - AP Checks	300,000.00
2/15/2018	General Fund - Payroll Checks	1,400,000.00
2/20/2018	General Fund - Payroll Taxes/Deductions	1,100,000.00
2/21/2018	2015 Building Fund - Construction Checks	350,000.00
2/21/2018	General Fund - AP Checks	850,000.00
2/26/2018	2015 Building Fund - Construction Checks	1,750,000.00
2/28/2018	2015 Building Fund - Fees	1,006.96
2/28/2018	Dental Insurance Trust Payments	56,365.96
2/28/2018	General Fund - AP Checks	500,000.00
2/28/2018	Health Insurance Trust Payments	891,375.41
2/28/2018	OPEB Fees	2,176.99
		9,919,783.55



2018-2019 AGREEMENT BETWEEN  
THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE GREATER TWIN CITIES, THE  
RIVER VALLEY BRANCH, AND THE INDEPENDENT SCHOOL DISTRICT 720  
SHAKOPEE

**TERM:** One-year minimum beginning September 1, 2018 through August 31, 2019 with review by the Director of Community Education and the Director of Community Programs, The Young Men's Christian Association of the Greater Twin Cities, The River Valley Branch. (YMCA)

It is agreed the Shakopee School District shall provide space for School Age Care (SAC) activities to the YMCA.

**The YMCA:**

1. It is the intent of the YMCA to provide SAC for grades K-5 on days when school is in session and K-6 on school release days. The YMCA will also provide care during summer months for grades entering K-8. School year locations are Jackson, Red Oak, Sweeney, Sun Path, and Eagle Creek. Summer programs will be operated in a minimum of two schools. Summer location may rotate each year as agreed upon by School District and YMCA. Appropriate public school location in the Shakopee School District may be provided as alternatives to these locations as the School District sees fit.
2. The YMCA will provide extended afterschool care for the 4 early release dates added to the 2018-2019 school year. Extended care will be available at 2 locations (Jackson Elementary and Red Oak Elementary) and students will be bussed to these locations. Care for this will only be available to current participants registered in the YMCA programs. YMCA will provide the bussing for students on these days.
3. The School District shall provide appropriate space as may be determined between the Community Education Director and the YMCA for a period starting on September 1, 2018 through August 31, 2019. Program Hours will be as follows:

Grades K-5

6:15 AM-until school starts

After school- until 6:15 PM

6:15 AM-6:15 PM on release days (grades K-6)

Care will be provided for grades K-5 at Jackson, Red Oak, Sun Path, Sweeney, and Eagle Creek schools or appropriate public school location.

District 720 will offer one school location for the YMCA to run a release day program in the event of a school closing due to severe/cold day temperatures.

Summer grades entering K-8

6:15am-6:15pm

2 or more school buildings to be announced

4. A non-refundable one-time registration fee of \$50.00 per child will be charged to all participants.

School Year Grades K-5

A non-refundable one-time registration fee of \$50.00 per child will be charged to all participants.

AM	\$12.15
PM	\$12.15
Non-school days	\$43.00 (includes field trip and bussing costs)

Summer

A non-refundable one-time registration fee of \$50.00 per child will be charged to all Summer Power, Summer Uproar, and Summer Power Kindergarten participants.

Weekly fees for Summer Power Kindergarten

3 days	\$149
4 days	\$188
5 days	\$215

Weekly fees for Summer Power

3 days	\$145
4 days	\$184
5 days	\$208

Uproar will be as follows:

3 days	\$149
4 days	\$190
5 Days	\$217

\*A minimum of 3 days per week will be required for Uproar, Summer Power and Kindergarten.

4. The total payment by the YMCA to ISD 720 under this agreement will be the following:

Fee \$121,000 for annual rental space.

Monthly payments, due to ISD 720 the first of each month will be:

\$10,083.33 September 2018-August 2019.

Totaling 12 payments distributed monthly throughout the length of the contract.

5. The school district shall provide the normal custodial and maintenance services. Additional requested services should be paid for the YMCA after first receiving written permission from the school district. Custodial charges incurred by the SAC program will be billed to the YMCA three times per year in November, February, and May.
6. The YMCA shall make arrangements directly with the respective lead custodian and Community Education Director for the storage of any materials.
7. The YMCA agrees to reimburse the school district for the cost of repairing any damages caused by the SAC program.
8. The Community Education Director will serve as the district liaison to SAC.
9. Shakopee parents will be kept informed about the program through a parent handbook and other parent communications.
10. Parent evaluations will be conducted at least once a school year. A summary of the parent evaluations will be provided to the Director of Community Education as a representative of the school district.
11. Jackson, Eagle Creek, Red Oak, Sun Path, and Sweeney or other public school location, will provide use of a TV/DVD and access to computers and technology for the YMCA program. An annual training will occur at the expense of the YMCA.
12. The kitchen will be provided for use for occasional cooking projects and will be supervised by YMCA staff. The YMCA Site Coordinators will have a training session provided by the appropriate staff on the kitchen equipment including the stove and ovens prior to the beginning of the summer program. The YMCA will be responsible for all clean up and condition of equipment with a final inspection at the end of the summer program in August.
13. All staff members involved in the operation of the program will be employees of the YMCA of The Greater Twin Cities. The YMCA agrees to comply with all applicable laws, including insurance liability and workers compensation laws.
14. The YMCA agrees to release, hold harmless and indemnify Shakopee Schools, its individual Board of Education members, all employees, demands, action or causes of action, of any kind; arising from the operation of the program. To the extent authorized by law, statutes, and constitution of the State of Minnesota, this does not extend to any personal injuries caused by Shakopee Schools as a result of any defect in, condition of, or failure by Shakopee Schools to provide physical maintenance of its school facilities.

The Shakopee Schools, its individual Board of Education members, all employees, agrees to release, hold harmless and indemnify the YMCA, its directors, officers,

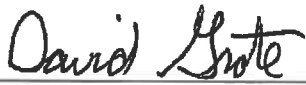
employees demand, actions or causes of action, of any kind; arising from the operation of the program including, but not limited to, transportation to and from the program.

15. The YMCA agrees to provide its own public and automotive liability insurance coverage's at an amount deemed appropriate by the YMCA and the YMCA shall name Independent School District 720 as an "additional insured" on its insurance policies and, furthermore, shall provide the school district with a Certificate of Insurance delineating this contractual provision.
16. The school district agrees to provide its own public liability insurance coverage at an amount deemed appropriate by the school district and the school district shall name The Young Men's Christian Association of Metropolitan Minneapolis and The River Valley Branch as an "additional insured" on its insurance policy and, furthermore shall provide the YMCA with a certificate of Insurance delineating this contractual provision.
17. An annual report of the program will be presented to the Community Education Advisory Council and Board of Education in the spring of each year.
18. The YMCA agrees to comply with all applicable State and Federal laws and regulations, including those of the State of Minnesota governing child and day care program operations. The YMCA will obtain and maintain all necessary (if any) licenses from the State of Minnesota and any other applicable authority in order to operate a child and day care program in the State of Minnesota. The YMCA agrees at all times to operate the program in accordance with these licensing requirements.
19. Any changes in the School Age Care Agreement and fee structure must be reviewed and approved by the Shakopee School District Board of Education prior to student registration for the upcoming program.
20. The Young Men's Christian Association of the Greater Twin Cities, The River Valley Branch will have access to existing Extended Day Disabled dollars through District 720 as allowed by the state statute. The Young Men's Christian Association of Metropolitan Minneapolis, The River Valley Branch will submit quarterly statements to receive appropriate reimbursement. Such service may include: Children with disabilities or children experiencing family or related problems of a temporary nature that participate in the extended day program.
21. The YMCA has agreed to provide School Age Care in our existing morning programs for students in District 720 that become displaced from their homes and are considered "homeless" by state guidelines. The YMCA will provide care at no charge to these families for up to twelve weeks while the family is in transition.

22. The YMCA will provide emergency care to children who participate in after school community education programs. Care would be provided by the YMCA if an instructor cancels programs before parents can make appropriate arrangements to pick up their child. Community Education will inform parents of this procedure when parents sign up for classes. Community Education will provide emergency contact information to the YMCA for all participants who may need emergency care.


---

Scott Swanson  
Board of Education Chair

  
David Grote  
District Childcare Supervisor  
The Young Men's Christian Association of The  
Greater Twin Cities, The River Valley Branch


---

Robert Greeley  
Community Education Director

  
Stephanie Chauss  
Senior Vice President of Operations  
The Young Men's Christian Association of the  
Greater Twin Cities

---

Superintendent of Schools

  
Karen Larson  
Chief Financial Officer  
The Young Men's Christian Association of The  
Greater Twin Cities

2018-2019

2017-2018 AGREEMENT BETWEEN

THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE GREATER TWIN CITIES, THE RIVER VALLEY BRANCH, AND THE INDEPENDENT SCHOOL DISTRICT 720 SHAKOPEE

Sept 1, 2018

Aug 31, 2019

TERM: One-year minimum beginning September 1, 2017 through August 31, 2018 with review by the Director of Community Education and the Director of Community Programs, The Young Men's Christian Association of the Greater Twin Cities, The River Valley Branch. (YMCA)

It is agreed the Shakopee School District shall provide space for School Age Care (SAC) activities to the YMCA.

The YMCA:

1. It is the intent of the YMCA to provide SAC for grades K-5 on days when school is in session and K-6 on school release days. The YMCA will also provide care during summer months for grades entering K-8. School year locations are Jackson, Red Oak, Sweeney, Sun Path, and Eagle Creek. Summer programs will be operated in a minimum of two schools. Summer location may rotate each year as agreed upon by School District and YMCA. Appropriate public school location in the Shakopee School District may be provided as alternatives to these locations as the School District sees fit.
2. The YMCA will provide extended afterschool care for the 4 early release dates added to the 2017-2018 school year. Extended care will be available at 2 locations (Jackson Elementary and Red Oak Elementary) and students will be bussed to these locations. Care for this will only be available to current participants registered in the YMCA programs. YMCA will provide the bussing for students on these days.
3. The School District shall provide appropriate space as may be determined between the Community Education Director and the YMCA for a period starting on September 1, 2017 through August 31, 2018. Program Hours will be as follows:

2018-19

2018

2019

Grades K-5

6:15 AM-until school starts

After school- until 6:15 PM

6:15 AM-6:15 PM on release days (grades K-6)

Care will be provided for grades K-5 at Jackson, Red Oak, Sun Path, Sweeney, and Eagle Creek schools or appropriate public school location.

District 720 will offer one school location for the YMCA to run a release day program in the event of a school closing due to severe/cold day temperatures.

Summer grades entering K-8  
 6:15am-6:15pm  
 2 or more school buildings to be announced

4. A non-refundable one-time registration fee of \$50.00 per child will be charged to all participants.

School Year Grades K-5

A non-refundable one-time registration fee of \$50.00 per child will be charged to all participants.

AM	\$11.75	\$12.15
PM	\$11.75	\$12.15
Non-school days	\$41.00	(includes field trip and bussing costs)
	\$43.00	

Summer

A non-refundable one-time registration fee of \$50.00 per child will be charged to all Summer Power, Summer Uproar, and Summer Power Kindergarten participants.

← SUMMER POWER KINDERGARTEN

Weekly fees for Summer Power

3 days	\$142	\$145
4 days	\$171	\$184
5 days	\$207	\$208

3 days	\$149
4 days	\$188
5 days	\$215

Uproar will be as follows:

3 days	\$147	\$149
4 days	\$173	\$190
5 Days	\$209	\$217

\*A minimum of 3 days per week will be required for Uproar, Summer Power and Kindergarten.

4. The total payment by the YMCA to ISD 720 under this agreement will be the following:

Fee \$115,000 for annual rental space.

\$121,000

Monthly payments, due to ISD 720 the first of each month will be:

\$10,083.33 2018 2019  
 \$9,583.33 September 2017-August 2018.

Totaling 12 payments distributed monthly throughout the length of the contract.

5. The school district shall provide the normal custodial and maintenance services. Additional requested services should be paid for the YMCA after first receiving written permission from the school district. Custodial charges incurred by the SAC program will be billed to the YMCA three times per year in November, February, and May.
6. The YMCA shall make arrangements directly with the respective lead custodian and Community Education Director for the storage of any materials.
7. The YMCA agrees to reimburse the school district for the cost of repairing any damages caused by the SAC program.
8. The Community Education Director will serve as the district liaison to SAC.
9. Shakopee parents will be kept informed about the program through a parent handbook and other parent communications.
10. Parent evaluations will be conducted at least once a school year. A summary of the parent evaluations will be provided to the Director of Community Education as a representative of the school district.
11. Jackson, Eagle Creek, Red Oak, Sun Path, and Sweeney or other public school location, will provide use of a TV/DVD and access to computers and technology for the YMCA program. An annual training will occur at the expense of the YMCA.
12. The kitchen will be provided for use for occasional cooking projects and will be supervised by YMCA staff. The YMCA Site Coordinators will have a training session provided by the appropriate staff on the kitchen equipment including the stove and ovens prior to the beginning of the summer program. The YMCA will be responsible for all clean up and condition of equipment with a final inspection at the end of the summer program in August.
13. All staff members involved in the operation of the program will be employees of the YMCA of The Greater Twin Cities. The YMCA agrees to comply with all applicable laws, including insurance liability and workers compensation laws.
14. The YMCA agrees to release, hold harmless and indemnify Shakopee Schools, its individual Board of Education members, all employees, demands, action or causes of action, of any kind; arising from the operation of the program. To the extent authorized by law, statutes, and constitution of the State of Minnesota, this does not extend to any personal injuries caused by Shakopee Schools as a result of any defect in, condition of, or failure by Shakopee Schools to provide physical maintenance of its school facilities.

The Shakopee Schools, its individual Board of Education members, all employees, agrees to release, hold harmless and indemnify the YMCA, its directors, officers,

employees demand, actions or causes of action, of any kind; arising from the operation of the program including, but not limited to, transportation to and from the program.

15. The YMCA agrees to provide its own public and automotive liability insurance coverage's at an amount deemed appropriate by the YMCA and the YMCA shall name Independent School District 720 as an "additional insured" on its insurance policies and, furthermore, shall provide the school district with a Certificate of Insurance delineating this contractual provision.
16. The school district agrees to provide its own public liability insurance coverage at an amount deemed appropriate by the school district and the school district shall name The Young Men's Christian Association of Metropolitan Minneapolis and The River Valley Branch as an "additional insured" on its insurance policy and, furthermore shall provide the YMCA with a certificate of Insurance delineating this contractual provision.
17. An annual report of the program will be presented to the Community Education Advisory Council and Board of Education in the spring of each year.
18. The YMCA agrees to comply with all applicable State and Federal laws and regulations, including those of the State of Minnesota governing child and day care program operations. The YMCA will obtain and maintain all necessary (if any) licenses from the State of Minnesota and any other applicable authority in order to operate a child and day care program in the State of Minnesota. The YMCA agrees at all times to operate the program in accordance with these licensing requirements.
19. Any changes in the School Age Care Agreement and fee structure must be reviewed and approved by the Shakopee School District Board of Education prior to student registration for the upcoming program.
20. The Young Men's Christian Association of the Greater Twin Cities, The River Valley Branch will have access to existing Extended Day Disabled dollars through District 720 as allowed by the state statute. The Young Men's Christian Association of Metropolitan Minneapolis, The River Valley Branch will submit quarterly statements to receive appropriate reimbursement. Such service may include: Children with disabilities or children experiencing family or related problems of a temporary nature that participate in the extended day program.
21. The YMCA has agreed to provide School Age Care in our existing morning programs for students in District 720 that become displaced from their homes and are considered "homeless" by state guidelines. The YMCA will provide care at no charge to these families for up to twelve weeks while the family is in transition.

22. The YMCA will provide emergency care to children who participate in after school community education programs. Care would be provided by the YMCA if an instructor cancels programs before parents can make appropriate arrangements to pick up their child. Community Education will inform parents of this procedure when parents sign up for classes. Community Education will provide emergency contact information to the YMCA for all participants who may need emergency care.

---

Scott Swanson  
Board of Education Chair

---

David Grote  
District Childcare Supervisor  
The Young Men's Christian Association of The  
Greater Twin Cities, The River Valley Branch

---

Robert Greeley  
Community Education Director

---

Stephanie Thomas *stephanie Chauss*  
Executive Director of Childcare *Senior VP of Operations*  
The Young Men's Christian Association of the  
Greater Twin Cities

---

Dr. Rod Thompson  
Superintendent of Schools

---

Karen Larson  
Chief Financial Officer  
The Young Men's Christian Association of The  
Greater Twin Cities



Adopted: 2-26-07

MSBA/MASA Model Policy 509

Orig. 1995

Revised: 9-21-15

Rev.2014

## **509 ENROLLMENT OF NONRESIDENT STUDENTS**

### **I. PURPOSE**

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

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

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statute § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a

school function; or

4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).

E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he

or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 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 under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident

district is not required.

***Legal References:*** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

## **Policy 50X School Assignment and Transfer Requests**

### **I. Purpose**

It is the goal of Shakopee Public Schools to assign students to school buildings in a manner that recognizes the needs of every student and provides the best learning environment possible for all aspects of the educational community. The purpose of this policy is to ensure transfer requests are thoughtfully processed and to achieve alignment in practices across the district.

### **II. School Assignment**

- A. Students attending Shakopee Public Schools are placed in the school with corresponding grade level within the pre-determined school boundary by primary home address.
- B. Families requesting student to attend a different school will follow district policy through the application process defined.
- C. Students with dual resident addresses must specify a primary address. The district will use the specified primary address to determine school assignment and transportation (when applicable).

### **III. Intra-District Transfer Requests**

- A. Students wishing to attend a school other than the assigned school based on primary home address will need to submit an Intra-District Transfer Request Form (Appendix A/B).
- B. Determination of transfer request will consider class size limitations, school capacity, current enrollment, and available space at the school requested.
- C. Intra-District Transfer Requests must be submitted to the Shakopee Schools Welcome Center by April 15<sup>th</sup> for the following school year. Applications submitted after this date are less likely to be accommodated.
- D. District Superintendent and receiving school Principal will review applications through July.
- E. Once determined, requesting families will be notified in written form of the decision on the transfer request. A copy of the correspondence will also be sent to the building principals of both the school of initial placement, and the school of transfer request.

- F. Transportation will be the responsibility of the family. Busses will not transport students attending a school other than the initial school of placement based on boundaries.
- G. District Superintendent has final decision-making authority.
- H. An intra-district transfer may be rescinded based on the needs of the student as determined by the District Superintendent.

#### **IV. District Initiated Transfers**

- A. The district may initiate a student transfer to a different school within the district based on the needs of the student. Decisions are made in collaboration with the family and are made in the best interest of the student as determined by the Superintendent and/or Special Services Director.
- B. Such district initiated transfers are commonly based on specialized services as provided by our special education department.
- C. In the case of district initiated transfers due to specialized setting, transportation will be provided to the student when they reside outside of the walking boundary or have an accommodation for specified transportation.
- D. District initiated transfers for reasons other than specialized services may not result in the provision of transportation by the district. Cases will be individually reviewed.
- E. District initiated transfers may happen anytime during or between school years.
- F. The duration of the transfer will be as long as determined necessary by the district.

#### **V. Length of Transfer Placement**

- A. Accepted intra-district transfer requests will automatically continue for the duration of grade levels served at the receiving school site for both elementary and middle school settings. Students transferred in elementary will remain in that building through grade five. Students transferring to a middle school will remain at that building through grade eight. Students do not need to reapply each year to continue their intra-district transfer status while attending the same school.
- B. When moving to middle school, students are automatically enrolled in the middle school building as determined by residence and building boundaries. Students do need to submit a new intra-district transfer request form when moving from elementary to middle school if the middle school determined by boundaries is not the preferred choice. (note\*\*\* this needs further discussion \*\*\*)

#### **VI. Specific Circumstances**

- A. Move residence during the school year

- i. Students moving outside of the district during the school year will need to submit forms for *open enrollment* and would continue to attend the school in which they attended as a Shakopee resident.
  - ii. Students moving during the school year to a different school boundary area but remaining in the Shakopee School District may continue to attend the school of their former address for the remainder of the year. However, transportation would be the responsibility of the family.
- B. Moving residence over the summer
  - i. Students moving outside of the district during the summer will need to submit forms for *open enrollment* and would continue to attend the school in which they attended as a Shakopee resident.
  - ii. Students moving over the summer to a different school boundary area but remaining in the Shakopee School District may continue to attend the school of their former address for the remainder of the year. However, transportation would be the responsibility of the family. Transfer request form must be submitted to remain at that school for consecutive years and transportation would remain the responsibility of the family.
- C. Child care location
  - i. Consideration may be given to intra-district student transfer requests when their child care facility is within the boundaries of the requested school.
  - ii. Transportation may be available to students from the child care provider when the facility is outside of the walking area for that school's transportation routes.
- D. Sibling attendance at a school
  - i. Consideration may be given to students to attend the same school as their sibling(s) in certain circumstances such as boundary changes that divide siblings, special programming or a sibling, or other family related conditions.

Appendix A - Intra-District Transfer Request Form

Appendix B – (this is needed if we use a different form for elementary and middle)

DRAFT

## 2018-19 Budget Adjustments Working Timeline

	March 12-16, 2018	March 19-23, 2018	March 26-30, 2018	April 2-6, 2018	April 9-13, 2018	April 16-20, 2018	April 23-27, 2018	April 30-May 4, 2018	May 7-11, 2018
X Meet with APs & Supervisors	March 12, 2018								
X Meet with Principals & Cabinet	March 12, 2018								
X Send out budget work timeline with School Board	March 14, 2018								
X Send out 2018-19 budget assumptions to Finance Committee	March 14, 2018								
Filter through all budget adjustment ideas with Cabinet	March 13-16, 2018								
Prioritize and put price tags on potential adjustments with Cabinet	March 13-16, 2018								
Analyze projected enrollment and class size targets	March 13-16, 2018								
Analyze guidelines for Compensatory Ed allocations	March 13-16, 2018								
Cabinet Meeting		March 19, 2018							
Elementary & Secondary Principals' Meeting *Agenda: Calendars 18-19 & 19-20, Initial FTE allocation, consensus on budget reductions, equity, comp ed allocations, targeted budget reduction figure & noncertified staff discussion		March 19, 2018							
*Review all budget adjustments with price tags related to staffing - consensus on budget reductions									
School Board Finance Committee Meeting sharing potential 5-year model, including 2018-19 info		March 19, 2018							
School Board Business Meeting		March 19, 2018							
Elementary Staffing Round 1		March 20, 2018							
Secondary Staffing Round 1		March 20, 2018							
Additional staffing meetings as needed with principals		March 21-23, 2018							
Share budget adjustment ideas with School Board for feedback		March 21-23, 2018							
Spring Break									
Review feedback from School Board and refine adjustments									
Gary to create key messages									
Cabinet Meeting				April 2, 2018					
Publicize the proposed adjustments & gather further staff &/or public feedback (question about getting further feedback or not)				April 2, 2018					
Elementary & Secondary Principals' Meeting *Staffing assignments, including specialists, itinerant & including communication techniques				April 2, 2018					
Cabinet Meeting					April 9, 2018				
School Board Learning Session - finalize adjustments					April 9, 2018				
Cabinet Meeting						April 16, 2018			
Kindergarten Registration						April 17 & 19, 2018			
Notify in person, individually staff being reassigned or released						by April 20, 2018			
Assignment letters received no later than April 20th						by April 20, 2018			
School Board Finance Committee Meeting							April 23, 2018		
School Board Business Meeting							April 23, 2018		
Approval of 2018-19 Preliminary Budget @ School Board Business Meeting							April 23, 2018		
Elementary & Secondary Principals' Meeting									May 7, 2018
School Board Learning Session									May 7, 2018
School Board Finance Committee Meeting									May 21, 2018
School Board Business Meeting									May 21, 2018



SHUTTERFLY



ENGINEERING +  
MANUFACTURING  
ACADEMY

**Shakopee Public Schools  
2017-18 Enrollment**

School	17-18 Projected	10/1/2017	12/1/2017	1/2/2018	2/1/2018	3/1/2018	4/1/2018	5/1/2018
K		125	125	124	124	122		
1st		134	134	132	132	134		
2nd		126	121	121	121	121		
3rd		143	142	141	143	142		
4th		143	144	142	141	141		
5th		156	155	153	155	154		
<b>Eagle Creek Total</b>		<b>827</b>	<b>821</b>	<b>813</b>	<b>816</b>	<b>814</b>		
K		159	160	159	160	159		
1st		132	130	130	130	129		
2nd		151	153	153	155	155		
3rd		135	133	133	132	132		
4th		157	159	157	158	158		
5th		134	132	132	132	132		
<b>Jackson Total</b>		<b>868</b>	<b>867</b>	<b>864</b>	<b>867</b>	<b>865</b>		
K		111	109	109	109	109		
1st		88	88	87	89	88		
2nd		99	100	100	101	102		
3rd		89	91	91	91	90		
4th		111	110	109	111	111		
5th		108	111	109	108	109		
<b>Red Oak Total</b>		<b>606</b>	<b>609</b>	<b>605</b>	<b>609</b>	<b>609</b>		
K		101	101	100	100	100		
1st		107	105	107	105	105		
2nd		118	116	117	119	119		
3rd		96	96	96	95	95		
4th		107	107	108	105	106		
5th		129	129	129	131	131		
<b>Sun Path Total</b>		<b>658</b>	<b>654</b>	<b>657</b>	<b>655</b>	<b>656</b>		
K		111	112	112	112	112		
1st		103	103	101	98	97		
2nd		102	102	103	101	99		
3rd		114	115	116	118	117		
4th		107	109	108	108	108		
5th		120	119	120	119	119		
<b>Sweeney Total</b>		<b>657</b>	<b>660</b>	<b>660</b>	<b>656</b>	<b>652</b>		
6th		641	644	644	646	646		
<b>Pearson 6th Grade Total</b>		<b>641</b>	<b>644</b>	<b>644</b>	<b>646</b>	<b>646</b>		
7th		289	294	293	297	295		
8th		295	294	296	296	295		
9th		297	294	296	297	295		
<b>East Jr. High Total</b>		<b>881</b>	<b>882</b>	<b>885</b>	<b>890</b>	<b>885</b>		
7th		400	397	397	399	401		
8th		373	369	369	369	368		
9th		379	377	380	381	383		
<b>West Jr. High Total</b>		<b>1152</b>	<b>1143</b>	<b>1146</b>	<b>1149</b>	<b>1152</b>		
10th Grade		638	635	632	632	627		
11th Infinite Campus Count		618.0	619.0	615.0	617.0	609.0		
11th Grade PSEO		26.5	26.5	26.5	46.5	46.5		
11th grade less PSEO		591.5	592.5	588.5	570.5	562.5		
12th Infinite Campus Count		597.0	581.0	578.0	571.0	566.0		
12th Grade PSEO		42.0	42.0	42.0	27.0	27.0		
12th grade less PSEO		555.0	539.0	536.0	544.0	539.0		
<b>Sr. High Total</b>		<b>1,784.5</b>	<b>1,766.5</b>	<b>1,756.5</b>	<b>1,746.5</b>	<b>1,728.5</b>		
9th primary		4.0	8.0	8.0	12.0	9.0		
10th primary		31.0	24.0	24.0	13.0	17.0		
11th primary		32.0	36.0	35.0	41.0	48.0		
12th primary		74.0	74.0	63.0	25.0	82.0		
<b>Tokata Total</b>		<b>141.0</b>	<b>142.0</b>	<b>130.0</b>	<b>91.0</b>	<b>156.0</b>		
K Total	565	607	607	604	605	602		
1st Total	575	564	560	557	554	553		
2nd Total	603	596	592	594	597	596		
3rd Total	580	577	577	577	579	576		
4th Total	646	625	629	624	623	624		
5th Total	649	647	646	643	645	645		
6th Total	647	641	644	644	646	646		
7th Total	680	689	691	690	696	696		
8th Total	668	668	663	665	665	663		
9th Total including Tokata	652	680	679	684	690	687		
10th Total including Tokata	652	669	659	656	645	644		
11th Total including Tokata	648	624	629	624	612	611		
12th Total including Tokata	626	629	613	599	569	621		
<b>District Total K-5</b>	<b>3618</b>	<b>3616</b>	<b>3611</b>	<b>3599</b>	<b>3603</b>	<b>3596</b>		
<b>District Total 6-8</b>	<b>1995</b>	<b>1998</b>	<b>1998</b>	<b>1999</b>	<b>2007</b>	<b>2005</b>		
<b>District Total 9-12</b>	<b>2578</b>	<b>2602</b>	<b>2580</b>	<b>2563</b>	<b>2516</b>	<b>2563</b>		
<b>District Total K-12</b>	<b>8191</b>	<b>8216</b>	<b>8189</b>	<b>8161</b>	<b>8126</b>	<b>8164</b>		