

Regular Meeting and Work Session
Monday, January 26, 2026 5:00 PM

District Office Training Room
West St. Paul/Mendota Heights/Eagan Area
Schools
1897 Delaware Avenue
Mendota Heights, Minnesota 55118

Agenda

1. Call Meeting to Order and Recite Pledge of Allegiance - 5:00 p.m.
Presenter: Sarah Larsen, Chair
2. Approval of the Agenda
Presenter: Sarah Larsen, Chair
3. Approval of the Consent Agenda
Presenter: Sarah Larsen, Chair
 - 3.A. Approval of Minutes of the January 12, 2026 School Board Meeting
 - 3.B. Approval of Personnel Recommendations
 - 3.C. Approval of TRHS French Field Trip
 - 3.D. Approval of TRHS Music Field Trip
 - 3.E. Approval of TRHS Robotics Field Trip
 - 3.F. Approval of TRHS Spanish Field Trip
 - 3.G. Approval of TRHS Winterguard Field Trip
 - 3.H. Approval of TRHS Wrestling Field Trip
 - 3.I. Approval of Dakota County SHIP Grant
 - 3.J. Administrative Review of Policy 514, Bullying Prohibition
4. Comments to the School Board - 5:05 p.m.
Presenter: Sarah Larsen, Chair
5. Discussion of 2026-2027 Academic Calendar - 5:10 p.m.
Presenter: Cari Jo Drewitz, Director of Curriculum, Instruction, and Assessment
6. Proposed 2026-2027 School Board Meeting Dates - 5:30 p.m.
Presenter: Peter Olson-Skog, Superintendent
7. Mid-Year Update on Superintendent Goals - 5:50 p.m.
Presenter: Peter Olson-Skog, Superintendent
8. Adjournment - 6:10 p.m.
Presenter: Sarah Larsen, Chair

School District 197
West St. Paul-Mendota Heights-Eagan Area Schools
Regular Meeting
Monday, January 12, 2026
Mendota Heights City Hall, Council Chambers

A meeting of the School Board of Independent School District 197 was held on Monday, January 12, 2026 beginning at 6:00 p.m. pursuant to due notice.

The meeting was called to order by current Chair Larsen at 6:00 p.m. School Board members present: Sarah Larsen, Tim Aune, Morgan Steele, Marcus Hill, Randi Walz, Jon Vaupel. School Board members absent: Byron Schwab. Superintendent Peter Olson-Skog was present. Student representatives Rhys Walsh and Evangeline Fuentes were present.

Also present for the meeting were: Peter Mau, Assistant Superintendent; Sara Lein, Director of Special Programs; Cari Jo Drewitz, Director of Curriculum, Instruction, and Assessment; Brian Schultz, Director of Finance; Sara Blair, Director of Communications; Lisa Grathen, Director of Community Education; Tye Michaels, Director of Human Resources; Mark Fortman, Director of Operations.

Election of Officers

School Board Chair:

Current Chair Larsen called for nominations for School Board Chair. Jon Vaupel nominated Sarah Larsen. Chair Larsen called for nominations three times. No other nominations were made.

Sarah Larsen was re-elected as School Board Chair (6-0)

Vice-Chair/Clerk:

Chair Larsen called for nominations for Vice-Chair/Clerk. Marcus Hill nominated Jon Vaupel. Chair Larsen called for nominations three times. No further nominations were made.

Jon Vaupel was re-elected as School Board Vice-Chair/Clerk (6-0)

Treasurer:

Chair Larsen called for nominations for Treasurer. Sarah Larsen nominated Byron Schwab. Chair Larsen called for nominations three times. No further nominations were made.

Byron Schwab was re-elected as School Board Treasurer (6-0)

Agenda

It was moved by Mr. Hill and seconded by Mr. Aune to approve the agenda as presented.

Aye: Tim Aune, Sarah Larsen, Morgan Steele, Jon Vaupel, Marcus Hill, Randi Walz

Nay: none

The motion carried (6-0)

Consent Agenda

It was moved by Ms. Steele and seconded by Ms. Walz to approve the consent agenda items as presented:

- Approval of the December 8, 2025 School Board Regular Meeting Minutes

- Approval of Personnel Recommendations
- Approval of Friendly Hills Middle School Field Trip
- Approval of September 2025 Treasurer’s Report
- Approval of September 2025 Accounts Payable Report
- Approval of December 2025 Wire Transfers Report
- Approval of Gifts to the District
- Administrative Review of Policy 720, Vending Machines
- Final Reading of Policy 905, Advertising

Aye: Tim Aune, Sarah Larsen, Morgan Steele, Jon Vaupel, Marcus Hill, Randi Walz

Nay: none

The motion carried (6-0)

Student Representatives’ Report

Student representatives Evangeline and Rhys provided a comprehensive report highlighting recent activities and achievements across elementary, middle, and high schools, reflecting strong engagement, creativity, and community involvement districtwide. At the elementary level, schools reported on literacy initiatives, STEM activities, arts integration, service learning, and family engagement events, including Odyssey of the Mind, reading buddies, music exploration, and charitable giving efforts. Middle schools shared updates on enrichment opportunities such as Lunch and Learn sessions, partnerships with community organizations, outdoor learning experiences, academic competitions, and successful athletics and extracurricular programs. At the high school, students reported a positive start to the year with progress on registration, finals preparation, student involvement in sports and activities, and notable athletic achievements. The report also highlighted student leadership and equity-focused initiatives, including participation in the Youth Ambassadors program and anticipation for the upcoming Martin Luther King Jr. Day of Service.

Superintendent’s Report

Superintendent Peter Olson-Skog presented a report highlighting key accomplishments and upcoming priorities as the district begins 2026, recognizing student, staff, and program successes across School District 197. Highlights included statewide recognition of Erik Kluznik, a Two Rivers High School teacher and cross-country coach, student participation and leadership in Metro State’s Model Legislature, and Pilot Knob STEM Magnet School earning Project Lead the Way Distinguished School status. The Superintendent also shared updates on expanded student supports, including the launch of the Warrior Care school-based health clinic at Two Rivers High School and the implementation of full-day, tuition-free Voluntary Prekindergarten at Pilot Knob. Additional updates emphasized the district’s commitment to lifelong learning through adult education and enrichment programs. Looking ahead, the report outlined upcoming enrollment activities, including Kindergarten Enrollment Night and middle school transition events, and encouraged community participation in the Two Rivers Key Club’s Martin Luther King Jr. Day of Service.

Site Report: Pilot Knob STEM Magnet School

Tom Benson, principal of Pilot Knob STEM Magnet School, presented a site report highlighting the school’s mission to foster a diverse, inclusive learning community focused on developing 21st-century skills through STEM-based instruction and strong literacy foundations. The presentation shared points of pride including the development of an inclusive playground supported by community fundraising, a strong focus on individual student growth through data-driven instruction, and robust family engagement efforts. Academic programming highlights included robotics and coding opportunities across grade levels, book clubs to support literacy and comprehension, and collaborative instructional practices that celebrate student progress. Mr. Benson also reported continued growth, including the school’s designation as a Title I site, expansion of intervention and family engagement staff, the addition of specialized classrooms, and the launch of all-day preschool. Looking

ahead, Pilot Knob plans to strengthen partnerships, expand STEM leadership opportunities through participation in the National STEM Honor Society, and continue supporting student achievement and future readiness.

Site Report: Two Rivers High School

Dr. Jessica Cabak, principal of Two Rivers High School, presented a site report highlighting the school's mission to provide a rigorous academic program within a personalized learning environment that fosters strong relationships and prepares students for postsecondary education and careers. The presentation shared points of pride, emphasizing the #WarriorStrong culture, student engagement in academics and the arts, and positive school community connections. Work-based learning opportunities were showcased as a key component of student success, with students gaining real-world experience aligned to career pathways. The report also highlighted the school's ongoing commitment to striving toward excellence through innovative instructional practices and student-centered learning. Looking ahead, Dr. Cabak outlined continued focus on monitoring systems through data and feedback, expanding opportunities such as work-based learning and concurrent enrollment, and engaging staff in upcoming professional learning.

ISD 917 Annual Update

Dr. Michael Favor, Superintendent of Intermediate School District 917, presented an overview of the district's mission, governance, and services, emphasizing its role as a cooperative educational partner established under Minnesota statute to provide specialized programming across member districts. The presentation highlighted ISD 917's mission to deliver high-quality, equitable, and personalized programs through strong collaboration with member districts, guided by core values such as empathy, integrity, innovation, and stewardship. An overview of student programming was provided, including special education services from birth to age 22, alternative learning options through Dakota County Alternative Learning School (DCALS), and multiple Career and Technical Education pathways. Data specific to ISD 197 detailed student participation in special education, itinerant services, DCALS, and CTE programming over recent years, demonstrating sustained utilization of ISD 917 services. The Superintendent also outlined the district's strategic partnerships and reinforced ISD 917's commitment to serving as a center of excellence that complements member district programming and supports student success.

Equity Focus Area Update

Peter Mau, Assistant Superintendent, Kevin Sheridan, Educational Equity Coordinator, and Sara Blair, Director of Communications, presented an Equity Implementation Target Update aligned to the district's Strategic Framework, outlining progress across multiple focus areas intended to build equitable systems and supports districtwide. The update emphasized shared responsibility for equity among the School Board, district leadership, staff, students, and families, supported by input from the Equity Advisory. Key initiatives included expanding diverse and inclusive programming, strengthening teacher and leader quality through targeted professional learning, and prioritizing equitable resource allocation, curriculum, instruction, and assessment. Highlights included participation in the Learning from Place: Bdote immersive experience, development of culturally responsive curriculum initiatives such as an Ojibwe language course, and implementation of equitable practices in special education and grading. The presentation also addressed efforts to foster inclusive school and classroom environments, elevate student voice and leadership, and strengthen family and community partnerships through improved language access and interpretation services.

Action Item: Approval of 2025-2027 Agreement between ISD 197 and Principals

Tye Michaels, Director of Human Resources, presented a report recommending approval of a tentative agreement with the School District 197 Principals' Unit for the 2025-2027 contract years, noting the agreement has been ratified by the union and applies to approximately 13 principals. The proposed settlement includes salary schedule increases of 1.5 percent in the first year and 1.75 percent in the second year, along with a \$750 annual increase in longevity pay and a \$250 increase to the Health Care Savings Plan. Effective July 1, 2026, changes to insurance benefits include updated copays, deductibles, and out-of-pocket maximums, with an

actuarial value of 82.5 percent and increased prescription rates, while district contribution levels remain unchanged. The report also noted that minor language revisions were made to the agreement.

It was moved by Ms. Steele and seconded by Mr. Hill to approve the 2025-2027 Agreement between ISD 197 and Principals as presented.

***Aye: Tim Aune, Sarah Larsen, Morgan Steele, Jon Vaupel, Marcus Hill, Randi Walz
Nay: none***

The motion carried (6-0)

Adjournment

It was moved by Mr. Aune and seconded by Mr. Hill to adjourn the meeting at 7:31 p.m.

***Aye: Tim Aune, Sarah Larsen, Morgan Steele, Jon Vaupel, Marcus Hill, Randi Walz
Nay: none***

The motion carried (6-0)

The next regularly scheduled School Board meeting of Independent School District 197 will be Monday, January 26, 2026 at 5:00 p.m. It will be held in the School District 197 District Office Training Room, 1897 Delaware Avenue, Mendota Heights. *Please refer to the district website for possible changes to any meeting times/locations.*

Upon approval by the School Board, official minutes will be available at the District Office, 1897 Delaware Avenue, Mendota Heights, and on the district website. The full meeting materials are available for public inspection at the administrative offices of the school district and on the district website.

Sarah Larsen
School Board Chair

Jon Vaupel
School Board Clerk



TO: School Board Members

FROM: Tye Michaels, Director of Human Resources

DATE: January 26, 2026

SUBJECT: Personnel Recommendations

The following personnel items are recommended for approval on January 26, 2026 at the School Board Meeting.

Non-Licensed Employment

- Jordan, K'Treon - 7 hours a day Districtwide Bus Driver at an hourly rate of \$25.18 effective January 12, 2026.

Licensed Employment

- Nelson, Serena - 1.0 FTE Special Education Teacher at Pilot Knob Elementary at a salary of \$25,962.29, effective January 12, 2026.

Non-Licensed Resignation, Retirement, Termination

- Warsame, Mohammed - District Wide Bus Driver, resignation effective January 15, 2026.

Licensed Resignation, Retirement, Termination

- Maloney, Brittanie - Special Education Teacher at Garlough Elementary School, resignation effective January 21, 2026.

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
Submit to Principal/Administrator and Superintendent's Office no less than two months
prior to domestic travel and no less than 4 months prior to international travel.

Trip Leader/Staff Member Name: Jason Laux

Did you complete FORM 1 for this trip and receive the required approval? Yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	March 20-29, 2026
2. Trip destination	London, UK; Paris, Normandy, Brittany and Loire Valley in France
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response. <i>Link to roster template: TOUR ROSTER</i>	Roster Ryan Bedros Francesca Berg Carly Buzzell Olivia Caban Marc Chaplin Adelaide Christensen Margaret Citta Charles Crain Amelia Elgstuen Lucy Fallon Deb Fallon Felicity Henderson Abigail Holey Rory Jacobs Audrey Kolesky Lawrence Jason Laux Jackson McKenzie Aubrey McMahan Evelyn Menzhuber Kathryn Morgart Mia Negron Camila Reynoso Flores Margaret Smith Kathryn Smith Katherine Stein Emmett Styles Mia Walz

	Aryel Xiong
<p>4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.</p> <p>You can look at our itinerary on Explorica.com</p> <p>Tour ID: Laux-5232</p> <p>You can just click on the PARENTS tab and then click “Sign up.” Then, type in the Tour Center ID. That will show the itinerary, cost breakdown, etc.</p>	<p>London & France March 20-29, 2026</p> <p>Itinerary</p> <p>Day 1 Start tour</p> <p>Day 2 Hello London Meet your tour director and check into hotel London city walk: Thames River, Trafalgar Square, National Gallery visit, Piccadilly Circus, Covent Garden, Leicester Square, Classic fish & chips dinner</p> <p>Day 3 London landmarks London guided sightseeing tour: Buckingham Palace, Big Ben, Houses of Parliament, Westminster Abbey, Tower Bridge, Hyde Park, St. Paul’s Cathedral Covent Garden treasure hunt Optional Windsor Castle guided excursion</p> <p>Day 4 London--Paris Eurostar Chunnel crossing Louvre visit Dinner in Latin Quarter</p> <p>Day 5 Paris landmarks Paris guided sightseeing tour: Arc de Triomphe, Champs Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House Optional Versailles guided excursion : State Apartments, Hall of Mirrors, Gardens of Versailles</p> <p>Day 6 Paris--St. Malo Travel to St. Malo via Normandy Normandy D-Day landing beaches Arromanches D-Day Museum visit</p> <p>Day 7 St. Malo landmarks St. Malo interactive sightseeing activity: Church of St. Vincent, Tomb of Jacques Cartier Mont-St-Michel monastery visit</p> <p>Day 8 St. Malo--Loire Valley Travel to Loire Valley Loire châteaux tour director-led sightseeing: Azay-le-Rideau visit, Château de Chenonceau visit Authentic French brasserie dinner</p> <p>Day 9 Loire Valley--Paris Travel to Paris via</p>

	Chartres Chartres Cathedral visit Seine River cruise Day 10 End tour Lodging:
5. Final number of student travelers	There are 23 students coming.
6. Final number of adult travelers who are paying their own way/fare. 7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	There is one parent coming (a district employee) and a god-parent. They are paying their own way, but they will get a stipend of approximately \$600. There are three adult chaperones who are teachers at Two Rivers: myself (Jason Laux), Kathryn Morgart and Margaret Citta.
8. Final number of district employees (also include in #6 and #7 counts)	4
9. Ratio of adults to students	1:6
FINAL TOTAL of Number of Travelers (Adults and Students)	28
12. Have parents received detailed information about the cancellation policies and fees?	Yes. This was made clear at the outset.
13. Is travel insurance through the tour company required OR optional for your travelers?	It is optional but strongly recommended.
15. Has the district completed background checks for all adults?	One is left to be done.

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2

Submit to Principal/Administrator and Superintendent's Office no less than two months prior to domestic travel and no less than 4 months prior to international travel.

16. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	We will be traveling with students from another school and their teachers, but we do not know yet which school this is. We usually find out a few weeks in advance, but we never actually get a roster since they are not our students.
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17. How will you communicate with travelers while on tour?	I will see them every day and we will be staying in the same hotels. We will be together every day into the evening. They know where I am at all times. Even so, they will have my cell phone number (What's App).
18. How will you communicate with families back home/not on tour?	The travel diary is updated each day, with summaries of our adventures and pictures. Parents have my cell number / What's App for any questions / concerns.
19. What is your plan for those requiring medication?	I have a record of students who are on medication. This is the topic of one of the meetings we hold throughout the winter in preparation for the trip. If necessary, I keep an extra epi-pen or any other medication they need.

Staff Member's/Group Leader's Signature Date Lawrence Jason Laux October 13, 2025

Required Approvals:

 1/16/2026 _____ Principal
Signature Date

 1/20/26 _____
Superintendent/Designee Signature Date

_____ School
Board Approval Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: Josh Countryman, Erik Christianson, Michael Scott

Date of Trip/Destination/Who trip is for: Manhattan, NY, March 18-23, 2026, Choir, Band, Orch students

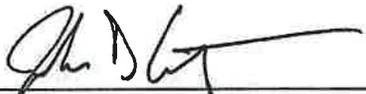
Did you complete FORM 1 for this trip and receive the required approval? yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	March 18-23, 2026
2. Trip destination	Manhattan, NY
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template: TOUR ROSTER</i>	Linked
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Itinerary in Google Drive Folder
5. Final number of student travelers	75
6. Final number of adult travelers who are paying their own way/fare.	8
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	3 - Directors are free
8. Final number of district employees (also include in #6 and #7 counts)	3
9. Ratio of adults to students	1:7
10. FINAL TOTAL of Number of Travelers (Adults and Students)	86
11. Have parents received detailed information about the cancellation policies and fees?	Yes
12. Is travel insurance through the tour company required OR optional for your travelers?	Available through company. Recommended but not required.

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

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 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

13. Has the district completed background checks for <u>all</u> adults?	All names submitted for checks
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	Private
15. How will you communicate with travelers while on tour?	The app "Band"
16. How will you communicate with families back home/not on tour?	Via the trip Band page.
17. What is your plan for those requiring medication?	Students will manage their own medication

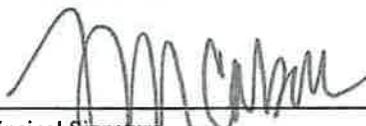


 Staff Member's/Group Leader's Signature

1/15/26

 Date

Required Approvals:



 Principal Signature

1/16/2026

 Date



 Superintendent/Designee Signature

1/22/26

 Date

 School Board Approval

 Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: Eric Bergquist and Two Rivers High School

Date of Trip/Destination/Who trip is for: March 4th to March 7th 2026/Duluth, MN/Lighting Turtles Robotic

Did you complete **FORM 1** for this trip and receive the required approval? Yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	March 4th to March 7th 2026
2. Trip destination	Duluth, MN DECC Arena
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template: TOUR ROSTER</i>	Attached to Email
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Attached to Email
5. Final number of student travelers	14
6. Final number of adult travelers who are paying their own way/fare.	4
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	6 [\$352.28]
8. Final number of district employees (also include in #6 and #7 counts)	1
9. Ratio of adults to students	<2:1
10. FINAL TOTAL of Number of Travelers (Adults and Students)	24
11. Have parents received detailed information about the cancellation policies and fees?	Yes
12. Is travel insurance through the tour company required OR optional for your travelers?	N/A

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

13. Has the district completed background checks for all adults?	Yes
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	Private
15. How will you communicate with travelers while on tour?	Slack, Phone, Email
16. How will you communicate with families back home/not on tour?	Email, Phone
17. What is your plan for those requiring medication?	Students are responsible for their own medication unless communicated with the Coach

Eric Bergquist

2026-01-07

Staff Member's/Group Leader's Signature

Date

Required Approvals:

BSA AD

Principal Signature

Date

1/15/26

[Handwritten Signature]

Superintendent/Designee Signature

Date

1/20/26

School Board Approval

Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

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 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: *Robert Hanson - TRHS*

Date of Trip/Destination/Who trip is for: *3/20 - 3/29/26 / Costa Rica / Gr. 11, 12 Spanish Students*

Did you complete FORM 1 for this trip and receive the required approval?

TOUR CHECKLIST	RESPONSE
1. Dates of travel	March 20-29
2. Trip destination	Costa Rica
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template: <u>TOUR ROSTER</u></i>	https://docs.google.com/spreadsheets/d/1WsF1PjKf7E6H83QBGiVjW_ML1SSXNwiRrjWTggC3Zr4/edit?usp=sharing
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	https://www.explorica.com/My-Account/My-Tours/TourCenter.aspx
5. Final number of student travelers	27
6. Final number of adult travelers who are paying their own way/fare.	0
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	3
8. Final number of district employees (also include in #6 and #7 counts)	2
9. Ratio of adults to students	8-1
10. FINAL TOTAL of Number of Travelers (Adults and Students)	30
11. Have parents received detailed information about the cancellation policies and fees?	yes

12. Is travel insurance through the tour company required OR optional for your travelers?	optional
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DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

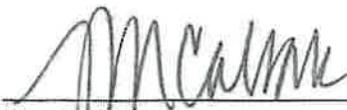
Form 1 must have been completed and approved before submitting Form 2

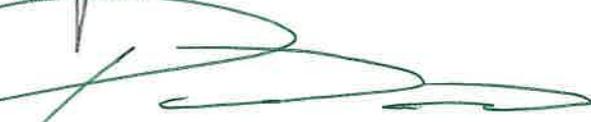
Submit to Principal/Administrator and Superintendent's Office no less than two months prior to domestic travel and no less than 4 months prior to international travel.

13. Has the district completed background checks for <u>all</u> adults?	yes
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	TBD
15. How will you communicate with travelers while on tour?	In person
16. How will you communicate with families back home/not on tour?	The guide has a daily update. I will be emailing and checking emails daily
17. What is your plan for those requiring medication?	I will know ahead of time what medications are being taken and make sure that it is happening. One of the chaperones is a nurse.

_____ Robert A Hanson _____ Staff Member's/Group Leader's Signature
 Date -1/15/2026

Required Approvals:

 _____ 1/16/2026 _____ Principal
 Signature Date

 _____ 1/20/26 _____
 Superintendent/Designee Signature Date

_____ School
 Board Approval Date Approved

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2

Submit to Principal/Administrator and Superintendent's Office no less than two months prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: Katie Hoflock - Two Rivers High School

Date of Trip/Destination/Who trip is for: 03/13/2026-03/15/2026 to Bellevue NE with Two Rivers Wintergu

Did you complete **FORM 1** for this trip and receive the required approval? Yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	3/13/26-3/15-2026
2. Trip destination	Bellevue, Nebraska
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template: TOUR ROSTER</i>	See attached tour roster
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	See attached document
5. Final number of student travelers	16
6. Final number of adult travelers who are paying their own way/fare.	0
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	7
8. Final number of district employees (also include in #6 and #7 counts)	1
9. Ratio of adults to students	1:3
10. FINAL TOTAL of Number of Travelers (Adults and Students)	23
11. Have parents received detailed information about the cancellation policies and fees?	Yes
12. Is travel insurance through the tour company required OR optional for your travelers?	N/A

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2

Submit to Principal/Administrator and Superintendent's Office no less than two months prior to domestic travel and no less than 4 months prior to international travel.

13. Has the district completed background checks for all adults?	Background checks have been/will be requested for all adults and will be completed before EOY.
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	Private
15. How will you communicate with travelers while on tour?	BAND App
16. How will you communicate with families back home/not on tour?	BAND App
17. What is your plan for those requiring medication?	Students will provide advisor a list of medications necessary and when they take them as well as any information to know in case of medical emergency



 Staff Member's/Group Leader's Signature

12/4/2025

 Date

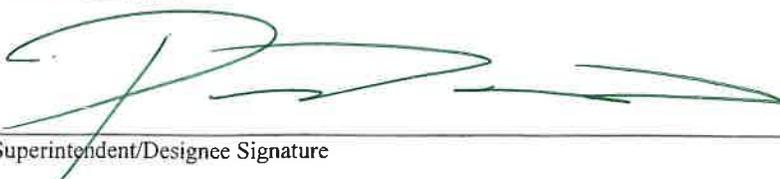
Required Approvals:

 AD

 Principal Signature

1/15/26

 Date



 Superintendent/Designee Signature

1/20/26

 Date

 School Board Approval

 Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: MASON Young Two Rivers

Date of Trip/Destination/Who trip is for: 2/6-2/7 2026 Redwood Valley H.S. Girls Wrestling

Did you complete FORM 1 for this trip and receive the required approval? Yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	2/6-2/7
2. Trip destination	Redwood Valley H.S.
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. Link to roster template: TOUR ROSTER	Paste your copy of the roster template here; do not override the link to the left.
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	
5. Final number of student travelers	15
6. Final number of adult travelers who are paying their own way/fare.	0
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	3
8. Final number of district employees (also include in #6 and #7 counts)	3
9. Ratio of adults to students	5:1
10. FINAL TOTAL of Number of Travelers (Adults and Students)	18
11. Have parents received detailed information about the cancellation policies and fees?	Yes
12. Is travel insurance through the tour company required OR optional for your travelers?	No

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST-FORM 2

Form 1 must have been completed and approved before submitting Form 2
Submit to Principal/Administrator and Superintendent's Office no less than two months
prior to domestic travel and no less than 4 months prior to international travel.

13. Has the district completed background checks for <u>all</u> adults?	Yes
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	Private
15. How will you communicate with travelers while on tour?	Teamsnap/Whatsapp
16. How will you communicate with families back home/not on tour?	Talking points/Email/Text or call
17. What is your plan for those requiring medication?	No meds will be needed on this trip



Staff Member's/Group Leader's Signature

1/14/26

Date

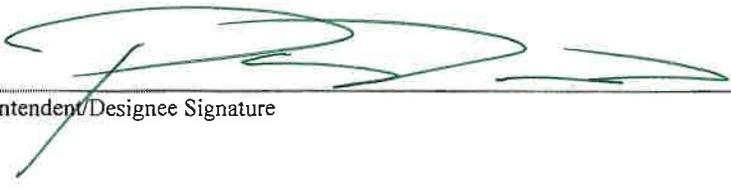
Required Approvals:

 AD

Principal Signature

1/15/26

Date



Superintendent/Designee Signature

1/20/26

Date

School Board Approval

Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.



TO: School Board Members

FROM: Superintendent Peter Olson-Skog

DATE: January 26, 2026

SUBJECT: Approval of Joint Powers Agreements with Dakota County for School Wellness

BACKGROUND

School District 197 has received SHIP (Statewide Health Improvement Program) grant funds from Dakota County for many years to support student and staff wellness initiatives.

The Public Health Team is working to execute joint powers agreements (JPA) with school districts for SHIP programming with Dakota County. Under Minn. Stat. §471.59, subd.1, two or more governmental units, by agreement entered through action of their governing bodies, may enter into an agreement to cooperatively exercise any power common to the contracting Parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units.

Administration recommends approving the joint powers agreements to continue receiving SHIP grant funding from Dakota County for school wellness.

Attached is a copy of the JPA.

RECOMMENDED RESOLUTION

BE IT RESOLVED by the School Board of Independent School District No. 197 that the Joint Powers Agreement for School Wellness (Contract #CLA20932) be approved as presented and, further, that the School Board Chair be authorized to sign the joint powers agreements.

**JOINT POWERS AGREEMENT FOR SCHOOL WELLNESS
BETWEEN THE COUNTY OF DAKOTA AND
SCHOOL DISTRICT 197**

This Joint Powers Agreement (“Agreement”) is entered into by and between the County of Dakota, a political subdivision of the State of Minnesota, by and through its Department of Public Health, and School District 197, 1897 Delaware Ave, Mendota heights, MN 55118 (“School District” or “Contractor”), by and through their respective governing bodies.

RECITALS

WHEREAS, the County and the School District are governmental units as that term is defined in Minn. Stat. §471.59;

WHEREAS, under Minn. Stat. §471.59, subd.1, two or more governmental units may enter into an agreement to cooperatively exercise any power common to the contracting Parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units;

WHEREAS, the County has received a grant of monies from the State of Minnesota acting through the Minnesota Department of Health Grant Project Agreement No. 183510 for implementation of the County’s Statewide Health Improvement Program (“SHIP”);

WHEREAS, the County is permitted to make sub-grants of its SHIP funds and the County has solicited and considered grant applications from entities for use of such funds; and

WHEREAS, the County has awarded School District with SHIP funds described herein based the grant expenditures outlined in Exhibit 2, Service grid.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the County and School District hereby agree as follows:

1. **Term.** This Agreement shall be effective on the date of the signature of the last party to sign this Agreement (Effective Date) and expires on October 30, 2026, unless amended in writing or earlier terminated by law or according to the provisions of this Agreement.
2. **Purpose.** The purpose of this Agreement is to provide funding by the County to the School District so that the School District may participate in the Dakota County SHIP School Wellness program. All funds provided by the County are to be used by the School District solely for the purposes described in Exhibit 2, Service Grid.
3. **School District obligations under State Contract.** The grant funds provided to School District under this Agreement are subject to the terms and conditions contained in the SHIP Grant Project Agreement between the Dakota County Community Health Board and the State of Minnesota dated November 1, 2025, as may be periodically amended (“State Contract”). School District agrees to comply with all terms and conditions contained in the State Contract that are applicable to the County and the funds provided under this Agreement. This includes but is not limited to the special conditions identified in Section 19 of this Agreement. County will provide copies of the State Contract to School District upon request.

4. County Obligations. The County agrees to reimburse the School District in an amount not to exceed \$10,798.61 for costs incurred in performing services fulfilling the Purpose described above from the Effective Date through October 31, 2026. Reimbursement shall be made only for those activities and expenditures completed during the Agreement term and in conformance with this Agreement, including the State Contract. Notwithstanding anything to the contrary in this Agreement, it is understood by the parties that any suspension, reduction or termination of the SHIP funds granted to the County may result in a like suspension or reduction to the School District.
5. Reimbursement and Reporting. The School District may claim reimbursement for expenditures incurred in connection with the performance of activities that are performed during the Agreement term and eligible for reimbursement in accordance with this Agreement.

The County will reimburse the School District within 45 calendar days of the School District's submission of invoices to the County. Invoices must be submitted using an Invoice Form to be provided by the County. All requests for reimbursement must be submitted by November 13, 2026. The School District must certify that the requested reimbursements are accurate, appropriate and eligible in accordance with this Agreement and the State Contract, that it has documentation of the actual expenditures for which reimbursement is sought, and that such expenditures have not been otherwise reimbursed. School District should report their accomplishments and successes using a Reporting Form to be provided by the County. All expenditures and reimbursements must be submitted using the Invoice Form.

6. Authorized Representatives. The following named persons are designated as the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the Authorized Representatives shall have only authority specifically granted by their respective governing boards. Notice required to be provided pursuant this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification to this Agreement.

The County's Authorized Representative is:

Marti Fischbach, 1 Mendota Rd. W., Ste. 500, West St. Paul, MN 55118

Telephone: 651-554-5742

Email: Marti.Fischbach@co.dakota.mn.us

Dr. Peter Olson-Skog, or his/her successor, has the responsibility to monitor the School District's performance pursuant to this Agreement and the authority to approve invoices submitted for reimbursement.

The School District's Authorized Representative is:

Name: Dr. Peter Olson-Skog

Telephone: 651-403-7002

Email: peter.olsonskog@isd197.org

The parties shall provide written notification to each other of any change to the Authorized Representative. Such written notification shall be effective to change the designated liaison under this Agreement, without necessitating an amendment of this Agreement.

7. Assignment. The School District may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the County and a fully executed assignment agreement, executed by the County and the School District.
8. Use of Subcontractors. The School District may engage subcontractors to perform activities funded pursuant to this Agreement. However, the School District retains primary responsibility to the County for performance of the activities and the use of such subcontractors does not relieve the School District from any of its obligations under this Agreement. If the School District engages any subcontractors to perform any part of the activities, the School District agrees that the subcontract for such services shall include the following provisions:
- (a) The subcontractor must maintain all records and provide all reporting as required by this Agreement.
 - (b) The subcontractor must defend, indemnify, and save harmless the County from all claims, suits, demands, damages, judgments, costs, interest, and expenses arising out of or by reason of the performance of the contracted work, caused in whole or in part by any negligent act or omission of the subcontractor, including negligent acts or omissions of its employees, subcontractors, or anyone for whose acts any of them may be liable.
 - (c) The subcontractor must provide and maintain insurance through the term of this Agreement in amounts and types of coverage as set forth below, and provide to the County, prior to commencement of the contracted work, a certificate of insurance evidencing such insurance coverage:
 - General liability coverage of at least \$2,000,000 per occurrence and aggregate and naming Dakota County as an additional insured;
 - Automobile liability coverage of at least \$2,000,000 per occurrence and aggregate and naming Dakota County as an additional insured,
 - Professional liability (errors and omissions) insurance coverage of at least \$2,000,000, and Workers' compensation coverage or certification of excluded employment from workers' compensation requirements.
 - (d) The subcontractor must be an independent contractor for the purposes of completing the contracted work.
 - (e) The subcontractor must acknowledge that the contract between the School District and the subcontractor does not create any contractual relationship between County and the subcontractor.
 - (f) The subcontractor shall perform and complete the activities in full compliance with this Agreement and all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or local political subdivisions having jurisdiction over the activities.
9. Indemnification. To the fullest extent permitted by law, School District agrees to indemnify the County, its officers, employees, agents, and others acting on its behalf and to hold them harmless and defend and protect them from and against any and all loss, damage, liability, cost and expense, specifically including reasonable attorneys' fees and other costs and expenses of defense, for any actions, claims or proceedings of any sort which are caused by any act or omission of School District, its officers, employees, agents, subcontractors, invitees, or any other person(s) or entity(ies) for whose acts or omissions School District may be legally responsible. Nothing herein shall be construed as a waiver by School District of any of the immunities or limitations of liability to which it may be entitled pursuant to Minn. Stat. Ch. 466 or any other statute or law.
10. Insurance Terms. In order to protect itself and to protect the County under the indemnity provisions set forth above, School District shall, at its expense, procure and maintain policies of

insurance covering the term of this Agreement. All retentions and deductibles under such policies shall be paid by the School District.

11. Audit. The School District shall maintain books, records, documents and other evidence pertaining to the costs or expenses associated with the work performed pursuant to this Agreement. Upon request the School District shall allow the County, Legislative Auditor or the State Auditor to inspect, audit, copy or abstract all of the books, records, papers or other documents relevant to this Agreement. The School District shall use generally accepted accounting principles in the maintenance of such books and records, and shall retain all of such books, records, documents and other evidence for a period of six (6) years from the date of the completion of the activities funded by this Agreement.
12. Data Practices. The School District agrees with respect to any data that it possesses regarding the Agreement to comply with all of the provisions of the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as the same may be amended from time to time.
13. Relationship of the Parties. Nothing contained in this Agreement is intended or should be construed as creating or establishing the relationship of co-partners or joint ventures between the County and the School District, nor shall the County be considered or deemed to be an agent, representative or employee of the School District in the performance of this Agreement. Personnel of the School District or other persons while engaging in the performance of this Agreement shall not be considered employees of the County and shall not be entitled to any compensation, rights or benefits of any kind whatsoever.
14. Governing Law, Jurisdiction and Venue. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be with the appropriate state court with competent jurisdiction in Dakota County.
15. Compliance with Law. The School District agrees to conduct its work under this Agreement in compliance with all applicable provisions of federal, state, and local laws, ordinances, or regulations, and further agrees to comply with the Standard Assurances attached as Exhibit 1. The School District is responsible for obtaining and complying with all federal, state, or local permits, licenses, and authorizations necessary for performing the work.
16. Default and Remedies.
 - (a) Events of Default. The following shall, unless waived in writing by the County, constitute an event of default under this Agreement: If the School District fails to fully comply with any material provision, term, or condition contained in this Agreement.
 - (b) Notice of Event of Default and Opportunity to Cure. Upon the County's giving the School District written notice of an event of default, the School District shall have thirty (30) calendar days in which to cure such event of default, or such longer period of time as may be reasonably necessary so long as the School District is using its best efforts to cure and is making reasonable progress in curing such events of default (the "Cure Period"). In no event shall the Cure Period for any event of default exceed two (2) months. Within ten (10) calendar days after receipt of notice of an event of default, the School District shall propose in writing the actions that the School District proposes to take and the schedule required to cure the event of default.
 - (c) Remedies. Upon the School District's failure to cure an event of default within the Cure Period,

the County may enforce any or all of the following remedies, as applicable:

- (1) The County may refrain from disbursing the grant monies; provided, however, the County may make such a disbursement after the occurrence of an event of default without thereby waiving its rights and remedies hereunder.
- (2) The County may enforce any additional remedies it may have in law or equity.
- (3) The County may terminate this Agreement and its obligation to provide funds under this Agreement for cause by providing thirty (30) days' written notice to the School District. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall be a material breach of this Agreement and any supplemental agreement or modification to this Agreement or an event of default. Notice of Termination shall be made by certified mail or personal delivery to the Authorized Representative of the other Party. For purposes of termination and default, all days are calendar days.

17. Non-Appropriation. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated immediately by the County in the event sufficient funds from the County, State, or Federal sources are not appropriated, obtained and continued at least the level relied on for the funding of this Agreement, and the non-appropriation of funds did not result from any act or bad faith on the part of the County.

18. Ownership of Materials and Intellectual Property Rights.

- (a) Except as otherwise required by Minnesota or Federal Law, the County agrees to, and hereby does, assign all rights, title and interest it may have in the materials conceived or created by the School District, or its employees or subgrantees, and which arise out of the performance of this Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("Materials").
- (b) The School District represents and warrants that Materials produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another. School District shall indemnify and defend the County, at its expense, from any action or claim brought against the County to the extent that it is based on a claim that all or parts of the Materials infringe upon the intellectual property rights of another.

19. Special Conditions. The School District understands and agrees that it will perform the work contemplated by this Agreement in such a way as to comply with and enable the County to comply with all of the requirements imposed upon the County in the State Contract, including but not limited to the following:

- (a) Any publicity given to the activities occurring as a result of this Agreement, including notices, informational pamphlets, press releases, research, reports, signs and similar public notices shall identify that it is "Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health and Dakota County Public Health Department" and shall not be released unless approved in writing by these entities' authorized representatives.
- (b) The School District shall indemnify, save and hold the Department, its representatives and employees harmless from any and all claims or causes of action, including reasonable attorney fees incurred by the Department, arising from the performance of

the activities funded by this Agreement by the School District or its agents or employees.

- (c) The School District, by executing this Agreement, grants to the Department a perpetual, irrevocable, no-fee right and license to make, have made, reproduce, modify, distribute, perform and otherwise use the Materials for any and all purposes, in all forms and manners that the Department, in its sole discretion, deems appropriate.
- (d) The School District shall promptly provide the County with all documentation and information necessary for the County to monitor School District's activities under this Agreement to ensure that use of SHIP grant funds complies with this Agreement, the State Contract, State grant management policies and procedures established pursuant to Minn. Stat. § 16B.97, subd. 4(a)(1), other applicable statutes and regulations and that performance goals are achieved.
- (e) Any digital materials created with SHIP grant funds and shared outside of the School District's organization must comply with State of Minnesota's Digital Accessibility Standard. The statewide Standard can be viewed online at [Accessibility | Policies & Standards / Minnesota IT Services](#).

20. Exhibits. The following exhibits are attached to and incorporated within this Subgrant Agreement.

Exhibit 1: Standard Assurances; and
Exhibit 2: Service Grid.

21. Waiver. If the County fails to enforce any provision of this Agreement, that failure shall not result in a waiver of the right to enforce the same or another provision of this Agreement.

22. Complete Agreement. This Agreement and Exhibits contain all negotiations and agreements between the County and the School District. Any amendment to this Agreement must be in writing and executed by the County and the School District. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party. In the event of a conflict between the terms of any Exhibit and the body of this Agreement, this Agreement shall control.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

COUNTY OF DAKOTA

By: _____

Title: Community Services Director

Date: _____

Dakota County Contract CLA20932
Dakota County BR 25-417

SCHOOL DISTRICT 197

By: _____

Title: _____

Date: _____

**EXHIBIT 1
STANDARD ASSURANCES**

1. **NON-DISCRIMINATION.** During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because the person is a member of a protected class under, and as defined by, federal law or Minnesota state law including, but not limited to, race, color, creed, religion, sex, gender, gender identity, pregnancy, national origin, disability, sexual orientation, age, familial status, marital status, veteran's status, or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination.. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex, or national origin.

B. Equal Employment Opportunity-Executive Order No.11246, 30 FR 12319, signed September 24, 1965, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex, or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies, or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition, or privilege of employment.

I. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients, including their contractors and subcontractors, of federal financial assistance from discriminating on the basis of race, color or national origin which includes not discriminating against those persons with limited English proficiency.

J. The Pregnancy Discrimination Act of 1978, which amended Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.* which prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

K. Equal Protection of the Laws for Faith-based and Community Organizations-Executive Order No.13279, signed December 12, 2002 and as amended May 3, 2018. Prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants and loans.

L. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY.** For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract are subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, ("MGDPA") and the Minnesota Rules implementing the MGDPA. Contractor must comply with the MGDPA as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to a data requestor if the public data are available from the County, except as required by the terms of this Contract. If Contractor is a subrecipient of federal grant funds under this Contract, it will comply with the federal requirements for the safeguarding of protected personally identifiable information ("Protected PII") as required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, and the County Protected PII procedures, which are available upon request. Additionally, Contractor must comply with any other applicable laws on data privacy. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **RECORDS DISCLOSURE/RETENTION.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription, and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **WORKER HEALTH, SAFETY AND TRAINING.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state, and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

5. **PROHIBITED TELLECOMMUNICATIONS EQUIPMENT/SERVICES.** If Contractor is a subrecipient of federal grant funds under this Contract, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018) (the "Act"), and 2 CFR § 200.216, Contractor will not use funding covered by this Contract to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any agreement related to this Contract.

6. **CONTRACTOR GOOD STANDING.** If Contractor is not an individual, Contractor must be registered to do business in Minnesota with the Office of the Minnesota Secretary of State and shall maintain an active/in good standing status with the Office of the Minnesota Secretary of State, and shall notify County of any changes in status within five calendar days of such change. Business entities formed under the laws of a jurisdiction other than Minnesota must maintain a certificate of authority (foreign corporations, limited liability companies, limited partnerships, and limited liability limited partnerships), or a statement of foreign qualification (foreign limited liability partnerships), or a statement of partnership authority (general partnerships). See Minn. Stat. §§ 303.03 (corporations); 322C.0802 (limited liability companies); 321.0902 and 321.0907 (foreign limited partnership); 321.0102(7) (foreign limited liability limited partnerships); 323A.1102(a) (foreign limited liability partnership); 321.0902 and 321.0907 (foreign general partnerships).

7. **CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION.** Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minn. Stat. § 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this Contract, the Contractor certifies that it and its principals* and employees:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and

B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and

E. Shall immediately give written notice to the Authorized Representative should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

*"Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

8. **HEALTH DATA PRIVACY**. When applicable to the Contractor's duties under this Contract, the Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Minnesota Health Records Act, and any other applicable health data laws, rules, standards, and requirements in effect during the term of this Contract.

9. **APPEALS**. The Contractor shall assist the County in complying with the provisions of Minn. Stat. § 256.045, Administrative and Judicial Review of Human Services Matters, if applicable.

10. **REPORTING**. Contractor shall comply with the provisions of the "Child Abuse Reporting Act", Minn. Stat. § 626.556, as amended, and the "Vulnerable Adult Reporting Act", Minn. Stat. § 626.557, as amended, and any rules promulgated by the Minnesota Department of Human Services, implementing such Acts.

11. **PSYCHOTHERAPISTS**. Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch. 604, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.

12. **EXCLUDED MEDICAL ASSISTANCE PROVIDERS**. By signing this contract, Provider certifies that it is not excluded. 42 U.S.C. § 1397 *et seq.* (subch. XX) of the Social Security Act.

13. **MDHS THIRD-PARTY BENEFICIARY**. The following applies to contracts related to adult mental health services; see Minn. Stat. § 245.466, subd. 2. Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party under this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from Contractor reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third

party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity. (Minn. Stat. § 245.466, subd. 3; Minn. R. 9525.1870, subp. 2).

Directions for Online Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at https://oig.hhs.gov/exclusions/exclusions_list.asp

Attycv/Exh SA (Rev. 1-23)

Exhibit 2 – Service Grid

Contractor Roles and Responsibilities

1. Contractor will carry out (implement) work, budget and deliverables as stated below under project goals and strategies.
2. Any changes to planned strategies, deliverables, expectations and/or budget must be mutually agreed upon and provided to the County Liaison prior to implementation. Please allow a minimum of 14 business days for pre-approvals on final purchasing of supplies, or services.
3. The County recommends that the Contractor establish and/or participate in the District Wellness Committee and includes broad representation from multiple levels, buildings, and disciplines.
4. Contractor will have at least one representative (not including the consultant), attend SHIP Dakota County School Wellness meetings (3/13/26; 5/18/26; 10/7/26).
5. Contractor will provide to the County, the name, phone, and email of its Wellness Committee Chair, or 'designee' for District Wellness projects' overall coordination. Such designee is responsible for completing the Final Report for each strategy by November 13, 2026 or upon project completion.
6. Project Champion(s) must meet deliverables set by public health liaison and keep in regular communication with public health liaison and School Wellness Consultant, if applicable, to qualify for project champion compensation.
7. The County recommends that Contractor complete or confirm Contractor has completed a school health assessment within the last three school years.
8. The County recommends that Contractor notify its stakeholders, such as: community, school board, and or city, about changes such as policies, procedures or system(s) changes that are implemented because of this Contract.
9. Contractor shall submit all SHIP-related communications to public health liaison for pre-approval. Please allow a minimum of 10 business days for approvals in advance of public release.
10. Contractor shall submit the Invoice Form quarterly or as mutually agreed upon with Public Health *Liaison*, and within two weeks of Contract end date (by 11/13/2026); however, they may be submitted more frequently if desired.

County roles and responsibilities

- Invoice and Final Report Form will be emailed out to contractor at the start of the contract.
- Provide technical assistance and support through process.
- Organize and facilitate SHIP school wellness meetings (three per contract period).
- Research and provide school wellness tools and resources.
- Compile submitted SHIP Reporting from each district to provide to MDH and meet County requirements.

Notes

The grant funds provided to Contractor under this agreement are also subject to the terms and conditions contained in both the Master Grant Contract and the Project Agreement between the Dakota County Community Health Board and the State of Minnesota. The County will provide copies of these contracts to Contractor upon request. Contractor agrees to comply with all such terms and conditions

Project Goal/Scope of Work

Project One: Branch Out

Branch Out transition program will install two ADA picnic tables, two benches and two non-ADA tables to create accessible outdoor learning space for student that use wheelchairs.

Project Two: Pilot Knob

Pilot Knob will expand their inclusive playground initiative and increase accessible and safe recess spaces by purchasing interlocking rubber tile flooring for the gaga pit and two ADA picnic tables for the playground.

Project One Budget

Budget Item 1

BUDGET ITEM	2 Benches
BRIEF DESCRIPTION	4' Bench Without Back
COST	\$810 (\$405.00 each)
DESCRIPTION	Putting table together, Insulation to location with security chains

Budget Item 2

BUDGET ITEM	2 Tables
BRIEF DESCRIPTION	46" Round
COST	\$2100.00 (\$1050.00 each)
DESCRIPTION	Putting table together, Insulation to location with security chains

Budget Item 3

BUDGET ITEM	2 ADA Tables
BRIEF DESCRIPTION	46" Round ADA
COST	\$2100.00 (\$1050.00 each)
DESCRIPTION	Putting table together, Insulation to location with security chains

Budget Item 4

BUDGET ITEM	Shipping costs
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COST \$548.61

PROJECT ONE TOTAL COST \$5558.61

Project Two Budget

Budget Item 1

BUDGET ITEM	Gaga pit flooring kit
BRIEF DESCRIPTION	Interlocking rubber tile set that improves performance and safety
COST	\$3100.00
IN KIND	ISD 197 assembly and installation

Budget Item 2

BUDGET ITEM	Metal Picnic Tables
BRIEF DESCRIPTION	Two rounded cornered tables for added safety.
COST	\$2140.00
IN KIND	ISD 197 assembly and installation

PROJECT TWO TOTAL COST \$5240.00

Total Contract Budget

PROJECT ONE \$5558.61

PROJECT TWO \$5240

TOTAL BUDGET \$10,798.61

Invoicing

Invoices and receipts should be scanned and emailed to the County Public Health Liaison, Kassy Podvin, kassy.podvin@co.dakota.mn.us. Contractor will submit the "Invoice Form" provided quarterly at a minimum.



TO: School Board Members

FROM: Tye Michaels, Director of Human Resources

DATE: January 26, 2026

SUBJECT: Administrative Review of Policy 514, Bullying Prohibition

BACKGROUND

An administrative review of Policy 514, Bullying Prohibition, has been performed. The policy adheres to the district's processes and procedures currently in place. The district's current policy was reviewed against MSBA's model policy and continues to match that language. Based on this review, no changes are recommended at this time. This policy was last reviewed in January of 2023.

School District 197 reviews its policies on a 3-year cycle unless otherwise required by law. Typically, recommended policy changes are brought to the school board for three readings, with approval at the third reading. However, when the administration is recommending minor or no changes to the policy, it is labeled as an "administrative review." Consistent changes the board has asked to be applied to policies are considered minor. One example is using more inclusive language such as using "parent/guardian" instead of just "parent." When labeled an "administrative review" the policy is placed on the consent agenda for a single reading with a recommendation to approve the policy as presented. As a reminder, board members always have the opportunity to remove a policy from the consent agenda to discuss it as part of the main agenda.

This policy was also reviewed using the district's Four-Way Equity Test. While bullying can impact all students, it can have a disproportionate impact on students in protected classes. This policy helps protect students who are experiencing bullying by defining and prohibiting bullying behaviors along with laying out an expected process for reporting and responding to bullying when it occurs.

RESOLUTION

BE IT RESOLVED by the School Board of School District 197 to approve Policy 514, Bullying Prohibition, as presented.



OPERATIONAL EXPECTATIONS

ISD 197 School Board

Students

Contact: Director of Human Resources

514 BULLYING PROHIBITION

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply them throughout the school district, and foster student, parent/guardian, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student,

teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
 - F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
 - G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
 - H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits

an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
 - D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
 - E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents/guardians and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents/guardians of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents/guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents/guardians under this policy must be included in the student discipline policy distributed to parents/guardians at the beginning of each school year.
- E. This policy shall be available to all parents/guardians and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents/guardians, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
School District Policy 413 (Harassment and Violence)
School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
School District Policy 423 (Employee-Student Relationships)
School District Policy 501 (School Weapons Policy)
School District Policy 506 (Student Discipline)
School District Policy 515 (Protection and Privacy of Pupil Records)
School District Policy 521 (Student Disability Nondiscrimination)
School District Policy 522 (Student Sex Nondiscrimination)
School District Policy 524 (Internet Acceptable Use and Safety Policy)
School District Policy 526 (Hazing Prohibition)
School District Policy 709 (Student Transportation Safety Policy)
School District Policy 711 (Video Recording on School Buses)

School District Policy 712 (Video Surveillance Other Than on Buses)

POLICY ADOPTED:	October 16, 2006
POLICY REVIEWED/REVISED:	December 14, 2009; July 11, 2011; August 4, 2014; January 17, 2017; January 16, 2018; December 17, 2018; January 21, 2020; January 19, 2021; February 22, 2022; January 23, 2023
Monitoring Method:	Administrative Review
Monitoring Frequency:	Annually



TO: School Board Members

FROM: Cari Jo Drewitz, Director of Curriculum, Instruction, and Assessment

DATE: January 26, 2026

SUBJECT: Discussion of FY 2026-2027 and Draft 2027-2028 District Academic Calendars

BACKGROUND

Calendar development follows School Board Policy 602 and all Minnesota statutory requirements for instructional days and hours. Draft calendars are reviewed with the Meet and Confer Committee before being brought to the School Board in November. This timeline ensures that high school registration and other systems can be updated in a timely manner.

Each fall, the School Board reviews two academic calendars: the upcoming year for *final approval* and the following year as a *draft*. This two-year review process, developed in collaboration with the Meet and Confer Committee, provides predictability for families and staff while allowing time for refinement before final adoption the following year. The calendars were last reviewed by the board at the November 24, 2025 meeting.

In May 2023, the Minnesota Reading to Ensure Academic Development Act, known as the READ Act, was passed and signed into law. The goal of this legislation is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals.

The second phase requires districts to provide professional development to the following groups and for that training to be completed by July 1, 2027:

- Teachers who provide instruction in the English Language Arts standards in grades 5 - 12.
- Teachers with an elementary license that are teaching at the middle school level.
- 5-12 teachers holding English as a second language teaching licenses
- Grades 6-12 Curriculum Directors.
- Employees who select literacy instructional materials for grades 6–12..

There are four approved professional development programs. The administration has selected CAREIALL Secondary. CAREI Secondary stands for the Center for Applied Research and Educational Improvement, part of the University of Minnesota. ALL stands for Advancing Language

and Literacy. The CAREIALL training includes 45 hours of individual work and 17 hours of whole group training. 8 professional development days are needed to make this training possible.

The current school calendar includes six professional development days, two the week before school starts and four throughout the year. The administration is recommending that 5 of the 6 professional development days are used to support the READ Act training and that 2 student days be turned into professional development days, 1 student day will become a professional collaboration and the March collaboration day will become a professional development day.

For the 2026-2027 school year, the following days would be added to the calendar:

- Monday December 21, 2026
- Tuesday December 22, 2026 - this will be a professional collaboration day
- Tuesday February 16, 2027

To note, March 26, 2027 will be a professional development day instead of a professional collaboration day. These dates were chosen to ensure the CAREIALL training is spread out across the year in manageable chunks and allows time for make-up for any staff member that may miss one of the training days.

An additional change to the calendar includes moving the Monday, October 5 professional development day to Monday, September 21, 2026.

In applying the 4-way equity test to this decision, staff looked at which additional no student days were likely to have less impact on families and students. There were some natural breaks or shortened weeks in the calendar which is where these three additional dates were placed. The district recognizes that additional no student days result in many families needing child care.

There are no changes to the 2027-2028 draft academic calendar.

RECOMMENDED RESOLUTION

This information was presented for discussion and informational purposes only. No resolution needed.

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY	
3	July 3-District Close

AUGUST	
11	Primary Election-No meetings from 6:00-8:00pm
26-27	New Teacher Workshop
31	K-12 Workshop

SEPTEMBER	
1-3	K-12 Workshop
7	Labor Day-District Closed
8	First Day of School K, 5 and 9
9	First Day of School 1-4, 6-8, 10-12
21	Professional Dev-No Students

OCTOBER	
15-16	Education MN Conference

NOVEMBER	
2	No Students- Professional Collab Elem/ Prof Dev Secondary
3	No Students-Prof Dev Elem/ Professional Collab Secondary
3	General Election-No School-No meetings from 6:00-8:00pm
25	Conference Comp-No Students
26-27	Thanksgiving Break-District Closed

DECEMBER	
21	Professional Dev - No Students
22	Professional Collab - No Students
23-31	Winter Break (District Closed 24, 25, 31, Jan 1)

JANUARY	
1	Winter Break - District Closed
4	School Resumes
18	Martin Luther King, Jr. Day - District Closed
28	No Students-Prof Dev Elem/ End of Semester Grading Secondary
29	No Students-Prof Dev Secondary/ End of Semester Grading Elem

FEBRUARY	
15	Presidents' Day-District Closed
16	Professional Dev - No Students

MARCH	
26	Professional Dev - No Students
29-31	Spring Break

APRIL	
1-2	Spring Break

MAY	
17	Professional Dev-No Students
31	Memorial Day - District Closed

JUNE	
10	Last Student Day
11	No Students - Teacher Grading Day
14	Conference Comp Day
15	Conference Comp Day
18	Juneteenth Holiday-District Closed

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Primary or General Election or Caucus
- New Teacher Workshop Days
- No Students - Teacher Work Day
- District Closed
- First Day of School Grades K, 5, 9
- No School Grades 1-4, 6-8, and 10-12
- Conference Comp Days-No students or teachers

Key:
Grey Shaded = No School
Color Shaded w/box = No Students

STUDENT DAYS / QUARTER

S1 83 days – 9/7 to 1/27
82 days – 9/8 to 1/27

S2 84 days – 2/1 to 6/10

TOTAL

167 student days (K, 5, 9)

166 student days (1-4, 6-8, 10-12)

STUDENT DAYS / MONTH

0 – August
15 or 16 – September
19 – October
16 – November
14 – December
17 – January
18 – February
19 – March
20 – April
19 – May
8 – June

TOTAL = 166 or 167 student days

TEACHER DAYS / MONTH

1 – August
20 – September
20 – October
19 – November
16 – December
19 – January
19 – February
20 – March
20 – April
20 – May
11 – June

TOTAL = 185 teacher days

Plus 5 Holidays

- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- President's Day
- Memorial Day

District Office Closed:

- July 3, 2026
- September 7, 2026
- November 26, 2026
- November 27, 2026
- December 24, 2026
- December 25, 2026
- December 31, 2026
- January 1, 2027
- January 18, 2027
- February 15, 2027
- May 31, 2027
- June 18, 2027

July 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key:
Grey Shaded = No School
Color Shaded w/box = No Students

JULY	
5	July 5-District Closed

AUGUST	
10	Primary Election-No meetings from 6:00-8:00pm
25-26	New Teacher Workshop
30-31	K-12 Workshop

SEPTEMBER	
1-2	K-12 Workshop
6	Labor Day-District Closed
7	First Day of School K, 5 and 9
8	First Day of School 1-4, 6-8, 10-12

OCTOBER	
1	Professional Dev-No Students
21-22	Education MN Conference

NOVEMBER	
1	No Students- Professional Collab Elem/ Prof Dev Secondary
2	No Students-Prof Dev Elem/ Professional Collab Secondary
	General Election-No School-No meetings from 6:00-8:00pm
24	Conference Comp-No Students
25-26	Thanksgiving Break-District Closed

DECEMBER	
22-31	Winter Break (District Closed 23, 24, 30, 31)

JANUARY	
3	School Resumes
17	Martin Luther King, Jr. Day - District Closed
27	No Students-Prof Dev Elem/ End of Semester Grading Secondary
28	No Students-Prof Dev Secondary/ End of Semester Grading Elem

FEBRUARY	
21	Presidents' Day - District Closed

MARCH	
24	No Students - Professional Collab
27-31	Spring Break

APRIL	
-------	--

MAY	
5	Professional Dev-No Students
29	Memorial Day - District Closed

JUNE	
8	Last Student Day
9	No Students-Teacher Grading Day
12&13	Conference Comp Day
19	Juneteenth Holiday-District Closed

January 2028						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2028						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2028						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2028						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2028						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2028						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Primary or General Election or Caucus
New Teacher Workshop Days
No Students - Teacher Work Day
District Closed
First Day of School Grades K, 5, 9
No School Grades 1-4, 6-8, and 10-12
Conference Comp Days-No students or teachers

STUDENT DAYS / QUARTER

S1 85 days – 9/7 to 1/26
84 days – 9/8 to 1/26

S2 85 days – 1/32 to 6/8

TOTAL

170 student days (K, 5, 9)

169 student days (1-4, 6-8, 10-12)

STUDENT DAYS / MONTH

0 – August
17 or 18 – September
18 – October
17 – November
15 – December
18 – January
20 – February
17 – March
20 – April
21 – May
6 – June

TOTAL = 169 or 170 student days

TEACHER DAYS / MONTH

2 – August
20 – September
19 – October
20 – November
15 – December
20 – January
20 – February
18 – March
20 – April
22 – May
9 – June

TOTAL = 185 teacher days

Plus 5 Holidays

- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- President's Day
- Memorial Day

District Office Closed:

- July 5, 2027
- September 6, 2027
- November 25, 2027
- November 26, 2027
- December 23, 2027
- December 24, 2027
- December 30, 2027
- December 31, 2027
- January 17, 2028
- February 21, 2028
- May 29, 2028
- June 19, 2028



TO: School Board Members

FROM: Superintendent Peter Olson-Skog

DATE: January 26, 2026

SUBJECT: Presentation of Proposed 2026-2027 School Board Meeting Dates

BACKGROUND

Historically, the School Board has met on the first and third Mondays of each month. While this pattern has provided a general framework, it has required frequent adjustments to account for holidays, non-student contact days, and other breaks in the school year. As the annual calendar is developed, these variables often necessitate moving meetings to alternate dates to avoid conflicts or unintended impacts on staff and students. As a result, the first-and-third Monday structure has not consistently resulted in evenly spaced meetings or a predictable schedule for the community.

During the development of the 2026-27 school year calendar, staff closely reviewed potential meeting dates with the goal of minimizing conflicts and maintaining appropriate spacing between meetings. Through this process, it became clear that holding meetings on the second and fourth Mondays of the month consistently avoided holidays and non-student contact days more effectively than the first and third Mondays. While there may be one or two months in which the traditional schedule would have worked without adjustment, adopting a second-and-fourth Monday schedule provides greater overall consistency. For this reason, the proposed meeting dates recommend shifting to second and fourth Mondays for the 2026-27 school year, with the potential to continue this structure in future years to support clarity and predictability for board members, staff, and the community.

Revised Guidelines

- Generally, school board meetings will be on the 2nd and 4th Monday of the month with no meetings in July (unless there is a budget item that needs attention) and only one meeting in December.
- The first regular meeting of each month will begin at 6:00 pm, preceded by a 45-minute listening session from 5:00 to 5:45 pm at the Mendota Heights City Hall. The regular meeting will be televised and live-streamed.
- The second meeting of each month will begin at 5:00 p.m. It will be held on the Two Rivers High School campus. It will typically be held in the District Office training room and is not recorded.

Exceptions

- When the 2nd or 4th Monday of the month is a holiday.
- Potential exception - when the 2nd or 4th Monday of the month is a non-student contact day.

Proposed School Board Meeting Dates for 2026-27

Listening Session 5:00 p.m./Business Meeting 6:00 p.m. Mendota Heights City Hall <i>(unless otherwise noted)</i>	Work Session 5:00 p.m. District Office Training Room <i>(unless otherwise noted)</i>
NO MEETING IN JULY	NO MEETING IN JULY
Monday, August 10, 2026	Monday, August 24, 2026
Monday, September 14, 2026	Monday, September 28, 2026
Monday, October 12, 2026	Monday, October 26, 2026
Monday, November 9, 2026	Monday, November 23, 2026
Monday, December 14, 2026	NO MEETING
Monday, January 11, 2027	Monday, January 25, 2027
Monday, February 8, 2027	Monday, February 22, 2027
Monday, March 8, 2027	Monday, March 22, 2027
Monday, April 12, 2027	Monday, April 26, 2027
Monday, May 10, 2027	Monday, May 24, 2027
Monday, June 14, 2027	Monday, June 28, 2027

RECOMMENDED RESOLUTION

This is for discussion purposes and will be approved at a future board meeting.

SCHOOL DISTRICT 197

Nurture. Inspire. Prepare. Together, We Thrive.

2025-26 Superintendent Goals: Mid-Year Update

Goals approved by School Board on October 10, 2025

This document will provide a mid-year update on the Superintendent's goals for the 2025-26 school year.

Goal 1

The superintendent will oversee the implementation of operational plans in support of the strategic plan's focus areas of social and emotional learning, equitable systems and support, and career exploration and preparation.

Update:

Progress toward Goal 1 is monitored through separate, scheduled Board presentations aligned to each focus area of the district's Strategic Framework. Those reports provide detailed updates on implementation targets for social and emotional learning, equitable systems and support, and career exploration and preparation. As a result, this mid-year goal update does not revisit Goal 1 and instead focuses on Goals 2 and 3, where a consolidated progress summary is most useful.

Minnesota School Board Association (MSBA) Superintendent Evaluation Rubrics

The actions below are drawn directly from superintendent board updates provided throughout the first half of the 2025-26 school year. They are organized using the **MSBA Superintendent Evaluation Rubric descriptors** approved by the School Board for this year's evaluation.

For each goal, actions are grouped under the **"Highly Effective" performance descriptors** associated with that goal's rubric elements, allowing the Board to clearly see how the work aligns to the standards you adopted.

Goal 2

The superintendent will continue to put in place budget procedures and policies that will enhance long-term fiscal stability, further implementing the cost containment strategy design in FY 25.

Goal 2 Related MSBA Rubrics:

- Standard 2: School District Finances – Element A (Budget Development and Maintenance)
 - Standard 3: Communication and Community Relationships – Element C (Inform the Community as a Whole)
-

Highly Effective Descriptor: Engages in timely budget planning and actions that consider current and long-range information and data; seeks balance to meet students' current and future needs and be fiscally responsible to the community.

- Designed and launched a structured cost-containment process for the 2026–27 budget cycle
 - Grounded budget planning in current financial data, inflationary cost pressures, and updated enrollment projections
 - Connected district-level budget decisions to statewide demographic and fiscal trends through MASBO, MASA, and AMSD engagement
 - Applied long-range fund balance considerations alongside immediate budget reduction needs
-

Highly Effective Descriptor: Seeks balance to meet students' current and future needs and be fiscally responsible to the community; distributes resources to meet immediate and long-range objectives.

- Spent approximately two weeks visiting school sites and meeting with frontline staff to listen and create space for input
- Invited staff feedback on what must be protected for students and where deficiencies or inefficiencies exist in current systems
- Used frontline perspectives to pressure-test cost-containment ideas before formal reduction proposals were developed
- Held individual and small-group meetings with cabinet members to identify efficiencies while protecting core student experiences

- Facilitated follow-up sessions to refine and stress-test proposals rather than relying on across-the-board reductions
-

Highly Effective Descriptor: Distributes resources in light of school district goals and immediate and long-range objectives.

- Integrated cost-containment planning with the district's strategic priorities rather than treating it as a standalone exercise
 - Ensured director proposals reflected alignment to district values, equity commitments, and instructional priorities
 - Used enrollment and demographic trend analysis to inform staffing and program conversations early, not reactively
-

Highly Effective Descriptor: Actively keeps community informed with appropriate, regular communication on a variety of school district topics, issues, and/or concerns, allowing the school board to meet its responsibilities.

- Regularly updated the Board on enrollment trends, fund balance context, and structural budget pressures
 - Communicated budget realities and tradeoffs during PTA visits and community conversations
 - Provided ongoing legislative and fiscal context through AMSD and MASA updates to support informed governance
-

Goal 3

The superintendent will increase staff engagement and feedback through one-on-one interviews with all district staff within 4-6 years. Each year, this will require approximately 150-200 interviews.

Related MSBA Rubric:

- Standard 6: Teaching and Learning – Element E (Culture of Cooperation)
-

Highly Effective Descriptor: Develops and supports open, productive, caring, and trusting relationships among staff.

- Completed more than 50 one-on-one staff interviews since the start of the school year across schools and district office departments
 - Maintained steady progress toward the annual interview target in support of the 4–6 year commitment
 - Prioritized presence in buildings and direct engagement with staff across roles and sites
-

Highly Effective Descriptor: Encourages open, productive, caring, and trusting environment among staff.

- Created confidential, relational spaces for staff to share concerns, ideas, and celebrations
 - Reinforced trust by listening without defensiveness and focusing on themes rather than individual complaints
 - Supplemented formal interviews with Coffee with the Superintendent and informal engagement opportunities
-

Highly Effective Descriptor: Supports open, productive, caring, and trusting environment among staff.

- Used recurring themes from interviews to inform District Office CARES training and service expectations

- Connected staff feedback to improvements in communication, responsiveness, and workflow support
- Strengthened cross-role and cross-site relationships through intentional relationship-building activities