

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 MARCH 10, 2022
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 4
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of February 10, 2022 Policy Committee Meeting 24
 - B. Minutes of February 10, 2022 Regular School Board Meeting 25
 - C. Minutes of February 24, 2022 Work Session 32
 - D. Authorization of Payments, Transfers, and Investment Activity 33
 - E. Personnel
 - 1. Rachel Strand, resignation effective February 23, 2022, as Schoolkeeper at North Branch Area Public Schools
 - 2. Mary Colvin, resignation effective March 4, 2022, as Art Teacher at North Branch Area Middle School
 - 3. Chantelle Luggar, resignation effective March 11, 2022, as Community Education Office Clerk at North Branch Area Public Schools
 - 4. Brianne McClellan, resignation effective at the end of the 2021-22 school year, as 0.5 FTE ALC Social Studies Teacher at Norse Area Learning Center and 0.5 FTE Health Teacher at North Branch Area High School
 - 5. Sarah Williams, resignation effective at the end of the 2021-22 school year, as SPED Teacher at Sunrise River Elementary School
 - 6. Juliane Bartel, leave request effective January 31, 2022 through February 13, 2022, as SPED Assistant at North Branch Area Education Center
 - 7. Rebecca Hilber, extension of leave request effective March 7, 2022 through March 20, 2022, as Second Grade Teacher at Sunrise River Elementary School
 - 8. Linda Downie, employment effective January 26, 2022, as Transition Job Coach at Life Work Center
 - 9. Kim Houle, employment effective February 15, 2022, as Lead Secretary at North Branch Area High School
 - 10. Nicholas Pawlik, temporary employment effective February 7, 2022 through the end of the 2021-22 school year, as SPED Assistant at North Branch Area Middle School

11. Ashley Diederichs, position change beginning March 7, 2022, from Office Clerk at North Branch Area Education Center to Community Education Office Clerk at North Branch Area Public Schools
12. 2021-22 Extra Curricular Spring Coach Positions
 - a. Steve Christensen, Class 2, Step 10, as Head Coach for Baseball
 - b. Chad Carlson, Class 4, Step 7, as Assistant Coach for Baseball
 - c. Matt Solberg, Class 4, Step 1, as 0.5 FTE Assistant Coach for Baseball
 - d. Katherine Crudo, Class 2, Step 6, as Head Coach for Softball
 - e. Rikki Beaver, Class 4, Step 8, as Assistant Coach for Softball
 - f. Mikayla Carlson, Class 4, Step 4, as Assistant Coach for Softball
 - g. Brent Lundgren, Class 2, Step 6, as Head Coach for Boys Track & Field
 - h. Norm Nagel, Class 2, Step 10, as Head Coach for Girls Track and Field
 - i. Abby Moon, Class 4, Step 5, as Assistant Coach for Track & Field
 - j. Kathy Kimble Robotcek, Class 4, Step 10, as Assistant Coach for Track & Field
 - k. Adam Wilson, Class 4, Step 7, as Assistant Coach for Track & Field
 - l. Ryan Minke, Class 3, Step 10, as Head Coach for Boys Golf
 - m. Chad Bistodeau, Class 3, Step 6, as Head Coach for Girls Golf
 - n. Joel Santjer, Class 3, Step 6, as Head Coach for Boys Tennis
 - o. Andy Spofford, Class 5, Step 6, as Assistant Coach for Boys Tennis
 - p. Norm Nagel, Class 9, Step 10, as Weightroom Supervisor for Third Trimester
 - q. Justin Voss, Class 9, Step 10, as Weightroom Supervisor for Third Trimester
 - r. Christine Lund, Class 9, Step 2, as Coach for Adapted Bowling
 - s. Reid Anderson, Class 6, Step 1, as Coach for Middle School Track
 - t. Josh Reistad, Class 6, Step 8, as Coach for Middle School Track
 - u. Scott Schranfnagel, Class 6, Step1, as Coach for Middle School Track
 - v. Kyle Kahl, Class 6, Step 10, as Coach for Middle School Baseball
 - w. Jim VanEerden, Class 6, Step 8, as Coach for Middle School Baseball
 - x. Jennifer Aguirre, Class 6, Step 2, as Coach for Middle School Softball
 - y. Alexis Sheehan, Class 6, Step 1, as Coach for Middle School Softball
- F. Permission to Request Proposals for Food Service Contract
- G. Bid Approval for Construction and Equipment Purchases with Federal Relief Funds
- H. Acceptance of Donations 34

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

VIII.	Open Mic: Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.	
IX.	Old Business	
	A. Consider Second Reading of the Following Policies	
	1. Policy 516-NB - Student Medication (MSBA changes)	35
	2. Policy 534 - Unpaid Meal Charges (MSBA changes)	41
	3. Policy 607 - Organization of Grade Levels (MSBA changes)	45
X.	New Business	
	A. School Spotlight: The Sunrise Way	46
	B. Consider the Proposed St. Croix River Education District (SCRED) Agreement to Cooperate with Amendments	58
	C. Consider First Reading of the Following Policies	
	1. Policy 102 - Equal Educational Opportunity (MSBA changes)	69
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XI.	Addendum	
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XIII.	Board Requests	
XIV.	Committee Reports	
	A. SEE (Schools for Equity in Education)	
	B. Negotiations	
	1. Custodian	
	C. MSBA Update or Report	
	D. MSHSL	
	E. SCRED Report	
	F. Staff Development Report	
	G. Community Education Advisory Committee Report	
	H. Policy Committee Report	
XV.	Dates to Remember	
	A. Thursday, March 24, 2022, Custodian Mediation Session, 9:00 am, North Branch Area Education Center, Boardroom, C120	
	B. Thursday, March 24, 2022, Special School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, C120	
	C. Thursday, April 14, 2022, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120	
	D. Thursday, April 28, 2022 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122	
	E. Thursday, April 28, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120	
XVI.	Adjournment	

Superintendent Update

March 10, 2022

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Jumping Curves: Monitoring our Strategic Plan

VISION-

Inspire dreams

Build integrity

Instill hope

♡ *in our students*

♡ *our staff*

♡ *our families*

♡ *our communities*





Mission- The purpose of our work

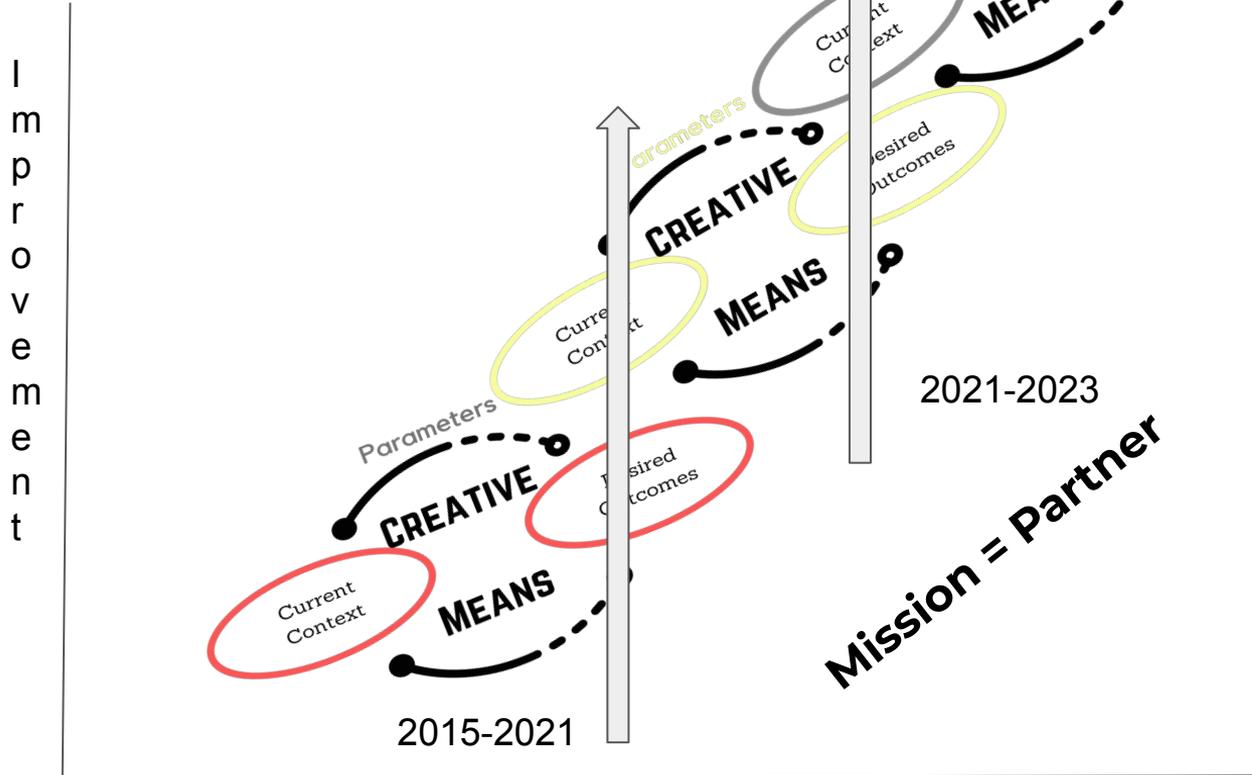
Partner with

- ♡ *our students*
- ♡ *our staff*
- ♡ *our families*
- ♡ *our communities*



to challenge all students to achieve their greatest potential and become informed and engaged citizens.

Jumping Curves



VISION=
Inspire dreams
Build integrity
Instill hope



Continuously
reaching new
heights

Strategic Directions- *what moves us towards our mission*

- *Prepare all learners for success in school and in life*
- *Ensure mutual accountability for measurable progress toward shared goals*
- *Mobilize community engagement*
- *Commit resources to district priorities*

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Superintendent and Board Goals

School Board members and Superintendent relations are critical to effectively executing the MSBA Governance Model

We are excited to welcome Adam Trampe to the School Board at our Special Session on March 24!





Safe Learning Update

- NBAPS reported 0 confirmed cases among students, and 0 among staff for the past two weeks.
- Updates made to Level 2 details.

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Strategic Direction: Provide leadership to prepare all learners for success in school and in life.

The School Board will govern progress of student learning strategic goals.

The Superintendent will ensure SEL Programming in place at all buildings

Schoolwide programs in place at each school:

- Early Learning Center- Bee Expectations
- Sunrise- The Sunrise Way
- Middle School- We are Red
- High School- Viking Way
- Norse Area Learning Center- The Norse Code



Strategic Direction: Provide leadership to prepare all learners for success in school and in life.

Preparations for 2022-23 includes consideration of continuing to understand the social and emotional needs of our students:

- Minnesota Student Survey (MSS) will not be given this year.
 - Anonymous
 - Access to data lags
- Social Academic, Emotional and Behavior Risk Screener (SAEBRS) will be given
 - Student identifiable
 - Real time data to address individual student needs
 - Allows for proactive range of supports
 - Spring
 - Summer School

There have been several large transitions and milestones during your academic career. The obvious milestones are the transitions from elementary school to middle school and from middle school to high school. Seniors are on the cusp of their last milestone, the transition from high school to college and careers. Here are some things to consider as you plan your high school career so that you are set up for success your last year of high school and beyond. It is critical that you invest time and ask questions as you develop your high school career to take advantage of more flexibility and options your senior year.

College Check List

- Maintain GPA
- Take ACT
- Fill out FAFSA
- Apply for scholarships
- Take college tours
- Fill out applications
- Recommendation letters

**Maximizing Your
 High School
 Experience for
 College and
 Career Success**

Career Check List

- Meet with Career Navigator
- Take Accuplacer test
- Internships
- On the job training
- Practice interviewing
- Fill out applications

4 Year College

2 Year College

Military

Life & Career

Classes to Consider on Your Path to Success

- | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • College in the Schools • Statistics • Human Anatomy • World Language • Internship | <ul style="list-style-type: none"> • College in the schools • Mathematical Thinking • Environmental Science • Internship | <ul style="list-style-type: none"> • AFJROTC Leadership • Science Elective • College in the Schools • Mathematical Thinking | <ul style="list-style-type: none"> • Manufacturing Courses • Science Elective • Prostart • Internships • On the Job Training • Auto |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Embracing a Spirit of Abundance to bring out the gifts and talents of each student as they create their future!

OTHER OPPORTUNITIES

For Seniors



No Credit

Viking Bridge was designed to provide flexibility for students that are on track for graduation. As our students are entering adulthood it is critical that they learn how to manage time and prioritize tasks and responsibilities. Students who have Viking Bridge use this time to work on higher rigor courses, communicate with teachers, and other school related items for no credit.

VIKING
BRIDGE

VIKING
BRIDGE

Viking Bridge for credit is designed to provide flexibility and time for students who desire to further explore career opportunities through internships and community service.



For Credit

STUDENT
SERVICE



Take some time to give back to your school community by taking part in student service. While in student service you can help a teacher or staff member. It is a great way to give a little back and earn credit.

Contact our Career Navigator, Kristin Mayne to sign up for Viking Bridge for credit: 651-674-1618 • kmayne@isd138.org

Partnership-
Being part of
the solution
is
the solution!

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Career and Technical Education



Purpose: High school learning opportunities in Career and Technical Education that are:

- Meaningful, personalized learning
- Provides each student with a sense of purpose for their future



CTE: Viking Student Experience

Students that are:

- Inspired by the school programming
 - By staff investment as trusted adults
 - By what they are learning and how it is relevant
 - Interest-based learning





CTE: The Partner Experience

- What differentiates NBAPS?
 - Equipment purchases were based on employer feedback
 - Students are being trained in workforce readiness mindset
 - Viking Bridge extends learning beyond the traditional classroom
 - Partnering with Chamber of Commerce to match students with local internship opportunities



Strategic Direction: Provide leadership to mobilize community engagement.

School Board

Advocacy

School Board members will advocate for the fiscal and educational needs to our state and federal representatives.

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Evidence:

By June, 2022, each school board member will provide evidence of engagement in professional organizations or direct contact with state or federal representatives to advocate for the needs of our students and families.

Strategic Direction: Provide leadership to mobilize community engagement.



State Level Advocacy

- HF3224 - School Levies Tax Relief and Reform Bill
- Career and Technical Education Revenue Bill
 - Opportunities that align with our emerging Viking Bridge program
- Student Data Privacy Act

Federal Level Advocacy

- Career and Technical Education is a solution for workforce needs
- Livable wage jobs for our students to pursue that align to their purpose and passion



Career and Technical Education Policy Fellowship



- Minnesota Association of Career and Technical Administrators
 - 6 state level seminars October- May
 - National Policy Institute in March
- *Policy Fellowship Discussion: What are we doing in MN to reflect the CTE paradigm shift needed to create win-win opportunities?*

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“What is happening in North Branch should be a blueprint for what schools ought to be doing, not just in Minnesota but across the country.” - Congressman Stauber



Celebrating Student Success

Award-winning student-athletes honored

- Emmie Meyer - Class AA 2nd Team All-State
- Lily Johnson - Class AA 1st Team All-State
- Olivia Osland and Karissa Swanstrom - selected for All-State Dance Team
- Lindsey Bunes, Maddie Helin, Lauren Hicks, Lindsey Meizo, and Paige Peaslee - Academic All-State volleyball
- Dakota Esget - placed 7th out of 48 in Class A vault, and 15th out of 48 in floor, in only her second meet!
- Brandt Bombard and Ashton LaBelle - 4AA Champions moving on to state
- Rylee Ramberg and Paul Boelk are the 2021-22 ExCEL (Excellence in Community, Education, and Leadership) Award winners
- Rylee Ramberg and Paul Boelk - ExCEL Award winners
- Makenna Runk and Nate Skiba - nominated for Triple “A” award
- Maddie Helin - Athena Award winner
- Trevor Johnson and Paige Peaslee - scored 1000th point in basketball



At the forefront
of educational
excellence



Bringing out the gifts and
talents of each student
as they create their future!

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
February 10, 2022**

The Policy Committee met on Thursday, February 10, 2022 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

Members in Attendance: Tim MacMillan, Sarah Grovender, Kevin Bollman (via remote), Superintendent Paul, Todd Tetzlaff, and Arle Chambers

Policies Discussed

Policy 102 - Equal Educational Opportunity (MSBA changes)

Policy 102 was discussed and will be presented at the March 10 regular board meeting for a first reading.

Policy 406 - Public and Private Personnel Data (MSBA changes)

Policy 406 was discussed and will be presented at the March 10 regular board meeting for a first reading.

Policy 501 - School Weapons Policy (MSBA changes)

Policy 501 was discussed and will be presented at the March 10 regular board meeting for a first reading.

The meeting concluded at 4:45 p.m.

Kevin Bollman, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
FEBRUARY 10, 2022**

The School Board of Independent School District 138 met in regular session on Thursday, February 10, 2022, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Board Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman (via remote), Heather Osagiede, Jesse LaValla, and Superintendent Paul

Others in Attendance:

Rachel Kytonen, Bill Stickels III, Denise Martin, Debora Axling, Kevin Grote, Justine Joyal, Kobe Yang, Art Tobin, Teresa Carlson, Jordan Zickermann, Terry Miller, Bryan Mortensen, Terry Canfield, Charlie Johnson, Jenny Nelson, Tammy Siedlecki, Jean Romo, Dan Seiler, Bill Lucker, Julie Demo, Kim House, Rachel Strand, Margaret Hughes, Nita Worthley, Lori Lavin, David Gryte, Lynn Kozar-Gryte, Todd Tetzlaff, David Treichel, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by Osagiede, seconded by LaValla and carried unanimously to approve the agenda.

SUPERINTENDENT'S REPORT

Superintendent Paul introduced Art Tobin, Director of Buildings and Grounds, who gave a brief update on boiler replacement and energy rebate.

Superintendent Paul gave an update on the Safe Learning Plan, the Veterans Memorial, and kindergarten night that was held on January 25. She also reported that the high school registration process is underway.

Superintendent Paul introduced high school seniors Justine Joyal and Kobe Yang who shared information on National Honor Society and Knowledge Bowl.

CONSENT ITEMS

Moved by Bollman, seconded by Grovender and carried unanimously to approve the following consent items.

- A. Minutes of January 13, 2022 Policy Committee Meeting
- B. Minutes of January 13, 2022 Organizational Meeting

C. Minutes of January 13, 2022 Regular School Board Meeting

D. Minutes of January 27, 2022 Work Session (Interview candidates)

E. Minutes of January 27, 2022 Work Session

F. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$1,071,791.79
- Auxiliary, Bank 12 - \$1,163.28
- Payroll, Bank 13 - \$1,926,019.93
- Scholarship, Bank 18 - \$61,965.00
- High School Student Activities, Bank 31 - \$13,705.31
- Middle School Student Activities, Bank 32 - \$0.00

G. Personnel

1. Linda Fricke, retirement effective April 29, 2022, as Central Printing Operator at North Branch Area Public Schools
2. Pamela Johnson, retirement effective the end of the 2021-22 school year, as 0.6 FTE Speech-Language Pathologist at North Branch Area Education Center
3. Valerie Kordosky, resignation effective January 21, 2022, as SPED Assistant at North Branch Area High School
4. Sophia Kneen, leave request effective approximately March 7, 2022 through April 18, 2022, as Health Office Clerk at North Branch Area High School
5. Stephanie Pribyl, leave request effective April 19, 2022 through the end of the 2021-22 school year, as SPED Assistant at North Branch Area High School
6. Lisa Fortuna, leave request for the 2022-2023 school year, as First Grade Teacher at Sunrise River Elementary School
7. Andrew Spofford, leave request for the 2022-23 school year, as Social Studies Teacher at North Branch Area High School
8. Ashley Klofstad, employment effective January 6, 2022, as SPED Assistant at North Branch Area Education Center
9. Britnie Anderson, employment effective January 18, 2022, as SPED Assistant at North Branch Area Education Center
10. 2021-22 Extra Curricular Winter Coach Position

- a. Sean Huset, Class 6, Step 8, as Coach for Middle School Boys Basketball

11. 2021-22 Activity Advisor Positions

- a. Kevin Grote, Class 6, Step 5, as Advisor for Clay Target
- b. Lisa Moeller, Class 6, Step 3, as Advisor for Clay Target

H. Construction and Equipment Purchases with Federal Relief Funds

I. Acceptance of \$50,000 Bush Foundation Grant to Engage Student Perspectives in the High School Redesign Process

J. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
1/7/22	Shaan Hilber – NB, MN	NBHS	\$60.00	Band and Choir Departments
1/21/22	Team Foundation – Bagley, MN	NBHS Athletics	\$5,000.00	FTC Robotics Program
1/28/22	Shaan Hilber – NB, MN	NBHS	\$150.00	Band and Choir Departments
1/28/22	Chris Willis – Perrysburg, OH	NBAPS	\$200.00	District Donation
		Total	\$5,410.00	
Jan '22	DonorsChoose – New York, NY	Sunrise River Elem		Toys & activities were donated to SPED classroom

OPEN MIC

Debora Axling, groundskeeper for the school district, and Jenny Nelson, custodian for the school district, spoke regarding negotiations.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Minnesota School Board Recognition Week - February 21-25, 2022

In honor of School Board Recognition Week, Superintendent Paul recognized the school board members for their dedication and service to North Branch Area Public Schools. School Board Recognition Week is February 21-25, 2022.

B. Approval of Selection of School Board Candidate to Fill Vacancy

Following school board discussion, Board Member Grovender made a motion, seconded by Board Member Bollman to approve the selection of Adam Trampe to fill the vacant school board seat until the next election.

Voting for: MacMillan, Grovender, Bollman, LaValla

Voting against: Osagiede

Motion carried.

C. Approval of Resolution Filling School Board Vacancy by Appointment

Moved by Grovender, seconded by Bollman to approve the resolution filling the school board vacancy by appointment.

Voting for: MacMillan, Grovender, Bollman, LaValla
Voting against: Osagiede

Motion carried.

RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2023; and

WHEREAS, the vacancy occurred less than ninety (90) days prior to the first Tuesday after the first Monday in November in the first or second year of the vacant term;

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District 138, State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, Adam Trampe is hereby appointed to fill the vacancy and to serve until a successor is elected and qualified. The appointment shall be effective thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

D. Approval of Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor

Member Grovender introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this reduction in expenditure and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 138, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member Bollman and upon vote being taken thereon, the following voted in favor thereof: MacMillan, Grovender, Bollman, Osagiede, LaValla and the following voted against the same: None whereupon said resolution was declared duly passed and adopted.

E. Approval of 2021-22 American Indian Resolution

Moved by Bollman, seconded by Grovender and carried unanimously to approve the following resolution:

RESOLUTION
The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with MN Statutes, Section 124D.78, and that the school board and district are meeting the needs of American Indian students.

We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

We, the American Indian Parent Advisory Committee, issue a **Vote of Non-Concurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

AIPAC Chairperson: Victoria Halverson

Date: 1/24/22

- F. Approval of First Reading of the Following Policies
Moved by Grovender, seconded by Osagiede and carried unanimously to approve the first reading of the following policies:
1. Policy 516-NB - Student Medication (MSBA changes)
 2. Policy 534 - Unpaid Meal Charges (MSBA changes)
 3. Policy 607 - Organization of Grade Levels (MSBA changes)

INFORMATION

The board reviewed the February 2022 issue of the Board and Administrator.

BOARD REQUESTS

None

COMMITTEE REPORTS

- A. SEE (Schools for Equity in Education) – Board Member MacMillan reported there is a SEE regional meeting in Cambridge on March 4.
- B. Negotiations – Board Member Grovender reported there is a custodian mediation session scheduled for February 28.
- C. MSBA Report – None
- D. MSHSL – None
- E. SCRED Report – Board Member Grovender reported the next SCRED meeting is scheduled for March 15.

F. Staff Development Report – None

G. Community Education – Board Member LaValla reported the next Community Education meeting is scheduled for February 22.

H. Policy Committee Report – Board Member MacMillan reported the Policy Committee met earlier and a number of policies will be brought forward to the March 10 regular school board meeting.

DATES TO REMEMBER

A. February 24, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120

B. February 28, 2022, Custodian Mediation Session, 9:00 am, North Branch Area Education Center, Conference Room

C. March 10, 2022 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122

D. March 10, 2022, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120

E. March 24, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120122

Adjournment

Moved by Osagiede, seconded by Grovender and carried unanimously to adjourn the regular meeting at 6:46 pm.

Kevin Bollman, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA HIGH SCHOOL, GLASS CLASSROOM
SCHOOL BOARD WORKING SESSION
February 24, 2022**

The School Board of Independent School District 138 met in a Working Session on Thursday, February 24, 2022, at 5:30 p.m. in the Glass Classroom at the North Branch Area High School.

Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede, Jesse LaValla, and Superintendent Paul

Others in Attendance:

Logan Holcomb, Lake Mechtel, Art Tobin, Adam Trampe, Mark Koran, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Work Session Topics

Superintendent's Update

Superintendent Paul gave an update on the Safe Learning Plan reporting there were three confirmed cases among students and zero among staff for the week of February 14-20. She also talked about strategic direction and how school wide programs are in place at each of the buildings, survey opportunities for 2022-23, and career and technical education.

Career and Technical Education Update

Director of Buildings and Grounds Art Tobin and high school students Logan Holcomb and Lake Mechtel gave a tour of the career and technical area at the high school.

Chair MacMillan adjourned the meeting at 6:52 pm.

Kevin Bollman, Clerk
(Unapproved)

ELECTRONIC FUND TRANSFERS
February 2022

Direct Dep Cks	\$871,873.32		
ACHS	<u>\$13,544.79</u>		
	\$885,418.11		
Wells Fargo Debt Service Payment:		2/16/2022	\$71,197.43
Other Electronic Fund Transfers:		2/14/2022	\$54,975.25
Federal/FICA Taxes		2/14/2022	\$93,977.15
(Also reflected in P/R info)		2/28/2022	\$58,752.81
		2/28/2022	<u>\$94,777.44</u>
			\$302,482.65
Minnesota Withholding Taxes		2/1/2022	\$9,220.00
(Also reflected in P/R info)		2/1/2022	\$16,710.68
		2/15/2022	\$8,996.25
		2/15/2022	<u>\$15,997.32</u>
			\$50,924.25
Economic Service (EBC)		2/14/2022	\$9,673.41
(Also reflected in P/R info)		2/14/2022	\$26,843.06
		2/28/2022	\$9,673.41
		2/28/2022	<u>\$26,957.46</u>
			\$73,147.34
MII LIFE-F S A		PEIP 2/7/2022	\$450.72
		PEIP 2/14/2022	\$202.54
		PEIP 2/22/2022	\$208.57
		PEIP Admin Fee 2/24/2022	\$241.80
		PEIP 2/28/2022	<u>\$253.35</u>
			\$1,356.98
MII LIFE-M S A		2/1/2022	\$7,831.39
		2/15/2022	<u>\$7,783.94</u>
			\$15,615.33
Minnesota Teachers Retirement		2/11/2022	\$6,568.92
		2/11/2022	\$64,630.84
		2/25/2022	\$6,568.92
		2/25/2022	<u>\$66,103.51</u>
			\$143,872.19
PERA		2/11/2022	\$29,785.90
		2/25/2022	<u>\$31,402.97</u>
			\$61,188.87
Delta Dental Plan		2/23/2022	\$10,671.54
MN Sales Tax		2/22/2022	\$276.00

FEBRUARY 2022

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
2/2/22	First State Bank of Wyoming, P.O. Box 308, Wyoming, MN 55092	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
2/15/22	Stacy Lent VFD Relief Assoc., 30785 Forest Blvd, Stacy, MN 55079	NBHS Scholarship A/C	\$10,000.00	Scholarship Donation
2/17/22	Almelund Lions Club (Blaine Hunter), 15050 410th St., North Branch, MN 55056	NBHS Scholarship A/C	<u>\$500.00</u>	Scholarship Donation
			\$11,500.00	

STUDENTS

STUDENT MEDICATION

516-NB

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: 2/12/98

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Last Reviewed:

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

Effective: 2/12/98, 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

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STUDENTS

STUDENT MEDICATION

516-NB

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K.J. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: 2/12/98

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Last Reviewed:

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

Effective: 2/12/98, 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

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STUDENTS

STUDENT MEDICATION

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- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: 2/12/98

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Last Reviewed:

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

Effective: 2/12/98, 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

516-NB Student Medication, Page 3 of 6

STUDENTS

STUDENT MEDICATION

516-NB

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

~~M. The school district discourages the administration and use of narcotic pain medications (i.e. Vicodin, Percocet, Tylenol with codeine, among others) in the school setting. In the event it is necessary for a child to take a narcotic pain medication while at school, the child's parent will be asked to come to school and administer the narcotic pain medication directly to the child. School nurses will not maintain supplies of narcotic pain medications at school. (NB change added in December 2014) We are recommending eliminating this paragraph. It will no longer be a NB policy.~~

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: 2/12/98

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Last Reviewed:

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

Effective: 2/12/98, 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

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STUDENTS

STUDENT MEDICATION

516-NB

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Legal References:

Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: 2/12/98

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Last Reviewed:

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

Effective: 2/12/98, 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

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STUDENTS

STUDENT MEDICATION

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29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: NB Policy 418 (Drug-Free Workplace/Drug-Free School)

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: 2/12/98

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Last Reviewed:

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

Effective: 2/12/98, 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

516-NB Student Medication, Page 6 of 6

STUDENTS

Unpaid Meal Charges School Meals Policy

534

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Unpaid Meal Charge and Debt Collection Procedures

Charge Procedure

1. If the student or family account has insufficient funds to pay for breakfast and/or lunch meals, the following will apply:
 - All students will be provided a Type A meal, regardless of meal account status. The charge for the meal will be added to the family account.
 - Students with an overdrawn account will not be allowed to charge ala carte items.
2. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid food service accounts. The "cash in hand" will not be applied towards past due balances.

Notification of Account Status

1. There are several ways families can obtain their lunch account balances.
 - Families can check their student's meal account balance via Wordware.
 - Families can contact the Food Service Department at (651) 674-1521 for account balances.
2. The parent/guardian will be notified when their account has a low balance.
 - When a family's balance reaches \$10.00 or less, an e-mail will be sent daily to the parent/guardian advising them of the student meal account balance(s).
 - At the end of each month, a letter will be mailed home to parents when a family's balance reaches -\$30.00 or less.

STUDENTS

Unpaid Meal Charges School Meals Policy

534

- The Food Service Department will encourage parents to complete the free/reduced-price meal application.

Collection of Unpaid Meal Debt

1. Prior to the end of the school year, the following collection actions will **may** be taken on any accounts with a balance of -\$50.00 or less:
 - A formal letter will be sent to the household notifying that the debt will **may** be turned over to a collection agency if the balance isn't paid by a designated date or if a payment plan isn't established. If there is no response by the designated date, the account will **may** be turned over to a collection agency.
 - Two attempts will be made by phone to discuss the status of the negative accounts.
 - The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes.
- B. If the school district receives school lunch aid under Minnesota Statutes, § section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. A student who has been determined to be eligible for free and reduced-price lunch **must always must** be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal **may** not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- DF. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be the same as a standard meal price and will be charged to the student's account or otherwise charged to the student.
- EG. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- FH. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts.

STUDENTS

Unpaid Meal Charges School Meals Policy

534

Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches -\$10.00 or less. Families will be notified by email.

Families will be notified of an outstanding negative balance once the negative balance reaches -\$30.00 or less. Families will be notified by mail.

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. ~~A meal will not be taken away from a student with an overdrawn account.~~ including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than -\$50.00 or less not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district ~~may not must~~ will not impose any other restriction prohibited under Minnesota Statutes, § section 123B.37 due to unpaid student meal balances. The school district ~~must~~ will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items

STUDENTS

Unpaid Meal Charges School Meals Policy

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provided to students due to an unpaid student meal balance. deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing in the student handbook to:
1. all households at or before the start of each school year;
 2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district ~~may must~~ will post the this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it ~~must will~~ provide the vendor with its school meals policy. ~~Any contract between t~~The school district will ensure that and any third-party provider with whom the school district entered into either an original or modified contract after July 1, 2021, ~~must ensure that the third-party provider~~ adheres to the school district's school meals policy.

Legal References:

Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111, Subd. 4 (Lunch Aid; Food Service Accounting)
Minn. Stat. § 124D.111, Subd. 4
2 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)

Cross References: None

EDUCATION PROGRAMS

Organization of Grade Levels

607

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Prekindergarten **Early Learning**: Birth – Age 5 **Kindergarten**

Elementary: **Kindergarten** – Grades **1 - 5**

Middle: Grades 6 – 8

High: Grades 9 - 12

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

- C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

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

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

Cross References:

North Branch Independent School District No. 138: District Policy #607

Adopted: May 9, 2013

Replaced:

Revised: February 13, 2020

Effective: May 9, 2013, July 1, 2020

607 Organization of Grade Levels, page 1 of 1

Social Emotional Learning

Sunrise River School



Where did we come from?

- We knew we needed to prioritize social emotional learning for students in the presence of what students faced over the last two school years.
- We did not have common language for school-wide expectations and learned behaviors.
- We did not have alignment in our SEL curriculum in place for all grade levels. MDE has provided implementation guidance for SEL programs.

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Part 1 of 2:

The Sunrise Way

OUR EXPECTATIONS

The Sunrise Way



Respectful



Responsible



**Ready to
Learn**

We follow the Sunrise Way in our **CLASSROOM!**

Respectful

Be polite and kind to others

Voice level 0-2

Take turns patiently

Raise your hand

Show integrity



Responsible

Keep our school clean and safe

Keep hands, feet, and objects to yourself

Keep the classroom clean



Ready to Learn

Show your best effort

Listen carefully and follow directions

Be prepared, stay on task, and complete your work

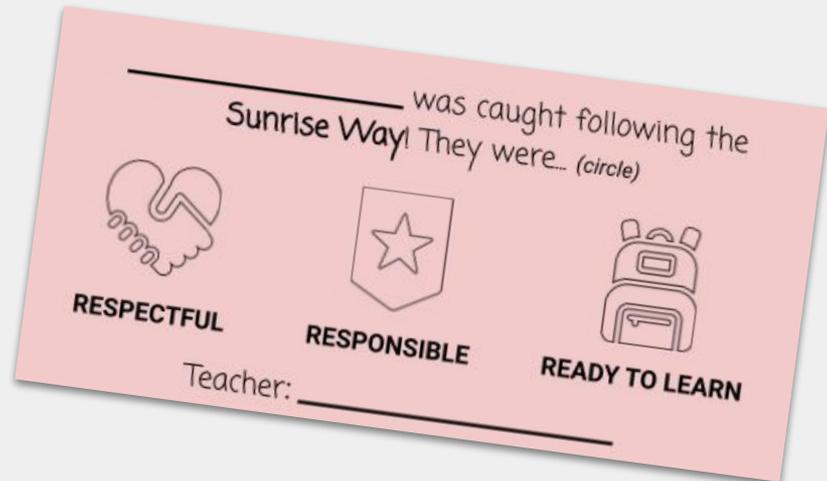
Ask for help when you need it and be helpful when you can



Launched in January:

Grade level teachers began to explicitly teach the components of the Sunrise Way

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Slides for Teaching Expectations



Praise

EXAMPLES:

GENERAL: “Great job!”

SPECIFIC, 1:1: “Hey Jen, thanks for being Ready to learn and contributing. You’re pretty quiet, you know, but I love it when you raise your hand. You always have such great ideas to contribute.”

SPECIFIC, GROUP: “Wow guys, your voices have been so quiet. It’s so easy to focus in here, I’m so proud of you guys for being so Respectful!”

REMEMBER: Praise is most impactful when it feels authentic and sincere, not mechanical.

WHY?:

It helps us build and maintain strong relationships

It helps motivate students⁵² to do well

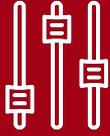
It helps build students’ self-confidence — they may not hear praise often

WHEN: As often as possible! It’s a habit!



Self-Awareness

Knowing your emotions, values, traits, etc. and how they influence your behavior. Being aware of your personal rights and responsibilities.



Self-Management

Responding to your emotions in healthy ways and showing self-control. Setting goals, being disciplined and organized, and overcoming obstacles.



Social Awareness

Empathy and perspective taking. Celebrating diverse cultures. Understanding appropriate social behavior. Recognizing sources of support.



Relationship Skills

Building strong relationships. Cooperation and teamwork. Handling critical feedback, conflict, and social pressure appropriately.



Responsible Decision Making

Weighing pros and cons, considering wellbeing, forming a realistic understanding of consequences, and making constructive choices.



How does this support SEL?

Communicating our rules using clear, common language gives students predictability and sets them up to make responsible decisions.

Part 2 of 2:

Be Good People **Curriculum**

OUR SKILL-BUILDING

MDE SEL Implementation Resources

Grade Band	Benchmark	Sample Activity	Related Academic Standards
Kindergarten–Grade 3	Recognize the importance of not giving up (perseverance).	<p>Routinely ask students to brainstorm ways to motivate themselves when they face difficult situations. For example, in math, check in with students as they encounter difficult tasks and give appropriate feedback when they eventually succeed.</p> <p>Read biographical stories about historical figures or leaders who didn't give up. Talk about how their perseverance paid off, for themselves and for their communities.</p>	<p>Arts, 0.2.1, Create or make in a variety of contexts in the arts area using the artistic foundations.</p> <p>Arts, 0.3.1, Perform or present in a variety of contexts in the arts area using the artistic foundations.</p>

Grades 4–5	Use coping skills such as calming down, walking away, self-talk, seeking help or mediation to manage their emotions and behaviors.	Adults model self-talk and then discuss how they use it, e.g., “I’m really excited to see what’s inside the box or how the experiment turned out. I’m going to take a breath before I take a look. When I’m really excited I like to calm down before I do something, because I know I think well when I’m calm.”	<p>55</p> <p>Common Core Math Standards, SMP 1, Make sense of problems and persevere in solving them.</p> <p>Common Core Math Standards, SMP 6, Attend to precision.</p>
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Be Good People Curriculum

- Taught Weekly in every classroom
- Primary and intermediate specific
- **Lessons cover skills such as:**
Taking turns, Encouraging people, Being active listeners, Thinking through choices, Using a growth mindset, Respecting other people's belongings

We can use the Mood Meter to name our feelings!

You're in the **RED** area when you have a lot of energy and you don't feel good. These are feelings like angry and scared.

You're in the **YELLOW** area when you have a lot of energy and you feel good. These are feelings like happy and excited.

You're in the **BLUE** area when you have a little energy and you don't feel good. These are feelings like sad and disappointed.

You're in the **GREEN** area when you have a little energy and you feel good. These are feelings like calm and content.

"I think sportsmanship is knowing that it is a game, that we are only as good as our opponents, and whether you win or lose, to always give 100"

Sue Wicks
Hall of fame basketball player

ponder about this quote?
think of?

What does "self-control" mean?

Being able to control yourself and resist doing something that you really want to do.

Need some help? 56

CELEBS

You walk into your classroom and see your teacher by the board.

Follow the Steps

1. Look at the person.
2. Use a friendly voice.
3. Say words like "Hello."
4. Decide if you should wave, high five, or give a hug.

... Skip to end





Self-Awareness

Knowing your emotions, values, traits, etc. and how they influence your behavior. Being aware of your personal rights and responsibilities.



Self-Management

Responding to your emotions in healthy ways and showing self-control. Setting goals, being disciplined and organized, and overcoming obstacles.



Social Awareness

Empathy and perspective taking. Celebrating diverse cultures. Understanding appropriate social behavior. Recognizing sources of support.



Relationship Skills

Building strong relationships. Cooperation and teamwork. Handling critical feedback, conflict, and social pressure appropriately.



Responsible Decision Making

Weighing pros and cons, considering wellbeing, forming a realistic understanding of consequences, and making constructive choices.



How does this support SEL?

This is fully aligned ⁵⁷ to the MDE guidance on SEL instruction, and these skills will be embedded into everyday life.



St. Croix River Education District Agreement to Cooperate

This Agreement entered into this day of November 1, 1987 by and between Independent School Districts:

Chisago Lakes Area School District	#2144
East Central School District (Added by board action on July 21, 1994)	#2580
Hinckley/Finlayson School District (Added by board action on July 21, 1994)	#2165
North Branch Area Public Schools (Added by board action on September 8, 2009)	#138
Pine City School District (Added by board action on November 19, 1987)	#578
Rush City School District	#139

hereinafter referred to as member districts witness:

WHEREAS, it is felt by the member districts that certain education services can best be delivered through cooperative efforts;

NOW THEREFORE, the parties to this Agreement hereby agree as follows:

1. ESTABLISHMENT OF AN EDUCATION DISTRICT

That hereby there is established an Education District to be known as the St. Croix River Education District (#6009) as approved by the school boards of each member district.

2. PURPOSE OF EDUCATION DISTRICT

The purpose of the St. Croix River Education District shall be to:

- a. Act primarily as a service agency in providing services to schools as identified and requested by member school districts;
- b. As a provider of educational services, to meet standards set by the State Board of Education that will:
 - (1) Provide for accountability to taxpayers.
 - (2) Assist local school districts to provide for equitable educational opportunities.
 - (3) Provide for economic efficiency in the provision of educational service.
 - (4) Provide for administrative effectiveness.
 - (5) Assure fiscal equity in the provision of shared services.

- c. Cooperate with and support member school districts in the implementation of plans, strategies, goals and shared services for the enhancement of educational opportunities of early childhood, elementary, secondary and post-secondary education.
- d. When appropriate and as funds become available, to serve as a repository, clearinghouse, and administrator of federal, state, private and other funds on behalf of member districts which choose to participate in special programs, projects or grants.
- e. Develop uniform and consistent policies, procedures and service descriptions relating to shared staff and programs.

3. ACCOMPLISHMENT OF PURPOSE

The general purpose shall be accomplished by the creation of an Education District Governing Board, which shall on behalf of the member districts apply for, receive and administer funding, offer educational services and student programs as are approved and purchased, employ staff to administer these funds and services and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in section 2. The care, management and control of the St. Croix River Education District shall be vested in the Education District Governing Board.

4. ORGANIZATION OF THE ST. CROIX RIVER EDUCATION DISTRICT GOVERNING BOARD

- a. The Education District Governing Board shall consist of one representative from each member district who shall be a school board member.
- b. The representative shall be appointed by any method and with qualifications that the local school board deems appropriate at its annual organizational meeting.
- c. Representatives shall be appointed for a term until their successors are appointed.
- d. A representative vacancy, which occurs for any reason, shall be filled by the local school board within thirty (30) days and for the duration of the vacated term.
- e. Each member district has one vote on the Education District Governing Board which shall be cast by the representative or their alternate.
- f. The Education District Governing Board shall create its own rules of procedures and bylaws.
- g. The elected offices of the Education District Governing Board shall be a Chairperson, Vice-Chairperson, Treasurer, and Clerk who shall be representatives.
- h. The Superintendents' Operating Committee made up of the superintendents from each of the member districts and the Education District Executive Director shall be established. This committee shall meet monthly, set the agenda for the Governing Board, and may

make recommendations on items to be acted upon by the Governing Board.

5. POWERS AND RESPONSIBILITIES OF THE EDUCATION DISTRICT GOVERNING BOARD

- a. The Education District Governing Board, in addition to the authority found elsewhere in this Agreement, is empowered generally to act in the interest of the member districts and to provide for a thorough and continuing system of reporting to, and communication with, the Board of Education of each member district. The Governing Board shall have general policymaking authority to carry out the purpose and provisions of this Agreement.
- b. The Education District Governing Board shall:
 - (1) Purchase, lease, grant or assign property for its use within the scope of this Agreement and dispose of same when necessary.
 - (2) Apply for and receive funds for which it is eligible.
 - (3) Enter into contracts and disburse funds, as it deems appropriate, by law, regulation or order for the manner of use and for the supervision and disposition of property assigned to, held by, or managed by it.
 - (4) Employ professional and other personnel as the need arises, either on the basis of permanent employment through contractual agreements, or in a temporary or consultative capacity, but only to the extent that funds have been made available to it for that purpose.
 - (5) Establish and adopt Job Descriptions for each service purchased from the Education District. Job Descriptions shall be initiated at the written request of member district superintendents or by the action of the Governing Board.
 - (6) The Education District Governing Board shall establish and adopt bylaws to govern its operation consistent with this Agreement.
 - (7) Before the end of the fiscal year, the Education District Governing Board shall approve a final budget by its last scheduled meeting of the fiscal year. The budget shall include line item budgets for the administration and operation of the Education District, the core and elective services provided to its member districts, and the student programs managed by the Education District.
 - (8) The Education District Governing Board shall establish and adopt fiscal, personnel and other policies to govern the administration and operation of its services and student programs.

- (9) The Education District Governing Board shall do what is reasonably necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement and complies with all state and federal statutory provisions that are applicable to the member districts.
- (10) The Education District Governing Board shall annually report to member districts regarding services provided by the Education District.
- c. The Education District Governing Board shall employ, approve and administer contractual agreements for all SCRED employees.

6. FINANCING THE ST. CROIX RIVER EDUCATION DISTRICT

The Education District Governing Board shall be empowered to finance Education District administration and services implemented pursuant to the Agreement as follows:

- a. By maintaining records, disbursing funds and accepting receipts in accordance with the budget as approved by the Governing Board.
- b. By applying for, receiving and administering federal P. L. 101-476 and other funds as authorized by the Governing Board.
- c. By billing for services provided by the Education District.

7. ADMINISTRATION AND SERVICES

The Education District shall provide the following "core services" to all member districts. Member districts' share of core service costs will be determined by using the district's total K-12 Average Daily Membership (ADM) as a percent of the total Education District K-12 ADM as indicated in the district's most recent final MARSS report.

- a. **Administration & Operation:** Executive Director, Director of Special Education, Special Services Supervisors, Business Manager, Office Manager
- b. **Services Coordination:** ~~Autism Services Coordinator, Early Childhood Services Coordinators, Elementary Literacy/Instructional Services Coordinator, Elementary Math Services Coordinator, Low Incidence Services Coordinator, Secondary Literacy Services Coordinator, Secondary Math Services Coordinator, Social Emotional Learning Services Coordinator, Social Behavior Services Coordinator~~ **Services Coordinators serving in the areas of autism, early childhood, academics, low incidence, social emotional learning, and social behavior**
- c. **Itinerant Services:** Audiologist, Teacher of the Blind/Visually Impaired, Teacher of the Deaf/Hard of Hearing, Occupational Therapists, Physical/Health Disability Teacher, Physical Therapist
- d. **District Office Services:** Accounting Technician, ~~Office Assistant~~, Program Assistants, Outcomes Coordinator, Special Education Data Coordinator

Any addition or reduction in core service staffing levels will be approved by the Education District Governing Board.

The Education District shall provide the following "elective services" to member districts upon request. Member districts will be billed for the total costs minus any revenue associated with elective services. If member districts share the elective service, ADM or service hours (depending on the specific position) will be used to determine the participating district's costs. Any member district may discontinue purchasing an elective service by providing written notice to the SCRED Executive Director by March 1st. Discontinuation of the elective service shall become effective on June 30th of the year written notice is given.

- a. **Student Support Services:** School Nurses, School Psychologists, School Social Workers
- b. **Itinerant Services:** English Language Learner Services, Developmental Adapted Physical Education Services
- c. **Program Coordination:** Adult Basic Education Program Coordinator and Instructors, Perkins Program Coordinators, Project SEEK Program Coordinator, We 'R' Able Program Coordinator and Assistant
- d. **Other:** As requested by member districts

The St. Croix River Education District Governing Board shall establish such administration, services, and programs as are required by statute or as are approved by the Governing Board.

8. STUDENTS PROGRAMS

The Education District is vested with the authority to provide effective and efficient educational programs for students with disabilities and students without disabilities, as agreed by member districts. These programs will be coordinated, managed, and implemented by the Education District. The Education District Governing Board may enter into written agreements with individual member districts to assist in the operations of student programs.

The Education District Governing Board shall provide the following "student programs" to its member districts. SCRED member districts will be billed for program participation through the Minnesota Department of Education's (MDE) tuition billing system. In addition, participating districts will receive a quarterly bill from SCRED for the program lease based on the district's total K-12 ADM per the most recent final MARSS report. The MDE's general education appeal process at year end will be used for any remaining non-reimbursable expenditures. Beginning with the 2021-22 school year, non-SCRED member districts will be charged an access fee for resident students participating in the SCRED student programs.

- a. **Chisago County Member Districts:** Pathway to Change Program, Skill-building for Academic Resiliency (SOAR) Program, Life Work Center Program
- b. **Pine County Member Districts:** Vision Program, Pine County Transition Program, SOAR (as needed based on capacity)

9. DISSOLUTION OF STUDENT PROGRAMS

Subject to the Education District's obligations related to the repayment of state or federal grant funding, assets and fund balance shall be refunded to participating member districts based on the procedure outlined in 12.e upon dissolution of a SCRED student program.

Non-member districts that may have students attending SCRED student programs shall not receive refunds for SCRED student programs that are dissolved.

10. SEPARATE BENEFITS FOR MEMBER DISTRICTS

Nothing herein shall prevent any member district from applying separately for any benefits to which it may be entitled.

11. ADDITION OF MEMBER DISTRICTS

Any school district may become a member upon application to the Education District Governing Board, majority consent of the current member districts and subscription to the Agreement. Such applicants shall also agree to pay to the Education District a prorated share of the SCRED fund balance, which includes both services and student programs, and the value of real and personal property as determined by the Governing Board. This amount shall be determined by the Education District Governing Board from the records it has maintained. Before any district is accepted into the St. Croix River Education District, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to this Agreement.

12. WITHDRAWAL FROM AGREEMENT

- a. All members of the Education District shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any member district may withdraw from this Agreement by submitting written notice to the SCRED Executive Director by February 1st (17 months) of its intention to withdraw. Withdrawal shall become effective on June 30th of the next year.
- b. In the event a member district consolidates with another member district and thereby creates a new school district, the new district continues as a member district and assumes responsibility for the debt and assets of the two consolidated districts. This Agreement will be amended to reflect the new school district's name and number.
- c. All members of the Education District during the 2011-12 school year shall be responsible for its proportionate share of any liabilities incurred related to the purchase of property and construction of a new Education District facility located on Dana Avenue in Rush City, MN until those liabilities have been paid in full.

A member district may withdraw from the Education District by paying its proportionate share of liabilities discussed in the preceding paragraph and by following the withdrawal procedure in Section 11.a above. The withdrawing member shall be eligible for its proportionate share of the value of the Education District facility based on the market value of the facility at the time of the effective date of withdrawal, if the withdrawal occurs after the Education District has completed the purchase of the property. A member district that

withdraws prior to the completion of the Lease Agreement and the purchase of the property shall receive its proportionate share of the value of the facility after the lease term is completed and the Education District has obtained ownership of the property, based on the market value of the facility at that time. Proportional equity payments to withdrawing districts will not be made until the performance of the Lease Agreement is complete and the Education District owns the property. The Education District Governing Board shall determine a refunding schedule for the withdrawing member, but the refunding schedule shall not exceed 7 years from the effective withdrawal date. The withdrawing district's "proportionate share" shall be determined pursuant to the method specified in Section 11.d below.

- d. Upon termination of membership in this Agreement the withdrawing member district shall be refunded its proportionate share based on the value, at the time of the effective date of the withdrawal, of any real or personal property it helped purchase, less its proportionate share of outstanding debts and obligations. Proportionate share will be determined by using the withdrawing district's previous three-year average of the district's total K-12 ADM as a percent of the total Education District K-12 ADM. ADM will be as indicated in the district's most recent final MARSS report. The withdrawing member district shall be refunded its proportionate share of the P.L. 101- 476 carry-over fund balance. Proportionate share will be determined by using the withdrawing district's previous three-year average of the December 1st child count as a percent of the total Education District's December 1st child count.
- e. Any given group of members may elect, by separate Memorandum of Understanding, to cooperate in the acquisition or construction of a new education facility to house Education District programs that are utilized primarily by that group of member districts. Member districts that are parties to such a Memorandum of Understanding shall be responsible for their proportionate share of any and all liabilities related to the purchase of property and construction of the facility that is the subject of the Memorandum of Understanding. Member districts that are not parties to a Memorandum of Understanding shall have no liability for facilities constructed under a Memorandum of Understanding which they are not a party to.

In the event a member district that is a party to a separate Memorandum of Understanding withdraws from the Education District, it shall pay its proportionate share of liabilities discussed above, and shall follow the withdrawal procedure in Section 11.a above. The withdrawing member shall be eligible for its proportionate share of the value of the facility that is the subject of the Memorandum of Understanding, based on the market value of the facility at the time of the effective date of withdrawal, but only if the withdrawal occurs after the Education District has exercised and completed its purchase of the facility under pertinent transactional documents. A participating member district that withdraws from the Education District prior the Education District's purchase of the facility shall receive its proportionate share of the value of the facility after the Education District has obtained ownership of the facility, based on the market value of the facility at that time. No equity

payments will be made to a withdrawing member district until all obligations under transactional documents have been satisfied and the Education District owns the facility. A withdrawing member district's "proportionate share" of value shall be determined by using the withdrawing member district's previous three-year average of the district's total K-12 ADM as a percent of the total ADM of the member districts participating in the Memorandum of Understanding governing the facility. The proportionate share of the value of the facility paid to a withdrawing member shall be paid over a period not to exceed seven years from the effective withdrawal date as determined by the Education District Governing Board. Subject to the Education District's obligations related to the repayment of state or federal grant funding, the withdrawing member district shall be refunded its proportionate share of the SCRED student programs' fund balance specific to the programs in which it participated. Proportionate share will be determined by using the withdrawing district's previous three-year average of the district's total K-12 ADM as a percent of the total ADM of the member districts participating in the programs.

13. DISSOLUTION OF EDUCATION DISTRICT

- a. This Agreement may be terminated by a majority of the boards of the member districts. Such determination, however, shall become effective only on June 30th of the following fiscal year unless determined otherwise by a unanimous vote of the Education District Governing Board.
- b. Upon termination of this Agreement and the dissolution of the St. Croix River Education Governing Board, member districts shall be refunded their proportionate share of the fund balance, including services and student programs, and the current depreciated value of any real or personal property that they financially participated in acquiring, less their proportionate share of outstanding debts and obligations. Proportionate share will be determined by using the withdrawing district's previous three-year average of the district's total K-12 ADM as a percent of the total Education District K-12 ADM. ADM will be as indicated in the district's most recent final MARSS report.

Member districts shall be refunded their proportionate share of the P.L. 101-476 carry-over fund balance. Proportionate share will be determined by using the districts' previous three-year average of the December 1st child count as a percent of the total Education District's December 1st child count.

14. AGREEMENT REVIEW AND AMENDMENT

The Education District Governing Board will review this Agreement annually and may propose amendments to the Agreement. To take effect, amendments to this Agreement must be approved/adopted by a majority of the boards of the member districts.

15. SAVINGS PROVISION

Should any provision of this Agreement be found unlawful, the other provisions of this Agreement shall remain in full force and effect if by so doing, the purpose of this Agreement taken as a whole can be made operative. Should any provisions be found unlawful, the Agreement shall be amended so that the Agreement is lawful.

16. SCRED RESPONSIBILITY FOR THE PROVISION OF FAPE

As the recipient of federal funds, the Education District is responsible for the provision of a free, appropriate, public education for students with disabilities. As a result, the Education District is responsible for assuring that:

- All personnel are appropriately licensed or certified for the position for which they are assigned;
- All due process procedures are completed in accordance with rule and law, including but not limited to, child find, evaluation, and IEP development, implementation and review;
- IEPs are implemented, including assignment of personnel, to provide FAPE; and
- All due process options, including complaints, hearing and mediation, including the costs thereof.

The Education District will be reimbursed for the cost of any due process option exercised, including complaints, hearing and mediation, by the member district in which the complaint, hearing, or mediation originated.

IN WITNESS WHEREOF, this Agreement is entered into by the action of the governing body of each member district and in attestation thereof, this instrument is signed in their respective names by their respective Chairperson and Clerk.

District #2144 Chisago Lakes

District #139 Rush City

Chairperson

Chairperson

Clerk

Clerk

Date

Date

District #578 Pine City

District #2580 East Central

Chairperson

Chairperson

Clerk

Clerk

Date

Date

District #2165 Hinckley/Finlayson

District #138 North Branch

Chairperson

Chairperson

Clerk

Clerk

Date

Date

This Agreement entered into on March 15, 2022 pursuant to action taken by the St. Croix River Education District Governing Board on this date.

Chair, St. Croix River Education District

DEFINITION OF TERMS

Average Daily Membership (ADM) - Represents the portion of the year that a student is enrolled in a school.

Education District Governing Board - The policy making board of the St. Croix River Education District consisting of representatives from member districts.

Fiscal Year - The period which begins on July 1 of the calendar year and ends on June 30 of the following calendar year.

Member District - A school district that is a signatory to this Agreement.

Representatives - The persons appointed by each member district from the district's school board to serve on the Education District Governing Board.

St. Croix River Education District Administrative Staff - The person(s) employed by the Education District Governing Board to administer, manage and implement this Agreement.

St. Croix River Education District Services - Those services shared by two or more districts or agencies and implemented under an approved St. Croix River Education District Service Contract.

St. Croix River Education District Service Staff - Those persons who manage and/or implement an approved St. Croix River Education District Service Contract.

Shared Services - Those services shared by two or more districts or agencies and implemented under an approved Shared Service Contract.

Shared Staff - Those persons who manage and/or implement an approved Shared Service Contract. These staff serve more than one district or serve students from more than one district or are co-funded with another agency.

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2017/2021

102 EQUAL EDUCATIONAL OPPORTUNITY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for ~~disabled~~ students with disabilities.

[Note: ~~Part of the definition of “sexual orientation” within the Minnesota Human Rights Act (MHRA) is “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness,” which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]~~

B. The school district prohibits ~~the harassment~~ and discrimination of any individual ~~for any of the categories based on any of the protected classifications~~ listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence (Policy 413).

C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district’s corresponding procedures for addressing disability discrimination complaints, refer to the school district’s policy on student disability nondiscrimination (Policy 521).

D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district’s corresponding procedures and processes for addressing sexual harassment and discrimination,

refer to the school district’s policy on Title IX sex nondiscrimination (Policy 522).

CE. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

DE. Every school district employee shall be responsible for complying_ with this policy conscientiously.

EG. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. ~~2014~~2021

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its ~~personnel~~employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. “Public” means that the data is available to anyone who requests it.

B. “Private” means the data is not public and is available-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.

C. “Confidential” means the data isare not public and isare not available-accessible to the subject.

D. “Parking space leasing data” means the following government data on an applicant ~~tion~~ for, or ~~lessee~~ ase of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~ volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an

organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a school district in its role as employer, and records regarding a person who has been deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee’s ~~s~~Social ~~s~~Security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;

9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section § 13.43, Subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they applicants are considered by the school board to be become finalists for an public employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn-esota Statutes, section-§ 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in ~~Minnesota Statutes, section~~ § 13.43, ~~Subdivision~~ 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in ~~Minnesota Statutes, section~~ 13.43, ~~Subdivision~~ 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

~~F.~~ Data relating to a complaint or charge against a public official is public only if:

- ~~(1.)~~ the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- ~~(2.)~~ potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private ~~and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.~~

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority school district determines it is the dissemination is necessary for the labor organization to conduct its business elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is or when ordered or authorized by the Commissioner of the Bureau of Mediation Services BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minnesota Statutes section -§ 253B.07, §subdivision- 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall does not have access to data that would identify the complainant or other witnesses if the school district responsible authority

determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district ~~shall~~ must ~~make any~~ report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or ~~the state board of education~~ the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by ~~Minnesota Statutes, section~~ § 122A.20, Ssubdivision. 2, and shall, upon written request from the licensing board having jurisdiction over ~~a teacher's~~ or administrator license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with ~~Minnesota Statutes, section~~ § 122A.20, Ssubdivision. 2.

[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

- M. Private personnel data shall be disclosed to the ~~d~~Department of Employment and e~~conomic security~~ Development for the purpose of administration of the unemployment insurance program under ~~Minnesota Statutes~~ Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school facility, as defined under Minn. Stat. section 260E.03, is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes eChapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing—providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines ~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. ~~the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.~~

~~Data that are released under this paragraph must not include data on the student.~~

- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- Q. ~~Protected Health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district ~~to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations~~ and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), ~~or sexual abuse~~ or when the Commissioner of the ~~Minnesota Department of Education (MDE)~~ makes a final determination of child maltreatment

involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under ~~Minnesota Statutes, section § 13.41, Ssubdivision. 5~~, and must provide ~~the Minnesota Professional Educator Licensing and Standards Board (PELSB)~~ and the ~~licensing division at MDE~~ with the necessary and relevant information to enable ~~the Minnesota Professional Educator Licensing and Standards Board~~ PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under ~~Minnesota Statutes, section § 123B.03~~, a school board or other school hiring authority must contact ~~the Minnesota Professional Educator Licensing and Standards Board~~ PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by ~~Minnesota Statutes Chapter- 13~~, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with ~~either~~ either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated *[name and title, telephone]* as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

~~If you have any questions, contact [him/her].~~

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.02 (Definitions)
 - [Minn. Stat. § 13.03 \(Access to Government Data\)](#)
 - [Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 13.39 (Civil Investigation Data)
 - [Minn. Stat. § 13.41 \(Licensing Data – Public Data\)](#)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.601, ~~S~~subd. 3 (~~Elected and Appointed Officials~~[Applicants for Employment](#))
 - [Minn. Stat. § 15.0597 \(Appointment to Multimember Agencies\)](#)
 - Minn. Stat. § 122A.20, ~~S~~subd. 2 (Mandatory Reporting)
 - Minn. Stat. § 122A.40, ~~S~~subds. 13 and 16 (Employment; Contracts; Termination)
 - [Minn. Stat. § 123B.03 \(Background Check\)](#)
 - [Minn. Stat. § 123B.143, Ssubd. 2 \(Disclose Past Buyouts\)](#)
 - [Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)
 - [Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)
 - [Minn. Stat. § 253B.07, \(Judicial Commitment: Preliminary Procedures\)](#)
 - Minn. Stat. ~~Ch. § 260E 626.556, Subd. 7~~ (Reporting of Maltreatment of Minors)
 - [Minn. Stat. Ch. 268 \(Unemployment Insurance\)](#)
 - [Minn. R. Pt. 1205 \(Data Practices\)](#)
 - P.L. 104-191 (HIPAA)
 - 45 C.F.R. Parts 160, ~~162~~ and 164 (HIPAA Regulations)
- Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 - [MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)
 - ~~MSBA Service Manual, Chapter 13, School~~ Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 20142021

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

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

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in (7) to Minnesota Statutes, Section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, Section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with

instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, §section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. **CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

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

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

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

C. ~~The appropriate school official/building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil/student who brings a firearm to school unlawfully.~~

CD. Administrative Discretion

While the school district does not allow the possession, use, or distribution of

weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

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

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)

Minn. Stat. § 121A.05 (Referral to Police)
[Minn. Stat. § 121A.06 \(Reports of Dangerous Weapon Incidents in School Zones\)](#)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
[Minn. Stat. § 152.01, subd. 14\(a\) \(Definition of a School Zone\)](#)
Minn. Stat. § 609.02, ~~S~~subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
[*In re A.D.*, 883 N.W.2d 251 \(Minn. 2016\)](#)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
[MSBA/MASA Model Policy 903 \(Visitors to School District Buildings and Sites\)](#)

Board & Administrator

FOR SCHOOL BOARD MEMBERS

March 2022 Vol. 35, No. 1

Resolve to keep board meetings safe

If nothing else, school boards can learn lessons from the National School Board Association's controversial letter to President Biden regarding threats and acts of violence against school board members in 2021. The letter asked for federal investigations, including FBI involvement, into threats and intimidation towards board members, superintendents, and educators. The extensive requests, and an implied comparison of concerned parents with domestic terrorists, resulted in many states' school boards cutting ties with the NSBA, including Ohio, Florida, Georgia, Alabama, Missouri, and Pennsylvania.

Districts can't ignore that school board meetings are no longer the same. They have become highly politicized, raucous, and adversarial, primarily centering around COVID-19 protocols and mask mandates in schools. And the pandemic is having far-reaching effects, such as severe staffing shortages, interruptions in services provided to students, absenteeism and truancy, and challenges in recruiting and retaining qualified educators. School board meetings are hashing out these issues across the country, often with disruptive results.

To keep your board meetings orderly and safe, ensure that the board:

- Develops a written policy on how to conduct meetings, including how to respond to public input that is controversial or sensitive'
- Considers employing school resource or safety officers to monitor open board meetings;
- Determines in advance whether to invite the press to attend meetings;
- Has a written policy in place to deal with true terroristic threats and hate crimes;
- Adheres to meeting procedures and protocols while enforcing policy with fidelity;
- Doesn't forget the goal of protecting student and staff health as well as their safety; and
- Votes and agrees upon statements to be made public, if warranted, on issues of public importance.

Issues of public interest shouldn't come as a surprise to board members. Heed the superintendent's update regarding what issues are important to the school community and prepare for protest and the voicing of strong opinions at open meetings. Preparing in advance can help to maintain order, protect board members, and keep meetings safe. ■

Avoid roping district, board into private lawsuits

School board members who include their official status when filing or joining a lawsuit can unwittingly create legal headaches for their districts -- and damage their relationship with

the superintendent and the rest of the board in the process.

The trouble stems from the difference between lawsuits filed in a person's individual capacity and

those filed in a person's official capacity. Board members generally are free to file lawsuits as private citizens in their individual capacities. If they file a complaint in their official capacity as board members, however, they risk roping the district into the dispute.

Suppose, for example, that a board member opposes a statewide mask mandate for K-12 public school students and sues the governor in both her individual capacity and her "official capacity" as a member of the district's board of education. Even if she only mentioned her role as a board member to give her complaint more weight, the "official capacity" designation suggests she's acting on behalf of the district and the entire board. The inclusion of that one phrase could force the district to spend time and money removing itself from the suit or

lead to enforcement action by state authorities who believe the district to be out of compliance -- neither of which will endear the board member to her colleagues.

Being elected to the school board does not end a board member's right to seek redress in the courts. However, the board member must remember that he can only sue in his individual capacity; only the board acting as a unit has the authority to make decisions on the district's behalf. He also should speak with the district's counsel before filing or joining any lawsuit that may affect the district's operations. Those few minutes of consultation may help the board member avoid a legal blunder that can impact the district's resources and reputation, as well as sour his relationship with the superintendent and other board members, for years to come. ■

Improve board member behavior to attract quality superintendent candidates

With retirement rates soaring and the competition for quality superintendent candidates tightening, school boards should consider how their own behavior may affect the types of applicants they attract. Consider the following tips for improving that behavior:

1. Encourage respect

Potential superintendent candidates have more choices today and are doing more homework on districts. They may attend online public board meetings and read online articles or social media posts concerning what board members have said about prior superintendents, other board members, administrators, and parents. A superintendent who hears or reads disrespectful, negative comments or verbal abuse may view the district as a toxic environment and cross it off her list of potential employers. Board members who respect and honor others' opinions are more likely to display behavior that helps attract a quality superintendent.

2. Limit negative social media posts

Board members should be careful before posting comments online or speaking to media

outlets. It's easy to post something critical, especially after a board member is verbally attacked by a member of the public or another board member, administrator, or parent. It may be helpful for a board member to wait 24 hours after experiencing a verbal attack before responding, to let anger subside and gain perspective. The board member, at that point, may decide not to respond at all, or if she does respond, she is likely to be thinking more clearly and better able to fashion an appropriate, non-emotional response.

3. Develop or revise a code of conduct

Boards can develop a set of guidelines for respectful, effective behavior and for communicating publicly about board and school matters or incorporate them into a current behavior code or code of conduct. The board president can then review the guidelines with each incoming board member. In addition, the board may have a code of conduct that needs updating, given the increased friction in school board meetings over masks, vaccines, remote learning, and other issues related to the pandemic. ■