

**Policy Committee Meeting**  
Duluth Public Schools, ISD 709  
Agenda  
Thursday, September 3, 2020  
Historic Old Central High School - Board Room, 2nd Floor  
215 N 1st Ave E  
Duluth, MN 55802  
4:30 PM

**1. AGENDA ITEMS**

**2. POLICIES FOR FIRST READING**

A. 521 - Student Disability Nondiscrimination

Administration is recommending a change to Item III. Coordinator to reflect the new Assistant Superintendent's contact information.

**3. POLICIES FOR SECOND READING**

**4. REGULATIONS - Informational**

**5. POLICIES SUSPENDED IN RELATION TO COVID-19**

**6. POLICIES FOR REVIEW - FUTURE UPDATES**

A. MSBA Model Policy 206 - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations.

Suggested revisions: Yellow - revisions to model policy - Green - incorporate from existing district policy.

## 521 STUDENT DISABILITY NONDISCRIMINATION

### I. PURPOSE

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.
- E. Persons who wish to make a complaint regarding a disability discrimination matter may refer to District Policy [103 Complaints - Students, Employees, Parents, Other Persons](#) for complaint and grievance procedures and form(s).

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education  
 Office of Civil Rights, Region V  
 500 W. Madison Street - Suite 1475  
 Chicago, IL 60661  
 312-730-1560  
 TDD: 312-730-1609

MN Department of Human Rights  
 540 Fairview Ave N, Ste. 201  
 St. Paul, MN 55104  
 800-657-3704

651-296-5663  
TDD: 651-296-1283

### III. COORDINATOR

Persons who have questions or comments should contact the Office of the Assistant Superintendent, 215 N. 1<sup>st</sup> Ave E, Duluth, MN 55802, (218)336-8739, [jeffrey.horton@isd709.org](mailto:jeffrey.horton@isd709.org) [anthony.bonds@isd709.org](mailto:anthony.bonds@isd709.org). The Assistant Superintendent, ~~Jeffrey Horton~~ **Anthony Bonds**, is the school district's Americans with Disabilities Act/Section 504 coordinator.

**Legal References:** Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
ISD 709 Policy 103 Complaints - Students, Employees, Parents, Other Persons

Adopted: 12-20-2016  
Revised: **9-17-2019 ISD 709**  
**First Reading: 9-15-2020**



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 206

Orig. 1995

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

Rev. 2017

## **206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

### **I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public **discussion input** as well as to protect the due process and privacy rights of individuals under the law.

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

- A. The policy of the school board is to encourage **discussion input** by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free **discussion input** by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

### **III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint

or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 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 public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used 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.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. 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.

#### **IV. RIGHTS TO PRIVACY**

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

#### **VI. PROCEDURES**

A. Agenda Items

1. ~~Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.~~

**While public comment on any issue will be taken at the board's regular monthly meeting, public comment at other meetings will be limited to the issue(s) on the agenda for that meeting. Public comment may or may not be taken at meetings where there is no official board action.**

**Any individual may speak on a school related subject, or on his/her own behalf, or on behalf of an organization as its official representative, at a time on the agenda specified for delegations. At the outset of the meeting the Chairperson of the School Board may ask if any delegation wishes to be called on at a time when a specific agenda item is to be discussed by the School Board. Delegates are expected to be as concise as possible and are not expected to enter into debate or actual deliberations of the School Board. The Board may question delegates for purposes of clarification and information but are not expected to enter into debate with delegates.**

2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of

privacy of an individual.

7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

**B. Complaints**

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

**C. Open Forum**

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

**D. No Board Action at Same Meeting**

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the

first time by the public.

## **VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. § 13.43 (Personnel Data)  
 Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
 Minn. Stat. § 13D.05 (Open Meeting Law)  
 Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
 Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
 Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
 Minn. Stat. § 122A.44 (Contracting with Teachers)  
 Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
 Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 Minn. Op. Atty. Gen. 852 (July 14, 2006)

***Cross References:*** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
 MSBA/MASA Model Policy 207 (Public Hearings)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)  
 MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

## **8080 SCHOOL BOARD MEETINGS**

The School Board, as a representative body of the School District, wishes to provide an avenue for any citizen to express his/her interest in and concerns for the schools. Accordingly, the public is cordially invited to attend any and all sessions of the School Board.

In order that the School Board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representations, or proposals to the School Board are requested to direct these to the Superintendent, who will deal with them according to rules adopted by the School Board. The intent of the policy is:

1. To allow everyone who wishes it, a fair and adequate hearing.
2. To allow the Superintendent to take direct action, or to recommend action to the School Board, when policies have already been established by the School Board.
3. To minimize the possibility of the School Board's making ill-advised, illegal, or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed, or an exception to policy is specifically requested.
4. To see that the time so devoted does not interfere with the scheduled business of the School Board.

It is the policy of the School Board to announce in advance, whenever practicable, through the newspapers and such other means as may appear appropriate, the date, time, and place of all regular and special meetings and the major topics to be discussed there at. It shall be the duty of the School Board clerk to supervise the execution of this policy.

In accord with confirming the right and desirability of the public expressing its point of view to the School Board, delegations or individuals are welcome at regular meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions:

- Matters concerning an individual school shall be discussed first with the principal of that school.

### Operational Problems

1. If the problem cannot be resolved at the school, it shall then be brought to the Superintendent.
2. If the problem cannot be resolved with the Superintendent, it shall then be brought to the School Board in the following manner.
  - a. An appointment to meet with the School Board must be established at least one week in advance of the meeting.
  - b. Questions and problems must be submitted in writing at the time of the request for an appointment.
  - c. Delegates shall indicate whom they represent and shall be asked to comment on their questions or problems.
  - d. The School Board will take questions and problems under advisement and issue responses after due deliberation, usually at the next meeting.

- e. If questions or problems relate to personalities, the School Board may go into executive session to receive such presentations.
- f. In cases of emergency, of which the Superintendent and/or School Board shall be the judge, stipulations concerning prior conferences and appointments may be dispensed with by unanimous vote of the School Board members present.

#### School Board Agenda Items

While public comment on any issue will be taken at the board's regular monthly meeting, public comment at other meetings will be limited to the issue(s) on the agenda for that meeting. Public comment may or may not be taken at meetings where there is no official board action.

Any individual may speak on a school related subject, or on his/her own behalf, or on behalf of an organization as its official representative, at a time on the agenda specified for delegations. At the outset of the meeting the Chairperson of the School Board may ask if any delegation wishes to be called on at a time when a specific agenda item is to be discussed by the School Board. Delegates are expected to be as concise as possible and are not expected to enter into debate or actual deliberations of the School Board. The Board may question delegates for purposes of clarification and information but are not expected to enter into debate with delegates.

***Legal Reference:*** MSA 471.705

Adopted: 06-09-1970 ISD 709  
 Revised: 06-20-1995  
05-20-2008 ISD 709