



Goodhue County Education District Board Agenda
Thursday, April 30, 2026 at 6:00 PM
River Bluff Education Center, Red Wing
395 Guernsey Ln
Red Wing, MN 55066

AGENDA

I. Pledge of Allegiance:

II. Call to Order/Adoption of Agenda:

III. Consent Agenda:

A. Approval of Board Minutes

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Board Meeting
Thursday, March 26, 2026 6:00 PM Central

River Bluff Education Center, Red Wing
395 Guernsey Ln
Red Wing, MN 55066

Erica Aronson: Present
Terese Bjornstad: Present
Adam Dicke: Absent
Jason Lohmann: Present
Heath Oeltjen: Present
JoLyn Williams: Present
Present: 5, Absent: 1.

I. Pledge of Allegiance:

II. Call to Order/Adoption of Agenda:

Motion to adopt the agenda was made. This motion, made by Erica Aronson and seconded by JoLyn Williams, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

III. Consent Agenda:

Motion to approve the consent agenda was made. This motion, made by Heath Oeltjen and seconded by Erica Aronson, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

III.A. Approval of February 26, 2026, Board Minutes

III.B. Approval of Claims:

III.C. Staff Updates:

III.C.1. Resignations:

III.C.2. New Hire:

III.C.3. Transfers:

III.C.4. Retirement:

Dave Hinck, Building-Wide Substitute @ RBEC, effective 06/05/2026

III.C.5. Re-assignment:

III.C.6. Termination:

Victoria Dale, Setting IV Paraprofessional @ River Bluff Education Center - Contracted Services with Precision HR, Effective 03/05/2026.

IV.

Public Input: The policy of the education district board is to encourage discussion by persons of subjects related to the management of the district at board meetings. The board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. Persons who wish to have a subject discussed at a public board meeting must notify the executive director's office in advance of the 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. The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board.

V. Reports and Communication:

V.A. Business Manager Report

Jackie Paradis presented the business manager reports.

V.B. Buoy Marketing Analytics Update

Gretchen Wieland from Buoy presented the marketing and analytics in regards to the 5RO campaign.

VI. Old Business:

VI.A. 2nd Reading of Policy 20 Recording of Board Meetings

Motion made to accept Policy 20 Recording of Board Meetings. This motion, made by JoLyn Williams and seconded by Erica Aronson, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

VI.B. 2nd Reading of Policies: 401, 402, 403, 404, 405, 406, 407, 408, 409 and 410.

Motion made to accept Policies: 401, 402, 403, 404, 405, 406, 407, 408, 409 and 41. This motion, made by JoLyn Williams and seconded by Erica Aronson, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

VI.C. 5RO Programming

Motion made to wait until Dec 2026 for the plan in regards to 5RO programming. This motion, made by Jason Lohmann and seconded by JoLyn Williams, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Cherie Johnson discussed with the board expectations for the December 2026 deadline for a 5RO plan from the superintendents moving forward.

VII. New Business:

VII.A. GCED Program Staffing Proposal

A motion was made to accept the GCED Staffing Proposal. This motion, made by Heath Oeltjen and seconded by Terese Bjornstad, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Kim Cory explained the staffing proposal for the 26-27 school year.

VII.B. Terminations or Non-renewals: Teachers #1, #2, #3, #4, #5, #6, #7, #8

Motion made to accept the Terminations or Non-renewals #1. This motion, made by JoLyn Williams and seconded by Erica Aronson, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Motion made to accept the Terminations or Non-renewals #2. This motion, made by Erica Aronson and seconded by Terese Bjornstad, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Motion made to accept the Terminations or Non-renewals #3. This motion, made by Terese Bjornstad and seconded by JoLyn Williams, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Motion made to accept the Terminations or Non-renewals #4. This motion, made by Erica Aronson and seconded by Terese Bjornstad, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Motion made to accept the Terminations or Non-renewals #5. This motion, made by JoLyn Williams and seconded by Erica Aronson, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Motion made to accept the Terminations or Non-renewals #6. This motion, made by Heath Oeltjen and seconded by JoLyn Williams, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Motion made to accept the Terminations or Non-renewals #7. This motion, made by Erica Aronson and seconded by Terese Bjornstad, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Motion made to accept the Terminations or Non-renewals #8. This motion, made by Erica Aronson and seconded by JoLyn Williams, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

VII.C. 1st Reading of Policies: 412, 415, 417, 419, 420, 421, 422, 423 and 427

VIII. Other:

Cherie Johnson shared that the students from RBEC have art displayed downtown through the Red Wing Arts Association. Jason Lohmann was invited by Rise Up Red Wing to visit the capitol with them and a group of students.

IX. Comments: Board/Director

X. Next Meeting Date: April 30, 2026 at the River Bluff Education Center in Red Wing.

XI. Adjournment

Motion made to adjourn. This motion, made by Jason Lohmann and seconded by Erica Aronson, Passed.

Adam Dicke: Absent, Erica Aronson: Yes, Terese Bjornstad: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 5, No: 0, Absent: 1

Goodhue County Ed District
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		41964		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	Yes	No	03/16/2026	8,169.77
MERC		41965		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	03/16/2026	71,340.98
MERC		41966		Wire	1	2284	E. B. C., LLC /ACS		No	Yes	No	03/16/2026	21,900.16
MERC		41967		Wire	1	2392	US DEPT. OF TREASURY		No	Yes	No	03/16/2026	101,613.15
MERC		41968		Wire	1	2396	MN Dept of Revenue		No	Yes	No	03/16/2026	18,635.18
MERC		41969		Wire	1	2501	Merchants Bank		No	Yes	No	03/16/2026	5,784.90
MERC		41970		Direct Pymt	1	09118	EDUCATION MN - GCED		Yes	Yes	No	03/16/2026	3,306.64
MERC		41971		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	Yes	No	03/16/2026	568.06
MERC		41972		Direct Pymt	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	Yes	No	03/16/2026	346.46
MERC		41982		Wire	1	02880	XCEL ENERGY		No	Yes	No	03/17/2026	7,605.16
MERC		41983		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	Yes	No	03/17/2026	351.92
MERC		41984		Wire	1	3810	KAVIRA HEALTH		No	Yes	No	03/17/2026	2,106.00
MERC		41985		Direct Pymt	1	00360	CARLSON, MELISSA		Yes	Yes	No	03/17/2026	69.21
MERC		41986		Direct Pymt	1	02672	METRO SALES, INC.		Yes	Yes	No	03/17/2026	343.49
MERC		41987		Direct Pymt	1	04565	ZUMBROTA-MAZEPPA PUBLIC SCHOOL		Yes	Yes	No	03/17/2026	73,952.71
MERC		41988		Direct Pymt	1	2766	CASHMAN BRIAN		Yes	Yes	No	03/17/2026	23.00
MERC		41989		Direct Pymt	1	2809	MRI SOFTWARE, LLC		Yes	Yes	No	03/17/2026	67.00
MERC		41990		Direct Pymt	1	2865	INTELLICENTS		Yes	Yes	No	03/17/2026	1,250.00
MERC		41991		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	Yes	No	03/17/2026	368.09
MERC		41992		Direct Pymt	1	3522	CUSTOM ALARM		Yes	Yes	No	03/17/2026	636.25
MERC		41993		Direct Pymt	1	3618	SOLIAN		Yes	Yes	No	03/17/2026	1,196.01
MERC		41994		Direct Pymt	1	3628	AMPION PBC C/O DEPT. 8121		Yes	Yes	No	03/17/2026	2,503.67
MERC		41995		Direct Pymt	1	3673	AMPION PBC C/O DEPT. 8125		Yes	Yes	No	03/17/2026	70.26
MERC		41996		Direct Pymt	1	3736	EBERT, ABBY		Yes	Yes	No	03/17/2026	571.30
MERC		41997		Direct Pymt	1	3790	KELLY SERVICES, INC		Yes	Yes	No	03/17/2026	1,625.40
MERC		41998		Direct Pymt	1	3801	TreviPay		Yes	Yes	No	03/17/2026	273.56
MERC		41999		Direct Pymt	1	3802	E.B.C.,LLC/ACS MONTHLY FEE - DIREC		Yes	Yes	No	03/17/2026	145.98
MERC		42000		Direct Pymt	1	09118	EDUCATION MN - GCED		Yes	Yes	No	03/30/2026	3,306.64
MERC		42001		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	Yes	No	03/30/2026	568.06
MERC		42002		Direct Pymt	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	Yes	No	03/30/2026	380.12
MERC		42003		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	Yes	No	03/30/2026	8,403.98
MERC		42004		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	03/30/2026	71,484.27
MERC		42005		Wire	1	2284	E. B. C., LLC /ACS		No	Yes	No	03/30/2026	21,900.16
MERC		42006		Wire	1	2392	US DEPT. OF TREASURY		No	Yes	No	03/30/2026	103,788.14
MERC		42007		Wire	1	2396	MN Dept of Revenue		No	Yes	No	03/30/2026	19,084.08
MERC		42008		Wire	1	2501	Merchants Bank		No	Yes	No	03/30/2026	5,784.90
MERC		42009		Wire	1	03977	SOUTHEAST SERVICE COOPERATIVE		No	No	No	04/02/2026	125,130.90
MERC		42010		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	No	No	04/02/2026	794.65

**Goodhue County Ed District
Payment Reg by Bank and Check**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		42011		Wire	1	3232	ENTERPRISE FM TRUST		No	No	No	04/02/2026	4,940.28
MERC		42012		Wire	1	3641	EMPLOYERS PREFERRED INS. CO		No	No	No	04/02/2026	7,901.20
MERC		42013		Wire	1	3781	VISA		No	No	No	04/02/2026	4,152.48
MERC		42014		Direct Pymt	1	00707	MENARD'S RED WING		Yes	No	No	04/02/2026	505.15
MERC		42015		Direct Pymt	1	02672	METRO SALES, INC.		Yes	No	No	04/02/2026	5,599.22
MERC		42016		Direct Pymt	1	09129	RED WING IND SCHOOL DIST 256		Yes	No	No	04/02/2026	40,317.61
MERC		42017		Direct Pymt	1	1468	RYAN MECHANICAL		Yes	No	No	04/02/2026	634.71
MERC		42018		Direct Pymt	1	1784	NCS PEARSON, INC.		Yes	No	No	04/02/2026	305.06
MERC		42019		Direct Pymt	1	1789	UPS		Yes	No	No	04/02/2026	35.32
MERC		42020		Direct Pymt	1	2898	ANDERSON, STACEY		Yes	No	No	04/02/2026	21.98
MERC		42021		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	No	No	04/02/2026	673.26
MERC		42022		Direct Pymt	1	3417	LEMMON, KELSEY		Yes	No	No	04/02/2026	58.00
MERC		42023		Direct Pymt	1	3522	CUSTOM ALARM		Yes	No	No	04/02/2026	17,904.00
MERC		42024		Direct Pymt	1	3618	SOLIAN		Yes	No	No	04/02/2026	913.74
MERC		42025		Direct Pymt	1	3656	RUNQUIST, LIZ		Yes	No	No	04/02/2026	38.63
MERC		42026		Direct Pymt	1	3790	KELLY SERVICES, INC		Yes	No	No	04/02/2026	3,018.70
MERC		42027		Direct Pymt	1	3801	TreviPay		Yes	No	No	04/02/2026	609.66
MERC		42028		Direct Pymt	1	3812	NELSON, CHANTELE		Yes	No	No	04/02/2026	31.47
MERC		42056		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	No	No	04/09/2026	297.08
MERC		42057		Wire	1	2392	US DEPT. OF TREASURY		No	No	No	04/09/2026	255.24
MERC		42079		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	04/17/2026	7,482.93
MERC		42080		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	No	No	04/17/2026	71,758.00
MERC		42081		Wire	1	09346	MINNESOTA UI FUND		No	No	No	04/17/2026	1,822.15
MERC		42082		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	No	No	04/17/2026	632.16
MERC		42083		Wire	1	2284	E. B. C., LLC /ACS		No	No	No	04/17/2026	21,900.16
MERC		42084		Wire	1	2392	US DEPT. OF TREASURY		No	No	No	04/17/2026	101,828.07
MERC		42085		Wire	1	2396	MN Dept of Revenue		No	No	No	04/17/2026	18,690.60
MERC		42086		Wire	1	2501	Merchants Bank		No	No	No	04/17/2026	5,784.90
MERC		42087		Wire	1	3232	ENTERPRISE FM TRUST		No	No	No	04/17/2026	5,615.16
MERC		42088		Wire	1	3810	KAVIRA HEALTH		No	No	No	04/17/2026	2,079.00
MERC		42089		Direct Pymt	1	00707	MENARD'S RED WING		Yes	No	No	04/17/2026	56.56
MERC		42090		Direct Pymt	1	02672	METRO SALES, INC.		Yes	No	No	04/17/2026	288.84
MERC		42091		Direct Pymt	1	03350	REGION V COMPUTER SERVICES		Yes	No	No	04/17/2026	1,695.75
MERC		42092		Direct Pymt	1	09118	EDUCATION MN - GCED		Yes	No	No	04/17/2026	3,306.64
MERC		42093		Direct Pymt	1	09129	RED WING IND SCHOOL DIST 256		Yes	No	No	04/17/2026	14,879.58
MERC		42094		Direct Pymt	1	1684	WILEY, ABBY		Yes	No	No	04/17/2026	124.57
MERC		42095		Direct Pymt	1	1784	NCS PEARSON, INC.		Yes	No	No	04/17/2026	31,963.24
MERC		42096		Direct Pymt	1	1789	UPS		Yes	No	No	04/17/2026	34.22

Goodhue County Ed District
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		42097		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	No	No	04/17/2026	568.06
MERC		42098		Direct Pymt	1	2410	SCHOOL MANAGEMENT SERVICES		Yes	No	No	04/17/2026	13,583.33
MERC		42099		Direct Pymt	1	2440	LIBERTY'S RESTAURANT		Yes	No	No	04/17/2026	168.14
MERC		42100		Direct Pymt	1	2809	MIRI SOFTWARE, LLC		Yes	No	No	04/17/2026	10.50
MERC		42101		Direct Pymt	1	2865	INTELLICENTS		Yes	No	No	04/17/2026	1,250.00
MERC		42102		Direct Pymt	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	04/17/2026	346.46
MERC		42103		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	No	No	04/17/2026	144.21
MERC		42104		Direct Pymt	1	3504	SENECHALLE, MEGAN		Yes	No	No	04/17/2026	43.86
MERC		42105		Direct Pymt	1	3545	ROHAN, JILL		Yes	No	No	04/17/2026	43.50
MERC		42106		Direct Pymt	1	3618	SOLIANI		Yes	No	No	04/17/2026	1,164.00
MERC		42107		Direct Pymt	1	3628	AMPION PBC C/O DEPT. 8121		Yes	No	No	04/17/2026	3,384.59
MERC		42108		Direct Pymt	1	3673	AMPION PBC C/O DEPT. 8125		Yes	No	No	04/17/2026	70.77
MERC		42109		Direct Pymt	1	3790	KELLY SERVICES, INC		Yes	No	No	04/17/2026	1,984.67
MERC		42110		Direct Pymt	1	3801	TreviPay		Yes	No	No	04/17/2026	142.23
MERC		42111		Direct Pymt	1	3802	E.B.C...,LLC/ACS MONTHLY FEE - DIRE		Yes	No	No	04/17/2026	145.98
MERC		42112		Direct Pymt	1	3812	NELSON, CHANTELLE		Yes	No	No	04/17/2026	29.22
MERC		42113		Wire	1	3819	METROPOLITAN LIFE INSURANCE COM		No	No	No	04/21/2026	9,404.80
MERC		42114		Wire	1	3819	METROPOLITAN LIFE INSURANCE COM		No	No	No	04/22/2026	9,771.24
MERC		41978	22280	Check	1	3347	ASL INTERPRETING SERVICES, INC		Yes	Yes	No	03/17/2026	2,265.25
MERC		41981	22281	Check	1	3818	GINTAS CORP		Yes	Yes	No	03/17/2026	291.00
MERC		41979	22282	Check	1	3743	HIAWATHA HOMECARE		Yes	No	No	03/17/2026	1,446.25
MERC		41975	22283	Check	1	2960	LANGUAGE LINE SERVICES		Yes	Yes	No	03/17/2026	89.83
MERC		41973	22284	Check	1	1150	PHONAK, LLC		Yes	Yes	No	03/17/2026	101.83
MERC		41980	22285	Check	1	3815	PRECISION HUMAN RESOURCE SOLU		Yes	Yes	No	03/17/2026	1,092.80
MERC		41977	22286	Check	1	3146	RUNNING SUPPLY INC.		Yes	Yes	No	03/17/2026	148.80
MERC		41974	22287	Check	1	1248	SCHUPPEL-NELSON, TRACEY		Yes	No	No	03/17/2026	6.74
MERC		41976	22288	Check	1	3078	SHRED-N-GO-446138		Yes	Yes	No	03/17/2026	89.30
MERC		42044	22289	Check	1	3586	ADAM'S PEST CONTROL - MAIN		Yes	No	No	04/06/2026	51.00
MERC		42041	22290	Check	1	3347	ASL INTERPRETING SERVICES, INC		Yes	No	No	04/06/2026	5,261.89
MERC		42029	22291	Check	1	00433	CITY OF RED WING		Yes	No	No	04/06/2026	2,678.02
MERC		42034	22292	Check	1	3008	COCHLEAR AMERICAS		Yes	No	No	04/06/2026	315.00
MERC		42033	22293	Check	1	2376	DOVER-EYOTA ISD #533		Yes	No	No	04/06/2026	2,354.75
MERC		42039	22294	Check	1	3232	ENTERPRISE FM TRUST		Yes	No	No	04/06/2026	16.98
MERC		42046	22295	Check	1	3768	Everway		Yes	No	No	04/06/2026	766.00
MERC		42038	22296	Check	1	3126	FERNBROOK FAMILY CENTER		Yes	No	No	04/06/2026	23,624.05
MERC		42045	22297	Check	1	3743	HIAWATHA HOMECARE		Yes	No	No	04/06/2026	8,352.50
MERC		42036	22298	Check	1	3088	HILLYARD/HUTCHINSON		Yes	No	No	04/06/2026	1,800.28
MERC		42043	22299	Check	1	3566	JOSTEN'S INC		Yes	No	No	04/06/2026	417.10

Goodhue County Ed District
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC	42049	22300	22300	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	No	04/06/2026	7,425.87
MERC	42050	22301	22301	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	No	04/06/2026	7,539.20
MERC	42051	22302	22302	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	Yes	04/06/2026	7,858.18
MERC	42051	22302	22302	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	Yes	04/07/2026	(7,858.18)
MERC	42052	22303	22303	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	Yes	04/06/2026	7,913.55
MERC	42052	22303	22303	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	Yes	04/07/2026	(7,913.55)
MERC	42053	22304	22304	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	No	04/06/2026	7,306.29
MERC	42054	22305	22305	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	Yes	04/06/2026	7,973.77
MERC	42054	22305	22305	Check	1	3819	METROPOLITAN LIFE INSURANCE CON		Yes	No	Yes	04/07/2026	(7,973.77)
MERC	42042	22306	22306	Check	1	3349	MINNESOTA ASSOCIATION OF ALTERN		Yes	No	No	04/06/2026	3,480.00
MERC	42047	22307	22307	Check	1	3805	OH BUOY LLC		Yes	No	No	04/06/2026	3,500.00
MERC	42032	22308	22308	Check	1	2299	PEARSON		Yes	No	Yes	04/06/2026	31,576.84
MERC	42032	22308	22308	Check	1	2299	PEARSON		Yes	No	Yes	04/09/2026	(31,576.84)
MERC	42048	22309	22309	Check	1	3815	PRECISION HUMAN RESOURCE SOLU		Yes	No	No	04/06/2026	1,799.60
MERC	42055	22310	22310	Check	1	3820	RASMUSSEN, SHANNON		Yes	No	No	04/06/2026	21.98
MERC	42030	22311	22311	Check	1	00670	RATWIK ROSZAK & MALONEY PA		Yes	No	No	04/06/2026	228.00
MERC	42037	22312	22312	Check	1	3121	RED WING AREA CHAMBER OF COMMI		Yes	No	No	04/06/2026	395.00
MERC	42031	22313	22313	Check	1	1248	SCHUPPEL-NELSON, TRACEY		Yes	No	No	04/06/2026	6.74
MERC	42040	22314	22314	Check	1	3338	SOUNDS AND MEDIA SOLUTIONS		Yes	No	No	04/06/2026	4,563.45
MERC	42035	22315	22315	Check	1	3049	TWIN CITY HARDWARE		Yes	No	No	04/06/2026	420.00
MERC	42067	22316	22316	Check	1	3347	ASL INTERPRETING SERVICES, INC		Yes	No	No	04/17/2026	1,997.13
MERC	42072	22317	22317	Check	1	3763	GARDENAS, ROSALGUEL		Yes	No	No	04/17/2026	13.78
MERC	42076	22318	22318	Check	1	3818	CINTAS CORP		Yes	No	No	04/17/2026	152.00
MERC	42060	22319	22319	Check	1	1132	CULLIGAN		Yes	No	No	04/17/2026	31.00
MERC	42068	22320	22320	Check	1	3497	DIGGINS, LIZ		Yes	No	No	04/17/2026	40.10
MERC	42066	22321	22321	Check	1	3126	FERNBROOK FAMILY CENTER		Yes	No	No	04/17/2026	23,624.05
MERC	42071	22322	22322	Check	1	3748	GONZALEZ DE MACHADO, GLORIA		Yes	No	No	04/17/2026	296.84
MERC	42069	22323	22323	Check	1	3662	GRAFTON SCHOOL, INC		Yes	No	No	04/17/2026	1,226.20
MERC	42065	22324	22324	Check	1	3088	HILLYARD/HUTCHINSON		Yes	No	No	04/17/2026	24.88
MERC	42074	22325	22325	Check	1	3813	LAMINATOR.COM		Yes	No	No	04/17/2026	147.37
MERC	42078	22326	22326	Check	1	3823	LaRoche's		Yes	No	No	04/17/2026	1,995.00
MERC	42070	22327	22327	Check	1	3672	LEXIKEET, LLC		Yes	No	No	04/17/2026	26.25
MERC	42075	22328	22328	Check	1	3815	PRECISION HUMAN RESOURCE SOLU		Yes	No	No	04/17/2026	1,050.00
MERC	42058	22329	22329	Check	1	00670	RATWIK ROSZAK & MALONEY PA		Yes	No	No	04/17/2026	1,563.84
MERC	42077	22330	22330	Check	1	3822	RIVER BLUFF COFFEE SHOP		Yes	No	No	04/17/2026	36.00
MERC	42061	22331	22331	Check	1	1248	SCHUPPEL-NELSON, TRACEY		Yes	No	No	04/17/2026	2.25
MERC	42064	22332	22332	Check	1	3078	SHRED-N-GO-446138		Yes	No	No	04/17/2026	89.30
MERC	42063	22333	22333	Check	1	3049	TWIN CITY HARDWARE		Yes	No	No	04/17/2026	1,004.00

Goodhue County Ed District
 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		42062	22334	Check	1 3011		U.S. BANK EQUIPMENT FINANCE		Yes	No	No	04/17/2026	212.00
MERC		42073	22335	Check	1 3781		VISA		Yes	No	No	04/17/2026	7,902.05
MERC		42059	22336	Check	1 02880		XCELENERGY		Yes	No	No	04/17/2026	991.77
Bank Total:													\$1,236,142.40
Report Total:													\$1,236,142.40

C. Staff Updates:

1. **Resignations:**

2. **New Hire:**

Ebert, Abby - Blind & Visual Impairment Teacher @ GCED, effective for the 2026-2027 school year

Mueller-Peters, Kennedy - Physical Health Impairments/Assistive Technology Teacher @ GCED, effective for the 2026-2027 school year

Walstad, Kindra - School Social Worker, 1.0 FTE @ Goodhue, effective for the 2026-2027 school year

3. **Transfers:**

Hansen, Carrie - Assistant Director of Special Education - Red Wing to Assistant Director of Special Education - Goodhue / Zumbrota-Mazeppa, effective for the 2026-2027 school year.

Nemanich, Tom - School Psychologist, .8 FTE Kenyon-Wanamingo / .2 FTE River Bluff Education Center to 1.0 FTE Red Wing Schools, effective for the 2026-2027 school year

Roschen, Bailie - Multilingual Learners Teacher, .5 FTE Cannon Falls / .5 FTE Red Wing to 1.0 FTE Cannon Falls, effective for the 2026-2027 school year

4. **Re-assignment:**

IV. **Public Input:** The policy of the education district board is to encourage discussion by persons of subjects related to the management of the district at board meetings. The board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. Persons who wish to have a subject discussed at a public board meeting must notify the executive director's office in advance of the 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. The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board.

V. **Reports and Communication:**

A. Business Manager Report

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District	REACH / Setting IV	STEP	Pathways 6-7	Pathways 8-12	5RO Elementary	5RO Secondary	5RO Part Time	Total
Cannon Falls	3	3		5	2	15	82	110
Goodhue	2	1		0	2	8	18	31
Kenyon-Wanamingo	9	3		1	0	16	12	41
Lake City	5	2		11	4	30	84	136
Red Wing	42	4	14	28	18	98	21	225
Zumbrota-Mazeppa	1	3		1	2	24	13	44
Non Members	4	0		0	10	75	21	110
Total Program	66	16	14	46	38	266	251	697

Total Special Ed	63	16	0	14	6	45	7	151
Percent Special Ed	95.45%	100.00%	0.00%	30.43%	15.79%	16.92%	2.79%	21.66%

Color Code Key	
	MDE Tuition Billing System
	Billed to Districts at or below APU amount
	Billed to Districts throughout year for cash flow and trued up at year end (Open Enrollment)

REVENUE							March 31, 2026	March 31, 2025	March 31, 2024		
REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	March 31, 2025	March 31, 2024
STATE	6,262,303	6,401,575	6,529,002	6,897,580	4,002,752	2,894,828	58.0%	58.2%	52.5%	3,726,040	3,290,157
FEDERAL	2,370,023	2,037,610	2,051,616	2,037,217	526,911	1,510,306	25.9%	47.7%	45.1%	971,606	1,068,944
LOCAL (FEES, INTEREST, ETC.)	11,303,859	11,439,690	11,753,680	11,722,594	8,663,287	3,059,307	73.9%	68.1%	65.8%	7,791,511	7,439,734
TOTALS	19,936,185	19,878,875	20,334,298	20,657,391	13,192,950	7,464,441	63.9%	62.8%	59.2%	12,489,156	11,798,835

EXPENDITURES							March 31, 2026	March 31, 2025	March 31, 2024		
OBJECT SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	March 31, 2025	March 31, 2024
SALARIES & WAGES	10,093,545	10,990,252	11,525,375	11,436,105	7,044,680	4,391,425	61.6%	61.6%	59.6%	6,771,707	6,020,498
EMPLOYEE BENEFITS	2,843,575	3,173,243	3,361,997	3,495,545	2,122,840	1,372,704	60.7%	61.0%	57.0%	1,935,442	1,622,211
PURCHASED SERVICES	5,105,484	3,999,273	3,708,838	3,884,560	1,299,164	2,585,396	33.4%	33.9%	34.6%	1,356,473	1,766,562
SUPPLIES	819,001	794,966	716,194	732,750	466,420	266,330	63.7%	78.6%	74.9%	624,968	613,156
EQUIPMENT	1,073,045	1,175,995	1,084,272	1,095,876	1,091,710	4,166	99.6%	99.3%	98.7%	1,167,250	1,058,573
OTHER EXPENDITURES	124,731	30,830	28,362	81,010	18,959	62,051	23.4%	86.9%	19.0%	26,805	23,717
TOTALS	20,059,380	20,164,559	20,425,038	20,725,846	12,043,773	8,682,072	58.1%	58.9%	55.4%	11,882,645	11,104,717

PROGRAM SERIES							March 31, 2026	March 31, 2025	March 31, 2024		
PROGRAM SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	March 31, 2025	March 31, 2024
SITE ADMINISTRATION	357,053	358,374	381,650	387,208	286,391	100,817	74.0%	74.0%	72.7%	265,300	259,648
DISTRICT ADMINISTRATION	92,977	88,643	94,744	102,502	71,315	31,187	69.6%	73.4%	57.4%	65,078	53,354
SUPPORT SERVICES	338,571	349,805	320,477	330,467	336,871	(6,404)	101.9%	104.1%	108.7%	364,215	367,916
REGULAR INSTRUCTION	3,275,290	2,841,820	3,064,529	2,901,639	1,521,765	1,379,874	52.4%	53.6%	37.7%	1,523,845	1,235,689
EXTRA-CURRICULAR ACTIVITES	-	-	-	-	-	-	0.0%	0.0%	0.0%	-	-
SPECIAL EDUCATION	10,794,455	11,172,266	11,507,645	11,849,166	6,575,951	5,273,214	55.5%	57.3%	56.8%	6,398,331	6,134,145
INSTRUCTIONAL SUPPORT	893,095	990,629	816,563	793,933	465,324	328,609	58.6%	44.4%	42.4%	439,727	378,273
PUPIL SUPPORT SERVICES	2,499,034	2,357,264	2,341,307	2,351,592	1,336,004	1,015,588	56.8%	58.9%	52.5%	1,388,560	1,313,222
FACILITIES	1,354,668	1,443,735	1,386,060	1,506,703	1,223,302	283,401	81.2%	79.4%	86.9%	1,146,278	1,177,195
OTHER FINANCING USES	-	-	-	-	-	-	0.0%	0.0%	0.0%	-	-
TOTALS	20,059,380	20,164,559	20,425,038	20,725,846	12,043,773	8,682,072	58.1%	58.9%	55.4%	11,882,645	11,104,717

SUMMARY - ALL FUNDS							March 31, 2026	March 31, 2025	March 31, 2024		
SUMMARY	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget	% of Actuals	% of Actuals	March 31, 2025	March 31, 2024
REVENUE	19,936,185	19,878,875	20,334,298	20,657,391	13,192,950	7,464,441	63.9%	62.8%	59.2%	12,489,156	11,798,835
EXPENDITURES	20,059,380	20,164,559	20,425,038	20,725,846	12,043,773	8,682,072	58.1%	58.9%	55.4%	11,882,645	11,104,717
SPENDING VARIANCE	(123,195)	(285,685)	(90,740)	(68,455)	1,149,176	N/A	N/A	N/A	N/A	606,511	694,118

**Goodhue County Ed District
Reconciliation Worksheet Report
03/31/2026**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1581	03/31/2026	6051	MERC	MERCHANTS BANK GENERAL

Worksheet has been Finalized

Statement Amount 1,447,946.38

Deposits in Transit 0.00

Outstanding Payments

Checks 11,955.89

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount 13,479.50

Amount Per Bank 1,449,469.99

GL Account Balance 1,449,469.99

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
6051	B	01	101	000				F

Difference 0.00

Adjustments

Manual	00/00/0000	EMP	Wire	7,901.20	EMPLOYERS RECORDED IN APRIL
Manual	03/31/2026	ENT	Wire	4,940.28	ENTERPRISE RECORDED IN APRIL
Manual	03/31/2026	KT	Wire	794.65	KT RECORDED IN APRIL
Manual	03/31/2026	SWEEP	Wire	(4,309.11)	FROM SWEEP
Manual	03/31/2026	VISA	Wire	4,152.48	VISA RECORDED IN APRIL

Business Manager Report 4-30-26

2025-26 Budget as of 3/31/26

We have received \$13,192,950 or 63.9% of the budget, compared to 62.8% at Mar 31, 2025 and 59.2% at Mar 31, 2024. We have expended \$12,043,773 or 58.1% of the expense budget, compared to 58.9% at Mar 31, 2025 and 55.4% at Mar 31, 2024.

Cash Flow

For your information. Cash flow is looking good through the end of the fiscal year with the implementation of prebilling a month in advance.

Mar Bank Rec

For your information

Enrollment

We have decreased 1 student since March. Below is the change by program.

Program	Mar 26	April 26	Change	April 25
REACH	64	66	+2	51
STEP	16	16	0	15
Pathways 6-7	14	14	0	13
Pathways 8-12	44	46	+2	37
5RO Elementary	43	38	-5	36
5RO Secondary FT	269	266	-3	267
5RO Secondary PT	248	251	+3	171
Total	698	697	-1	590



**GOODHUE CO ED DISTRICT
2025-26 CASH FLOW**

AS OF 4-23-26

JULY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
7/1/2025	-	-	821.38	-	258,035.27	1,279,380.74
7/9/2025	(575,217.41)	-	-	-	-	704,163.33
7/15/2025	(256,956.56)	(359,420.75)	3,073.14	237,993.78	-	328,852.94
7/20/2025	-	-	93,255.44	-	-	422,108.38
7/31/2025	(457,800.39)	(270,689.30)	172,218.71	107,916.87	-	(26,245.73)
ENDING BALANCE	(1,289,974.36)	(630,110.05)	269,368.67	345,910.65	258,035.27	(26,245.73)

AUGUST

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
8/1/2025	-	-	444,412.03	-	-	418,166.30
8/4/2025	-	-	-	-	-	418,166.30
8/15/2025	(333,365.27)	(311,456.46)	95,907.87	410,084.14	54,615.91	333,952.49
8/17/2025	-	-	30,439.51	-	-	364,392.00
8/30/2025	(229,594.62)	(275,887.01)	1,140,135.62	816,335.57	-	1,815,381.56
ENDING BALANCE	(562,959.89)	(587,343.47)	1,710,895.03	1,226,419.71	54,615.91	1,815,381.56

SEPTEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
9/1/2025	(216,361.14)	(2,676.80)	13,445.00	-	-	1,609,788.62
9/15/2025	(869,025.94)	(286,143.37)	475,439.74	134,751.83	46,200.80	1,111,011.68
9/17/2025	-	(501.62)	397,194.43	-	-	1,507,704.49
9/30/2025	(989,689.87)	(305,306.63)	66,317.55	420,030.84	148,275.79	847,332.17
ENDING BALANCE	(2,075,076.95)	(594,628.42)	952,396.72	554,782.67	194,476.59	847,332.17

OCTOBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
10/1/2025	(236,726.00)	-	-	-	-	610,606.17
10/9/2025	(30,612.94)	-	235,288.66	-	-	815,281.89
10/15/2025	(242,116.15)	(314,504.15)	250,449.89	103,718.83	-	612,830.31
10/20/2025	(259,936.65)	-	501,129.65	-	-	854,023.31
10/31/2025	(232,319.53)	(301,289.22)	260,832.80	352,516.02	121,000.38	1,054,763.76
ENDING BALANCE	(1,001,711.27)	(615,793.37)	1,247,701.00	456,234.85	121,000.38	1,054,763.76

NOVEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
11/1/2025	-	-	-	-	-	1,054,763.76
11/5/2025	(263,427.58)	-	216,283.56	-	-	1,007,619.74
11/15/2025	-	(348,817.82)	-	122,785.83	-	781,587.75
11/20/2025	(345,536.26)	-	447,716.35	-	-	883,767.84
11/30/2025	(232.72)	(304,434.60)	92,651.65	285,764.45	-	957,516.62
ENDING BALANCE	(609,196.56)	(653,252.42)	756,651.56	408,550.28	-	957,516.62

DECEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
12/1/2025	(467,115.67)	-	358,699.83	-	-	849,100.78
12/8/2025	-	-	-	-	-	849,100.78
12/15/2025	(371,907.29)	(307,793.17)	65,200.87	276,933.19	-	511,534.38
12/20/2025	-	(1,020.43)	536,057.41	-	-	1,046,571.36
12/31/2025	(250,509.70)	(326,964.41)	1,798.81	153,204.24	-	624,100.30
ENDING BALANCE	(1,089,532.66)	(635,778.01)	961,756.92	430,137.43	-	624,100.30

JANUARY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
1/1/2026	-	-	-	-	-	624,100.30
1/8/2026	(261,869.95)	-	240,053.89	-	526,910.85	1,129,195.09
1/15/2026	(228,850.80)	(289,316.72)	-	251,996.31	-	863,023.88
1/20/2026	(833,505.17)	-	327,839.61	7,187.60	-	364,545.92
1/31/2026	(240,291.27)	(298,350.11)	942,290.43	642,571.56	-	1,410,766.53
ENDING BALANCE	(1,564,517.19)	(587,666.83)	-	1,510,183.93	901,755.47	1,410,766.53

FEBRUARY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
2/1/2026	(234,565.85)	-	8,170.70	-	-	1,184,371.38
2/15/2026	(232,376.10)	(301,381.81)	161,827.46	129,098.32	-	941,539.25
2/20/2026	-	-	144,044.04	-	-	1,085,583.29
2/28/2026	(398,516.35)	(319,069.03)	7,950.88	256,044.82	-	631,993.61
ENDING BALANCE	(865,458.30)	(620,450.84)	-	321,993.08	385,143.14	631,993.61

MARCH

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
3/1/2026	(264,534.99)	-	8,204.41	-	-	375,663.03
3/15/2026	(330,356.11)	(298,815.55)	503,094.84	305,463.98	-	555,050.19
3/20/2026	-	-	87,571.40	-	-	642,621.59
3/31/2026	(234,889.69)	(304,473.49)	1,046,504.29	299,707.29	-	1,449,469.99
ENDING BALANCE	(829,780.79)	(603,289.04)	-	1,645,374.94	605,171.27	1,449,469.99

APRIL

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
4/9/2026	(296,462.04)	(1,400.35)	132,102.43	-	-	1,283,710.03
4/15/2026	(355,447.86)	(297,451.60)	81,367.69	191,613.05	-	903,791.31
4/20/2026	(19,176.04)	-	8,203.49	-	268,255.91	1,161,074.67
4/30/2026	(221,958.66)	(298,803.15)	1,163.95	463,850.07	113,452.23	1,218,779.10
ENDING BALANCE	(893,044.60)	(597,655.10)	-	222,837.56	655,463.12	1,218,779.10

MAY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
5/1/2026	(313,362.49)	-	98,799.75	-	2,751.49	1,006,967.86
5/15/2026	(346,114.60)	(297,866.04)	226,907.24	249,756.08	-	839,650.53
5/20/2026	-	-	505,500.07	-	-	1,345,150.61
5/31/2026	(380,023.68)	(299,918.19)	530,990.43	249,756.08	-	1,445,955.24
ENDING BALANCE	(1,039,500.77)	(597,784.23)	-	1,362,197.49	499,512.16	1,445,955.24

JUNE

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
6/1/2026	-	-	-	-	-	1,445,955.24
6/15/2026	(478,941.71)	(374,098.82)	246,186.55	-	-	839,101.26
6/20/2026	-	-	333,974.97	249,756.08	-	1,422,832.31
6/30/2026	(355,283.09)	(289,992.84)	135,666.74	-	-	913,223.11
ENDING BALANCE	(834,224.80)	(664,091.67)	-	715,828.25	249,756.08	913,223.11

TOTALS	(12,654,978.14)	(7,387,843.45)	-	11,677,185.15	6,718,836.83	1,539,498.63	913,223.11
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Enrollment Trends

2024-2025 to 2025-2026

What to Watch

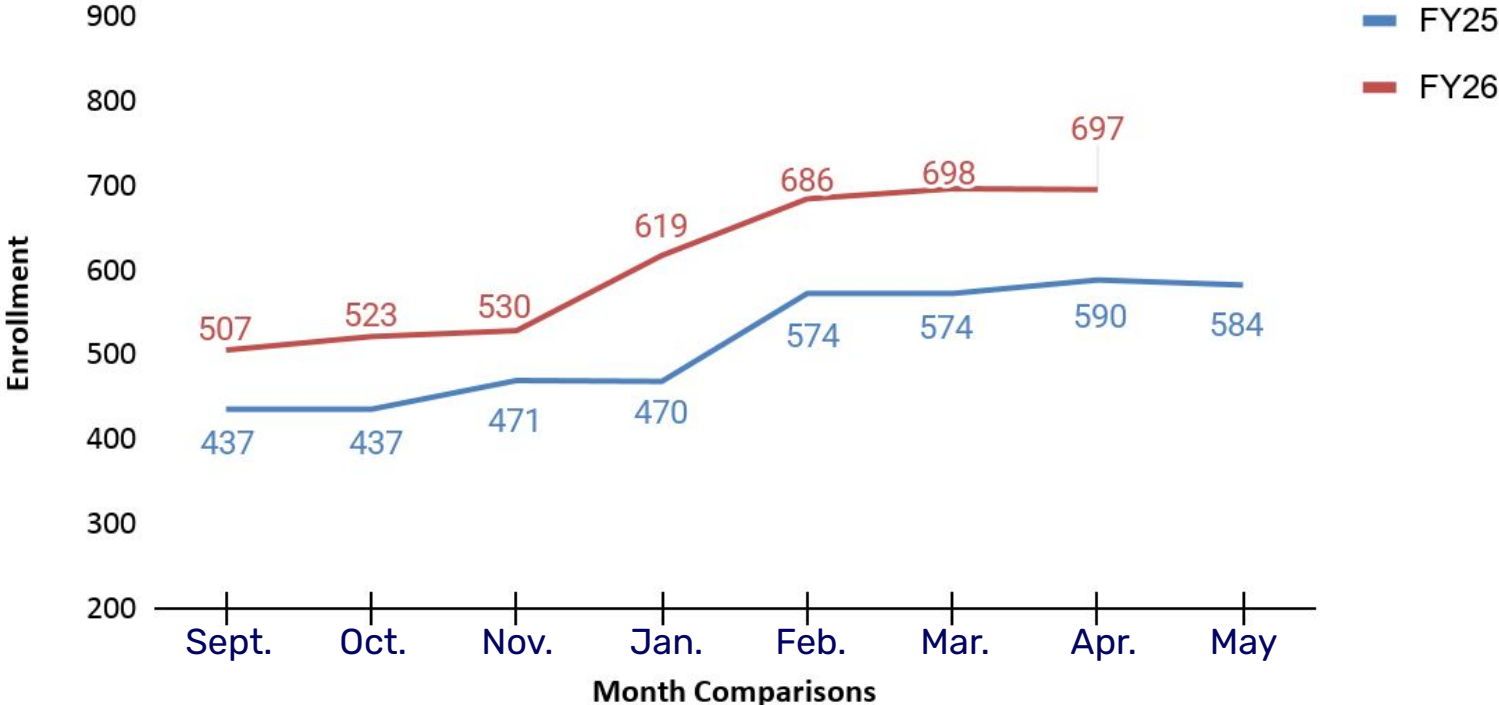
Use these trends to:

Monitor year-over-year growth patterns, particularly fall enrollment compared to prior year and mid-year stabilization.

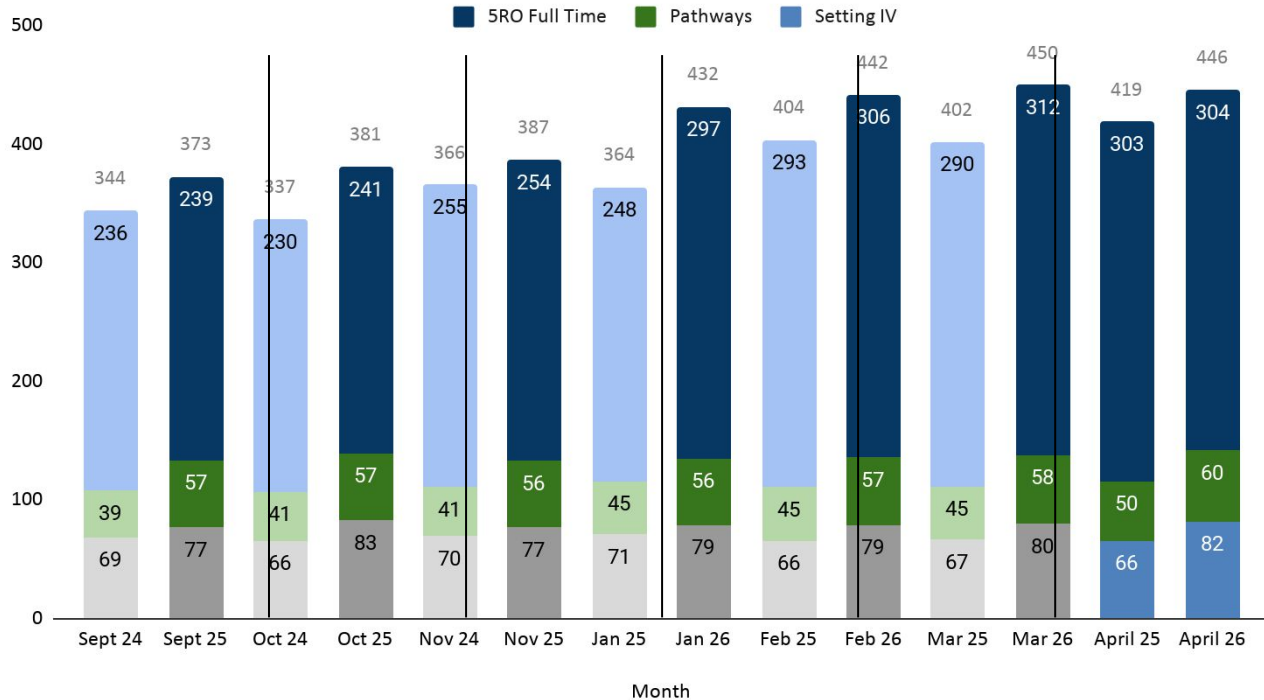
Guide staffing decisions, mid-year adjustments and long-term cooperative sustainability planning.

Sustained changes in total enrollment directly affect tuition billing projections to member districts, percent returned from 5RO enrollment and aggregate staffing ratios across programs.

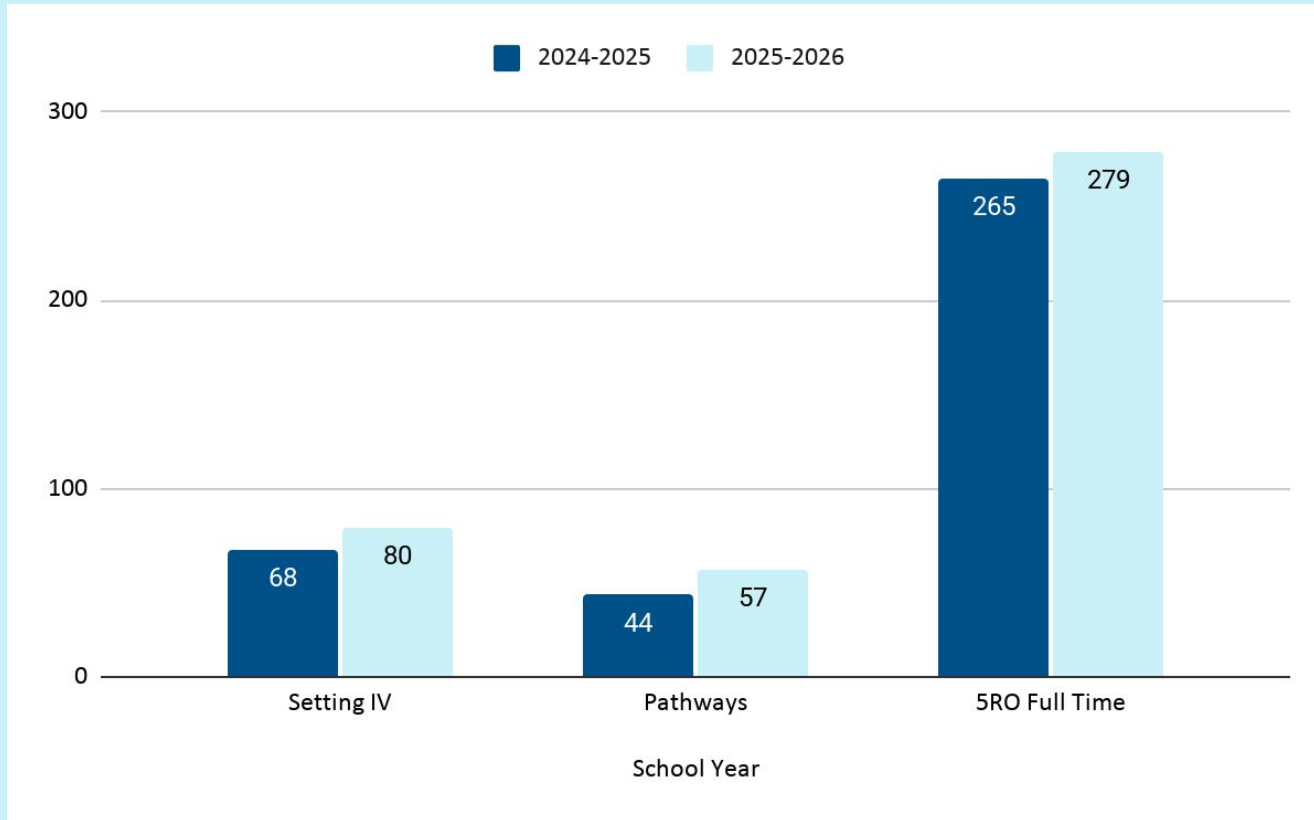
FY25 to FY26 Total Enrollment Comparison



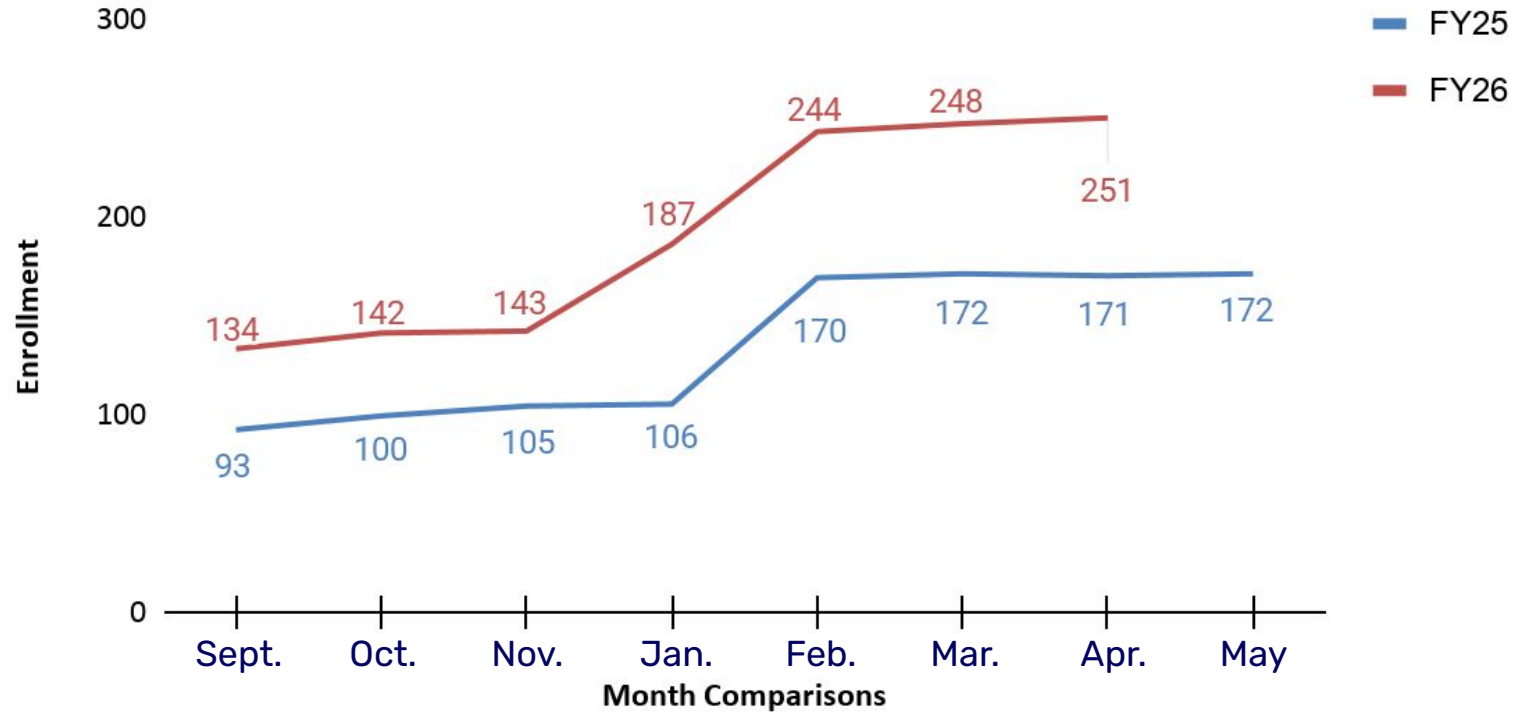
Setting IV, Pathways & 5RO Full Time Enrollment Over Time



Average Enrollment Change September through March - Full Time



FY25 to FY26 Supplemental Enrollment Comparison



Any Questions?

Goodhue County Education District (GCED)

Building the Future Teachers Club

**A \$500,000 pathway to grow our own educators,
eliminate barriers, and empower our hidden gem students.**

Strategic Briefing & Nomination Guide
for Principals and Counselors

(Cannon Falls, Goodhue, Kenyon-Wanamingo,
Lake City, Zumbrota-Mazeppa)

The Demographic Gap in Goodhue County

Students of Color: Up to 27% of the student body.

The Opportunity Space

Teachers of Color:
Less than 2% of the workforce.

Our student diversity is rapidly growing, but our teaching staff does not yet reflect the communities we serve. If we want a workforce that reflects our changing student body, we cannot wait for teachers to move to Greater Minnesota. We must build the pathway ourselves.

The Solution: The \$500,000 GCED Future Teachers Club



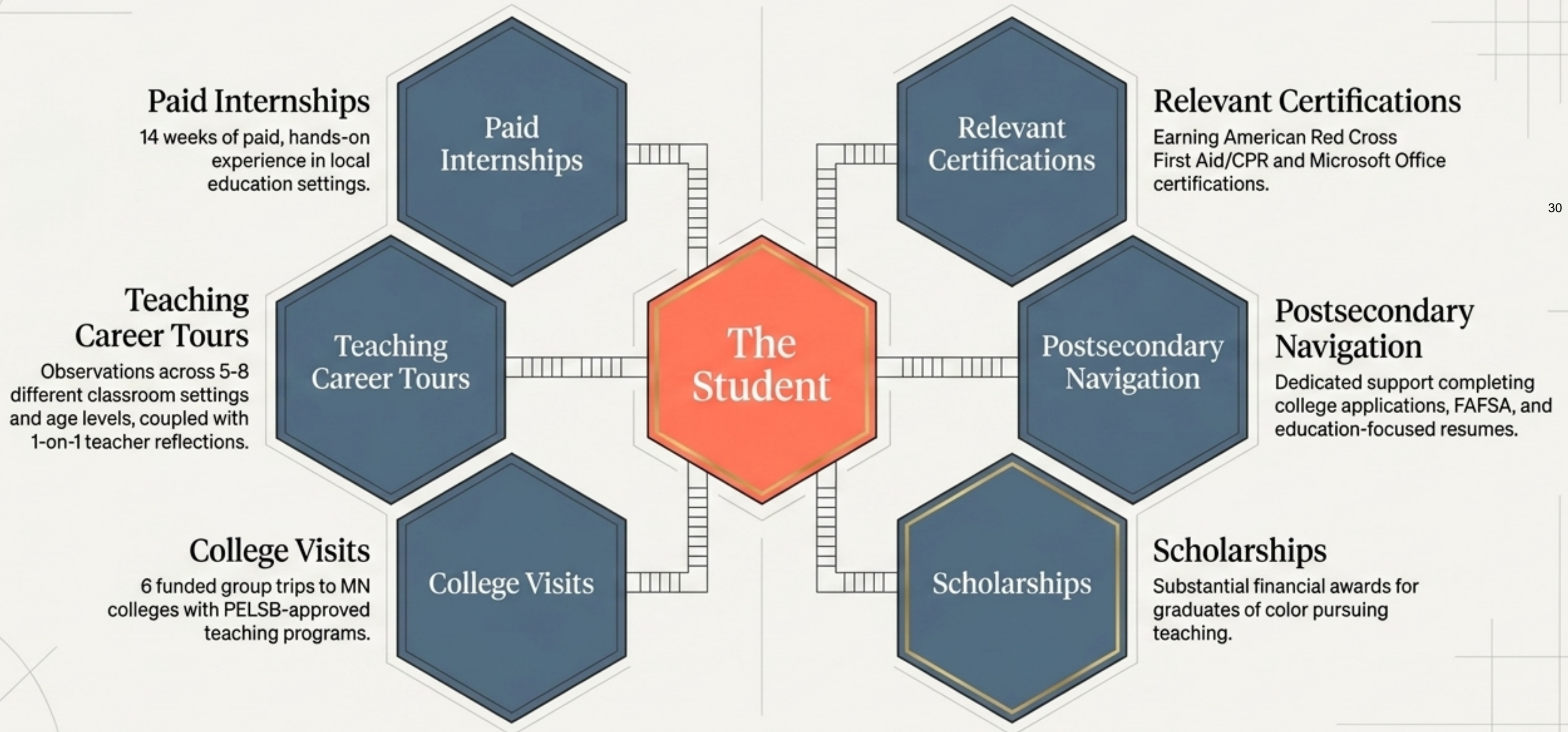
Supporting 20 students per year over the 5-year grant period.

A dedicated focus on identifying and elevating diverse talent, including Indigenous students.

Targeted at juniors and seniors to maximize immediate impact on college access and career planning.

This is not just another after-school club. It is a fully funded, credit-earning, and paid career incubator.

The 6 Pillars of the Future Teachers Ecosystem



Engineered to Remove Barriers

The Barriers

I don't have time. I have to work to support my family.

College is too expensive.

I don't know how to navigate the system.

The Pathways

Paid & Credit-Earning

Students earn high school credit and are paid for their internships. Flexible scheduling—not just rigid after-school slots.

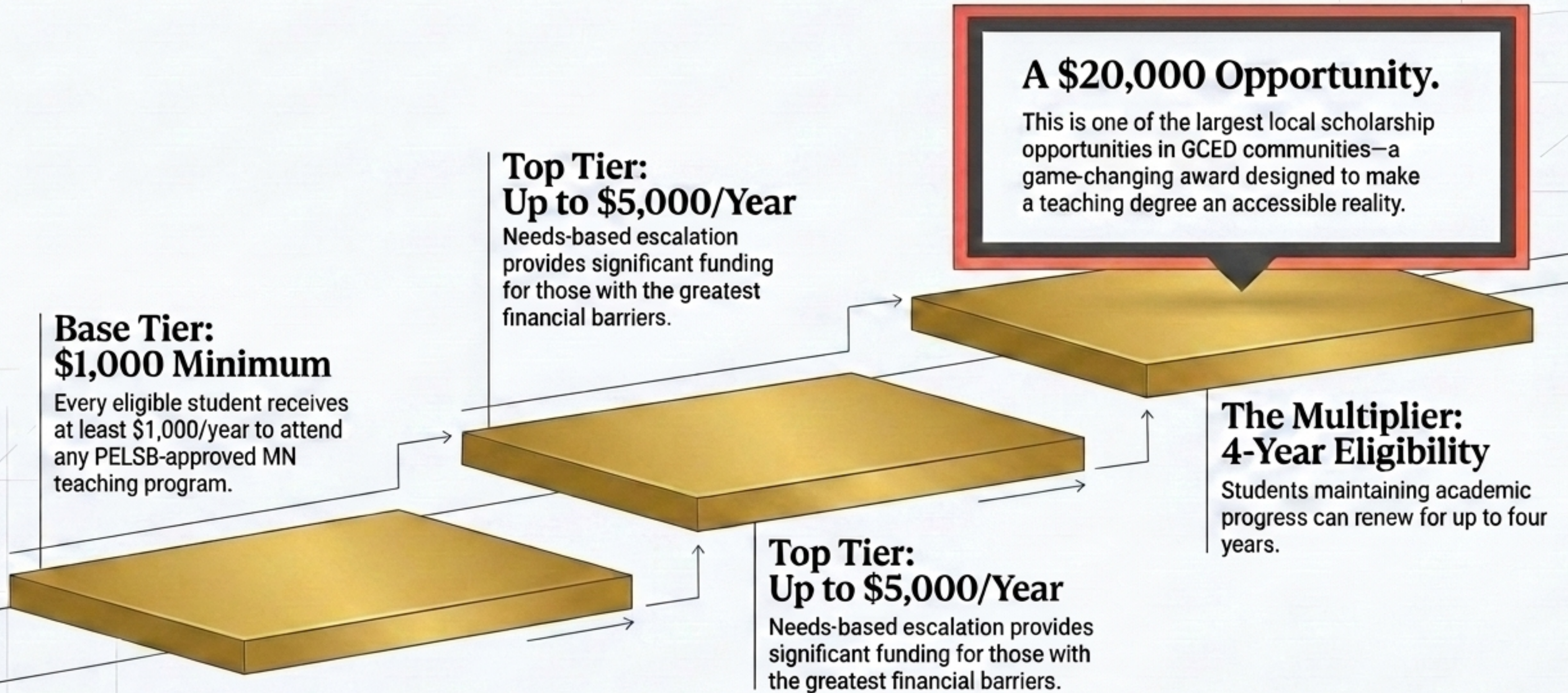
Substantial Financial Support

Paid wages plus dedicated postsecondary scholarships exclusively for students of color.

1-on-1 Advising

Program Coordinator provides weekly, individualized mentoring, demystifying the application and certification process.

The Financial Catalyst: \$125,000 in Scholarships



The Diagnostic: Finding Our “Hidden Gems”

We are intentionally shifting away from the “usual suspects” who dominate extracurriculars. We need your help to identify the students who are often overlooked but possess immense potential.

The Traditional Club Profile (Who we are NOT optimizing for)

Has abundant free time after school.

Highly resourced and already on a clear college track.

Heavily involved in multiple standard extracurriculars.

The GYO Target Profile (Who we NEED you to nominate)

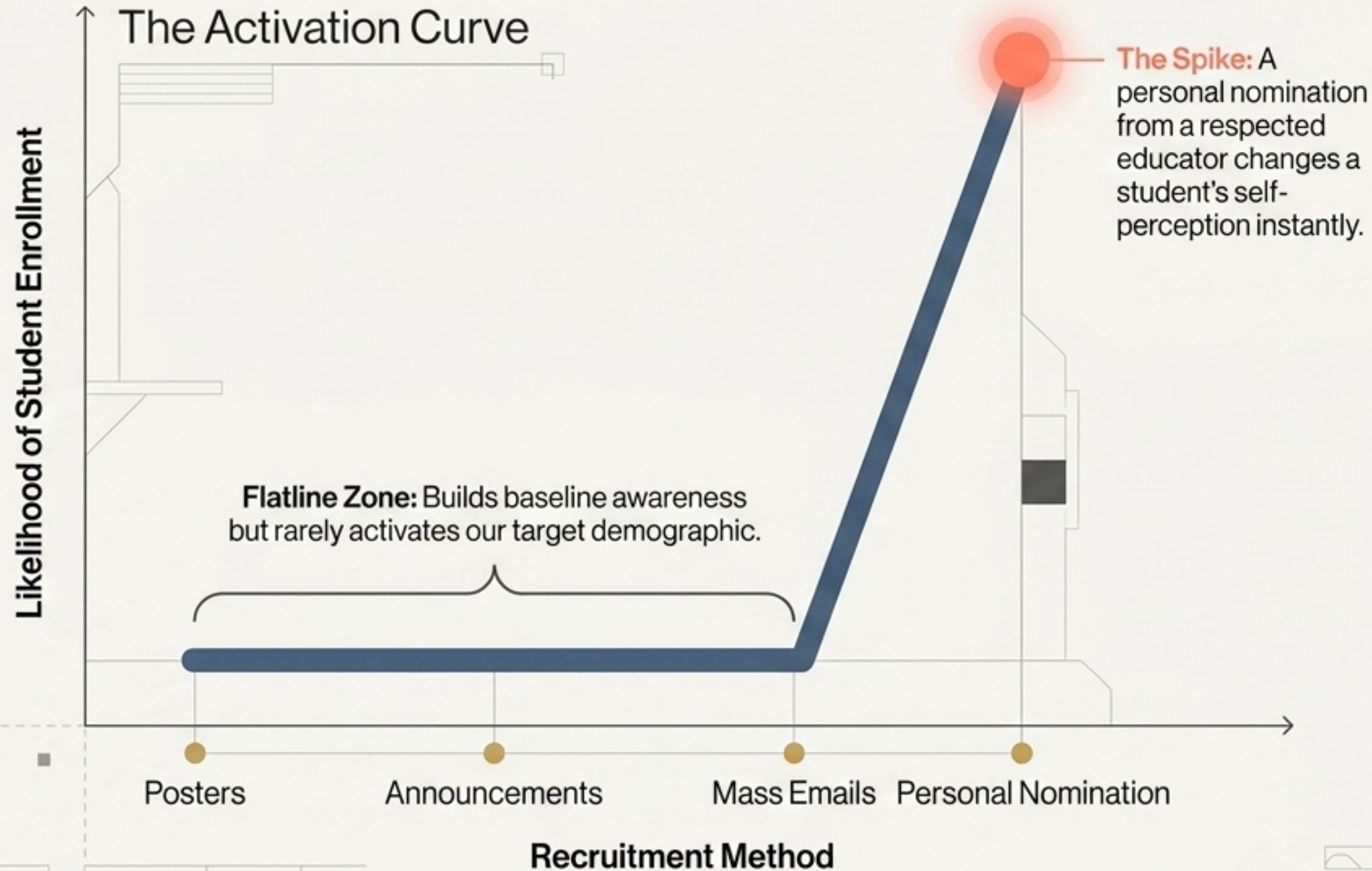
Working after school to support their family or themselves.

Needs high school credit to stay on track for graduation.

Students of color and Indigenous students who may not see themselves reflected in current teaching staff.

High emotional intelligence and potential, but currently unseen or unengaged by traditional systems.

The Power of the Personal Ask



Research shows that individuals are exponentially more likely to engage when personally invited. For a student of color who has never considered teaching, hearing "I see this in you, and I nominated you" from a counselor is the catalyst that makes enrollment happen.

The Recruitment Journey: Your Frictionless Role



The Launch Timeline



Guided by the Community, For the Community

The Philosophy

We are shifting power to those most impacted. By having the Council continuously review program data and make adjustments, we ensure the program dynamically responds to the real needs of our students.

Shared Power & Decision Making

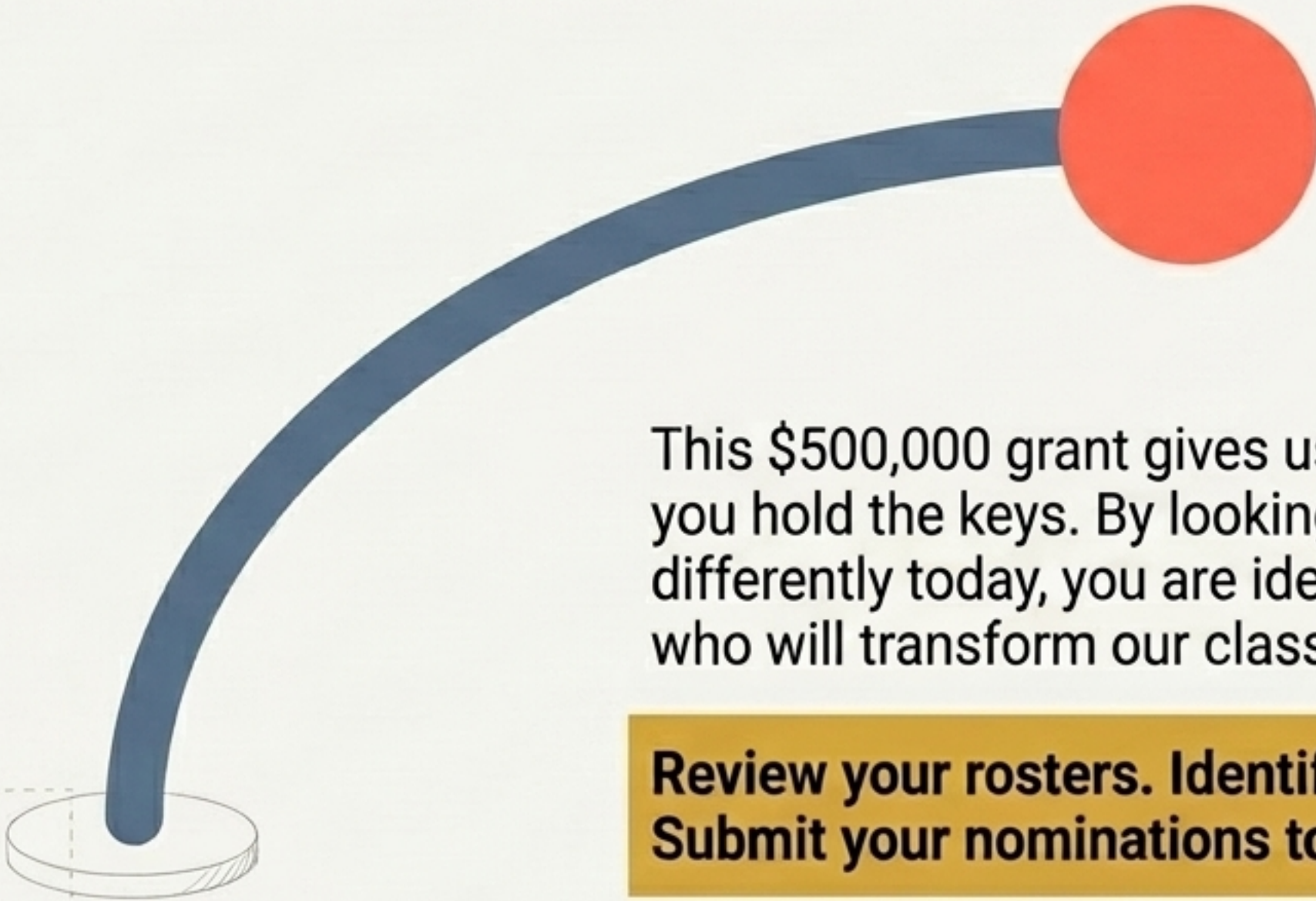
The GCED GYO Teaching Council

The central leadership body overseeing all major decisions, participant selection, and scholarship awards.

Composition

Intentionally comprised of a majority of people of color. Includes students, parents, school staff, and community partners (including the Rise Up Partnership and Jones Family Foundation).

They Aren't Just Students. They Are Your Future Colleagues.



This \$500,000 grant gives us the architecture, but you hold the keys. By looking at your rosters differently today, you are identifying the educators who will transform our classrooms tomorrow.

**Review your rosters. Identify your hidden gems.
Submit your nominations today.**

Next Steps & Contact:

Liz Diggins,
Program Coordinator

Jess Whitcomb,
Grant Manager /
Director of Equity &
Instructional Services

ediggins@gced.k12.mn.us

VI.	Old Business:	
A.	2nd Reading of Policies: 412, 415, 417, 419, 420, 421, 422, 423 and 427	40

412 EXPENSE REIMBURSEMENT

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

I. PURPOSE

The purpose of this policy is to identify education district business expenses that involve initial payment by an employee and qualify for reimbursement from the education district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All education district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary education district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official education district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the education board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing education district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the education district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the education district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for education district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to education district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The executive director shall develop a schedule of reimbursement rates for education district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The executive director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[NOTE: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of education district personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the education district is to comply fully with Minnesota Statutes, section 626.557 requiring education district personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any education district personnel fails to report suspected maltreatment of vulnerable adults when the education district personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Abuse" means:
 - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes, sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes, section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes, section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes, sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
 - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes, section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes, section 245.825.
 - 3. Any sexual contact or penetration as defined in Minnesota Statutes, section 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes, section 626.5572, subdivision 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes, section 626.5572, subdivision 17.
- J. "Education district personnel" means professional employees or their delegates of the education district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes, chapter 245A, except as excluded under Minnesota Statutes, section

626.5572, subdivision 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes, section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in education district personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.

- C. This policy should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

417 CHEMICAL USE AND ABUSE

[NOTE: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The education district board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The education district board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the education district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with education district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The education district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in an education district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The education district shall establish a drug-free awareness program for its employees.

[NOTE: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law.]

III. DEFINITIONS

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes, section 152.02 and "marijuana" as defined in Minnesota Statutes, section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages,

intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.

- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Education District Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

1. The education district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the education district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in an education district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

[NOTE: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40-121A.56, ~~and proposed for expulsion.~~
3. Searches by education district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with education district board policies related to search and seizure.
4. Nothing in Paragraph IV.B.1. prevents a teacher or any other education district employee from reporting to a law enforcement agency any violation of law occurring on education district premises or at school or education district sponsored events.

D. Preassessment Team

1. Every school that participates in an education district chemical abuse program shall establish a chemical abuse preassessment team designated by the executive director or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the executive director or designee will assign these duties to a designated education district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about education district and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes, section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about education district or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the education district.
 - c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes, section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[NOTE: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

V. EMPLOYEES

- A. The education district shall establish a drug-free awareness program to inform employees about:
1. The dangers of drug abuse in the workplace.
 2. The education district's policy of maintaining a drug-free workplace.
 3. Available drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The education district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug, ~~and~~ Alcohol, ~~and~~ Cannabis Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)

MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other personnel of the education district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the education district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all education district property and all off-campus events sponsored by the education district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the education district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all education district property and all off-campus events sponsored by the education district.
- C. The education district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The education district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The education district will not promote or allow promotion of tobacco products or electronic delivery devices on education district property or at education district sponsored events.

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on education district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on education district property or at off- campus events sponsored by the education district.

- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

- A. The education district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The education district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the education district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on education district premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to education district discipline procedures.
- C. Education district administrators and other school personnel who violate this tobacco-free policy shall be subject to education district discipline procedures.
- D. Education district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and education district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other education district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The education district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. § 121A.08 (Smudging Permitted)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School

District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the education district be able to attend the schools of the education district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the education district board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the education district board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the education district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the education district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the education district board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the education district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the education district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the education district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in

consultation with the educational planning team.

2. The education district board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Minnesota Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The executive director along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the education district are subject to a requirement of equal access and comparable services.

F. Precautions

The education district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the education district's procedures regarding blood-borne pathogens developed pursuant to the education district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the education district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the education district only in accordance with state and federal law and with the education district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of the Minnesota Department of Health.

I. Prevention

The education district shall, with the assistance of the Commissioners of Health and

Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes, section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts, cooperatives and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for education district staff and education district board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The education district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The education district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)

16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Resources: MN Department of Health, [Persons Required to Report Disease](#) (accessed 12/23/25)

421 GIFTS TO EMPLOYEES AND EDUCATION DISTRICT BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to education district employees and education district board members.

II. GENERAL STATEMENT OF POLICY

- A. The education district recognizes that students, parents, and others may wish to show appreciation to education district employees. The policy of the education district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the education district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The executive director has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the education district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the education district.
- F. An elected or appointed member of a education district board, an executive director, a school principal, or an education district school officer, including the education district business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that an education district board member, an executive director, a school principal, or an education district school officer is authorized to make.
- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Adopted: 02/24/22

MSBA/MASA Model Policy 422

Orig. 1995

Revised: TBD

Rev. 2022

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the education district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The education district is committed to an educational environment in which all students are treated with respect and dignity. Every education district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all education district employees at all times, whether on or off duty and on or off of education district locations.
- B. At all times, students will be treated by teachers and other education district employees with respect, courtesy, and consideration and in a professional manner. Each education district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the education district and must be mindful of their authority and influence over students.
- D. Sexual relationships between education district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the education district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. Education district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

- H. Education district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the education district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. EDUCATION DISTRICT ACTION

Upon receipt of a report, the education district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. Education district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and education district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the education district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (~~School District or Charter School Disclosure of ff~~
~~Violence or Inappropriate Sexual Contact~~ **Personnel Data**)
Minn. Stat. § 122A.20, Subd. 2 (~~Mandatory Reporting to Professional Educator~~
~~Licensing and Standards Board or Board of School Administrators~~ **Suspension**
or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (**Employment; Contracts;**
Termination ~~Mandatory immediate discharge of teachers with license~~
~~revocations due to child or sex abuse convictions~~)
Minn. Stat. §§ 609.341-609.352 (~~Defining “intimate parts” and “position of~~
~~authority” as well as detailing various sex offenses~~ **Definitions**)
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)

MSBA/MASA Model Policy 507 (Corporal Punishment)

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[NOTE: School districts are required by Minnesota Rules 3525.2340, subpart 4.B, to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services sixty (60) percent or less of the instructional day.]

[NOTE: Minnesota Statutes, section 179A.07, subdivision 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education ~~teachers~~staff.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services sixty (60) percent or less of the instructional day.

II. DEFINITIONS

[NOTE: MSBA arranged these paragraphs in alphabetical order in February 2026.]

A. Direct Services

"Direct services" means special education services provided by a ~~special education teacher or a related service professional~~ when the services are related to instruction, including cooperative teaching.

B. Indirect Services

"Indirect services" means special education services ~~provided by a special education teacher or a related service professional~~ which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe. *Indirect services may be provided by a teacher or related services professional to another regular education, special education teacher, related services professional, paraprofessional, support staff, parents, and public and nonpublic agencies to the extent that the services are written in the pupil's IEP and IFSP.*

C. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent or executive director.
- B. In determining workload limits for special education staff, the education district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the education district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the education district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the education district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

VII.	New Business:	
A.	Contract for Police School Resource Officer	68



Contract for Police School Resource Officer

Between The

City of Red Wing

And

Goodhue County Education District #6051-61

This contract shall be for the 2026/2027 School Year, the 2027/2028 School Year, and the 2028/2029 School Year.

This Agreement made and entered into this _____ day of _____, 2026, by and between the City of Red Wing hereinafter referred to as the (“City”) and the Goodhue County Education District, hereafter referred to as the (“District”) under Minnesota law. In consideration of the mutual promises contained in this Agreement and for other valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1) PURPOSE:

This contract is to address the need for the presence of one School Resource Officer (“SRO”) to be assigned by the Chief of Police to work in and around the Goodhue County Education District, River Bluff Education Center. The SRO will provide instruction and law enforcement services to the District as set forth in this contract.

2) OFFICER EMPLOYED BY THE CITY:

The Chief of Police shall assign in accordance with applicable State statutes one law enforcement officer to serve as SRO in the District. The City shall assume all obligations and payments with regard to the SRO’s salary, and benefits, including workers' compensation, PERA, applicable taxes, etc. The District shall pay the City for the SRO’s services as outlined in Section 11 of this contract. The District shall not assume any liability for acts of the City’s personnel in the performance of their duties. Any law enforcement personnel assigned as SRO’s under the terms of this agreement shall be deemed to be City employees.

3) TERM OF CONTRACT:

The term of this contract will be for three (3) school years, beginning July 1, 2026, and ending June 30, 2029, unless terminated by either party as specified in this contract. The contract may be renewed by the parties in writing upon mutually agreeable terms after the completion of the 2028/2029 school year.

4) SERVICES PROVIDED:

The District and the Chief of Police will work together to develop and determine the services that will be rendered to the District. Services provided to the District may include, but are not limited to, the following:

1. Respond to on-campus emergencies involving medical problems, injuries and related emergency situations of students, staff and the general public.
2. Enforce state laws and local ordinances on District property.
3. Initiate investigations of crimes committed on District property, and work to prevent criminal behavior.
4. Detain and/or arrest suspects according to law and policies of the Red Wing Police Department.
5. Initiate investigative referrals to the Red Wing Police Department Investigations Division as deemed appropriate by the SRO.
6. Perform investigative follow-up work, including interviews of witnesses, victims and suspects.
7. Complete information and help prepare cases for the District, and for the City or County Attorney.
8. Promote and provide crime prevention education to staff, students and the public.
9. Provide information to the District faculty and staff regarding federal and state laws, local ordinances, and the criminal justice system.
10. Assist District faculty and staff when needed with unruly or violent students.
11. Attend District faculty and staff meetings, committee meetings, and staff seminars/training as requested by the District and deemed relevant to the job position by the SRO as availability allows.
12. Participate in student/staff programs as deemed appropriate to the job position by the SRO as availability allows. Examples include but are not limited to: Alcohol and Drug Assessment Teams: Conflict/Relationship Mediation Programs, Support Groups, Student at Risk Programs.

13. Provide assistance in counseling services, provide resource information and options to students as deemed appropriate to job position by the SRO.
14. Refer students to District and other available counseling services as appropriate.
15. Provide classroom and educational programs assistance in dealing with drug, alcohol, and violence prevention as availability allows.
16. Provide education to students, faculty, staff, and the public regarding gang activity and other issues pertaining to law enforcement practices and the Police/School Resource Program.
17. Attend other school activities as deemed necessary by the District such as: summer school programming (ESY).
18. Those duties specified in Minnesota Statutes section 626.8482, subdivision 2.
19. Other duties as assigned by the Chief of Police or their designee.

Final approval of said duties and all law enforcement services shall be at the discretion of the Chief of Police or their designee.

If requested, the District shall provide the City with an evaluation of the services received.

5) NO LIABILITY:

The City shall not assume any liability for acts of District personnel, officials, contractors, or agents in the performance of their duties.

6) LEVEL OF SERVICE:

The SRO will respond to emergency calls within the City when necessary and will attend required police training and special duties as assigned by the Chief of Police or their designee while fulfilling the requirements of this contract. This may include the SRO's time off for vacation, sick leave, and required or approved duty time off.

The SRO assigned will inform the District when he/she will be absent from the District due to vacations, sick leave, training, special duties, or other investigations deemed necessary by the Chief of Police or their designee.

The Chief of Police will provide needed law enforcement within the District during the absence of the SRO. This presence shall be at the request of the District and consist of either an officer working in an assigned school building or the availability of an officer if there is a need for an officer to respond to a school. If the SRO will be absent from the District for two or more consecutive school days, the Chief of Police or their designee

will assign a law enforcement officer to work in a school building for at least half (4 hours) of the school day, understanding that emergency situations take precedence.

In the event of non-student days the SRO may use this time to complete necessary school related case work and is not obligated to remain in the school building.

7) DUTIES OF OFFICER:

The basic duties of the SRO shall be as agreed by the District and the Chief of Police under Section 4 of this Agreement.

The Red Wing Police Department will exercise latitude in scheduling of work hours for the SRO to meet the principal needs of the contract. The SRO shall be principally housed at the River Bluff Education Center. In the event the SRO is requested to work after normal school hours, the SRO will attempt to accommodate the request, working within the terms of their union contract.

8) CLOTHING, EQUIPMENT, SUPPLIES:

The City shall provide required clothing, uniforms, vehicle, computer and necessary law enforcement equipment for the SRO to perform law enforcement duties.

The District shall provide the SRO with a private lockable office, telephone and necessary office equipment for the officer to perform his/her duties under this contract.

The assigned SRO will wear a duty uniform Monday-Thursday (unless directed otherwise by the Chief of Police or their designee), and a professional causal look uniform on Friday.

9) SCHOOL CALENDAR:

The District will provide the Chief of Police with a school calendar for each school year.

10) SHARING OF INFORMATION AND EDUCATIONAL RECORDS:

The District will share student information and records with the officer in accordance with applicable state and federal laws pertaining to students. Both parties acknowledge that they are governed by the Minnesota Government Data Practice Act ("MGDPA") and

agree that all data collected, created, received, maintained, or disseminated pursuant to this Agreement will be done in accordance with the MGDPA.

11) DURATION AND COST:

The District shall pay the City in accordance with the terms of this contract.

Salary: The District agrees to pay the City an annual lump sum for the services of one SRO for the 2026-2027, 2027-2028 and 2028-2029 school years (school year is from July 1 through June 30). This annual lump sum will be calculated using the SROs total salary and benefits, multiplied by the assigned cost-sharing percentages to the District and City, which for the period of this contract will be allocated at 60% to the District and 40% to the City. The annual lump sum payment is due by the end of the school year, for each year of the contract as follows: by June 30, 2027, the District will pay the City \$92,045.68 and the City cost is \$61,363.78; by June 30, 2028, the District will pay the City \$97,352.50 and the City cost is \$64,901.66; by June 30, 2029, the District will pay the City \$101,986.78 and the City cost is \$67,991.18.

12) TERMINATION:

Either party may terminate this agreement upon ninety (90) days written to the other party. All payments due hereunder shall be prorated by month in the event of such termination.

13) EQUAL DRAFTING:

In the event that either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties. Both parties have had the opportunity for administrative and legal review of this agreement.

14) CHOICE OF LAW, FORUM AND SERVERABILITY:

This Agreement shall be governed by the laws of the State of Minnesota. This Agreement is intended to comply with all requirements upon SRO's with Minnesota State Statutes Chapter 121A and related laws as amended, and to the extent any inconsistency exists, the statutory requirements shall apply. The parties agree that the Minnesota state and Federal courts will have exclusive

jurisdiction over any dispute arising out of this Agreement. If a court determines that any part of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.

15) ENTIRE AGREEMENT:

This Agreement reflects the entire agreement between the parties regarding school resource officer services. This Agreement supersedes any inconsistent statements or promises made by either party. This Agreement also supersedes and terminates any prior or existing agreements or contracts regarding the same or any similar subject matter. Neither party has relied upon any statements, promises, agreements, or representations that are not stated in this Agreement. No changes to his Agreement are valid unless they are in writing and signed by both parties.

16) APPROVAL BY GOVERING BODIES:

ATTEST:

GOODHUE COUNTY ED DISTRICT

Chairperson
Goodhue County Education District

Executive Director

Date

Date

ATTEST:

CITY OF RED WING

City Clerk

Mayor

Date

Date

B. 1st Reading of Policies: 424, 502, 503, 504, 505, 507.5,
508, 513, 516.5 and 518.

75

424 LICENSE STATUS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the education district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the education district.
- B. No person shall be a qualified teacher until the education district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The education district has a duty to ascertain the licensure status of its teachers and ensure that the education district's teacher license files are up to date. The education district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the education district.
- D. The education district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The executive director or the executive director's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the executive director or the executive director's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the executive director prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the executive director will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license

appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the executive director's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

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

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the education district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the education district. At no time does the education district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the education district. At no time does the education district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by education district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the education district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags,

packages, and clothing.

- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of education district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The education district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the education district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the education district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

503 STUDENT ATTENDANCE

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

- A. The education district board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the

previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the education district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the education district board from attendance because the student has already completed state and education district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.
- c. The education district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. Minnesota Statutes, section 120A.22 does not remove the education district's responsibility to continue to comply with reporting requirements in Minnesota Statutes, section 126C.05 for the purposes of funding.
- d. The principal must issue and keep a record of attendance, under rules established by the education board.

B. Attendance Procedures

Attendance procedures shall be presented to the education district board for review and approval. When approved by the education district board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a education district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 120A.22 as indicated above.]

- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

[NOTE: The school district may choose to include subparagraph (b).]

- c. The school board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent

attendance at school or application to study for the period required, which includes:

- (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or
- (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three (3) hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

[NOTE: In 2024, the Minnesota legislature amended Minnesota Statutes, section 120A.22, subdivision 12. The legitimate exceptions set forth above quote this statute. Minnesota law provides that a school board may include other exemptions in the school district's attendance policy. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within two (2) days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness

or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the education district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the education district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (five (5) tardies equal one (1) unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death or funeral in the student's immediate family or of a close friend or relative.
 - d. Medical, dental, orthodontic, or mental health treatment.
 - e. Court appearances occasioned by family or personal action.
 - f. Physical emergency conditions such as fire, flood, storm, etc.
 - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Five (5) unexcused tardies are equivalent to one (1) unexcused absence.
- D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs
- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
 - 2. School-initiated absences will be accepted and participation permitted.
 - 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
 - 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
 - 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS AND CULTURAL OBSERVANCES ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for a religious or cultural observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three (3) or more class periods on three (3) days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one (1) day.

[NOTE: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child ~~under the age of 17 years~~ who is at least twelve (12) years old and less than eighteen (18) years old who is absent from attendance at school without lawful excuse ~~for seven school days per school~~

~~year if the child is in elementary school or for one or more class periods on seven (7) school days per school year if the child is in middle school, junior high school, or high school, or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.~~

Pursuant to section 260C.163, subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy
504

Revised: _____

Orig. 1995
Rev. 2023

504 STUDENT DRESS AND APPEARANCE

PLEASE NOTE: MINNESOTA SCHOOL DISTRICTS AND CHARTER SCHOOLS ARE NOT REQUIRED TO REVISE THEIR DRESS CODE POLICIES AT THIS TIME.

The Minnesota School Boards Association (MSBA) engaged in a deep review of Model Policy 504—*Student Dress and Appearance*.

The updates offered below reflect the key goals of permitting students to engage in their First Amendment right to express themselves while maintaining a positive school environment in which learning is promoted and students are protected from harm.

In updating Model Policy 504, MSBA seeks to promote and support local discussion and decision-making. Alternative provisions are offered, such as on head wear and hats, in order to assist board members as they create a policy that best fits their schools and their communities.

As Minnesota school districts review and revise their dress code policies, MSBA anticipates that it will learn valuable lessons that can be shared with other schools throughout the state. The revisions offered here are a starting point and are likely to be augmented in the future.

This model policy uses the term “dress code” to refer to the policy itself because of the longstanding practice and community familiarity with the term. A school board can choose to use a different term, such as “clothing,” to replace dress.

Minnesota school boards have considerable authority to decide whether to have a dress code policy at all. Boards can choose the provisions the policy contains. School boards might choose to retain their current dress code policy. Boards may opt to change some provisions and to keep others. Boards may include language that does not appear in Model Policy 504.

School boards may choose to engage with students, staff, parents and guardians, and others to craft a dress code for the school district.

In light of the many local decision points that a dress code invites, MSBA decided to not attempt to create a redline version that could be universal across the state.

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

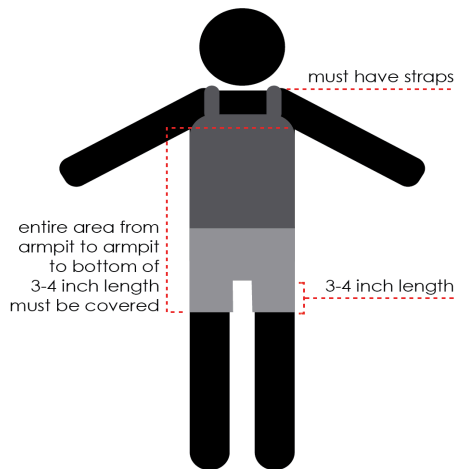
The dress code provisions offered below recognize that clothing is an expressive activity protected under the First Amendment. The policy seeks to promote fair treatment of all students and to reduce staff time spent monitoring student clothing. School boards may choose to adopt all, some, or none of the suggested provisions.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the education district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 - 1. does not injure people or damage property;
 - 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
 - 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 - 4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

 - 1. Clothing for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing for the activity (i.e., physical education or the classroom).
 - 4. Footwear that does not present a safety hazard.
 - 5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.
 - 6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- D. Student clothing may not include the following:
 - 1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). See-through garments may not be worn. Clothing that "materially and substantially disrupts or interferes with" the educational process and related standards as set out in Article II. B. above are prohibited.



2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate education district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be

enforced in line with Policy 506 (Student Discipline).

- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the education district.

II. GENERAL STATEMENT OF POLICY

- A. The education district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the education district, the education district board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the education district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

For expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

"Minor" means any person under the age of eighteen (18). "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

- B. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- C. "School activities" means any activity sponsored by the education district including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

- A. Students and employees of the education district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on education district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the charter school's educational objectives, discipline, or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of education district staff, use of education district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the executive director. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the executive

director to verify that the lack of response is not due to an inability to locate the person.

- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the charter school's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, education district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The education district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the education district board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

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 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

507.5 SCHOOL RESOURCE OFFICERS

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. "School resource officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer's contractual duties with the school district shall include:
 - 1. fostering a positive school climate through relationship building and open communication;
 - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
 - 3. serving as a liaison from law enforcement to school officials;
 - 4. providing advice on safety drills;
 - 5. identifying vulnerabilities in school facilities and safety protocols;
 - 6. educating and advising students and staff on law enforcement topics; and,
 - 7. enforcement of criminal laws.
- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in Paragraph IV.A.
- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when

carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in Paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under Paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than sixty (60) student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References: Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)
Minn. Stat. § 123B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

Resources: MN House of Representatives: [School Resource Officers](#) (accessed 10/02/25)
MN Department of Public Safety: [School Resource Officer Training](#) (accessed 10/02/25)
MN Department of Public Safety: [FAQs for Mandated School Resource Officer \(SRO\) Requirements](#) (accessed 10/02/25)

U.S. Department of Education: [FAQs on Photos and Videos under FERPA](#)
(accessed 10/02/25)

U.S. Department of Education: [School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\)](#)
(accessed 10/02/25)

U.S. Department of Education: [Does FERPA distinguish between School Resource Officers \(SROs\) and other local police officers who work in a school?](#)
(accessed 10/02/25)

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

The purpose of this policy is to ensure that the education district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The education district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
 2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
 3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
 2. The student's degree of impairment.
 3. The student's rate of progress.

4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the education district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in Education District.

An education district may provide ESY services to nonresident children with disabilities temporarily placed in the education district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
 Minn. Rules Part 3525.0755
 20 U.S.C. § 1400 ~~et seq.~~ (Individuals with Disabilities Education Improvement Act of 2004)
 34 C.F.R. Part 300 (~~IDEA Regulations~~ Assistance to States for the Education of Children with Disabilities)

Cross References: None

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The education board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The executive director's decision shall be final.

C. Program Design

1. The executive director, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating comprehensive achievement and civic readiness.
2. The education district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
3. The education district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
 - a. multiple objective criteria; and
 - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
4. The education district must adopt procedures for the academic acceleration of

gifted and talented students. These procedures will include how the education district will:

- a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
5. The education district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to underrepresented groups.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)
Minn. Stat. § 124D.02 (School Board Powers; Enrollment)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
~~MSBA/MASA Model Policy 617 (School District Insurance of Preparatory and High School Standards)~~
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

516.5 OVERDOSE MEDICATION

[NOTE: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the education district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)¹, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on education district property during the school day or at education district activities.

II. GENERAL STATEMENT OF POLICY

The education district board authorizes education district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: (1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the education district and its employees by law; (2) that the education district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and (3) the availability of funding either from outside sources or as approved by the education district board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is Sheri Johnson, River Bend Education District Nurse.
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction

¹ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the education district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The education district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the education district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the education board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the executive director (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the executive director or designee or solicited as volunteers by the superintendent.
- 2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by education district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
- 3. The District Planning Team will develop district-wide guidelines and procedures

and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the education district board. Once approved by the education district board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

- a. Ensure that when Naloxone is administered, education district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require education district employees to contact an education district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct education district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require education district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the executive director or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. Education District Staff

Education district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

- G. The education district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[NOTE: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the education district board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those education district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The education district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
~~Minnesota Department of Health Toolkit on the Administration of Naloxone~~

Resources: [Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings](#)

Adopted: 8/23/12

Revised: TBD

MSBA/MASA Model Policy 518
Orig. 1995
Rev. 2003

518 DNR-DNI ORDERS

I. PURPOSE

The education district recognizes that it is serving students with complex health needs. The education district also recognizes that education district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to education district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the education district is education. DNR-DNI orders are medical documents. Education district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The education district will not convey such orders to emergency medical personnel.
- B. Education district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. Education district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this education district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References: None

- C. Executive Director Agreement for 2026-27, 2027-28 and 2028-29.
- VIII. **Other:**
- IX. **Comments: Board/Director**
- X. **Next Meeting Date: May 28, 2026, at the River Bluff Education Center in Red Wing.**
- XI. **Adjournment**