

SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





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

September 23, 2019
6:00 PM

1. CALL TO ORDER SCHOOL BOARD BUSINESS MEETING AND ROLL CALL - CHAIR BOWERMAN
2. PLEDGE OF ALLEGIANCE
3. WE ARE SHAKOPEE SCHOOLS
 3. 1. Recognition of MAFCS's (Minnesota Association of Family and Consumer Sciences) 2020 Teacher of the Year Heather Baumbach
Congratulations to Shakopee High School teacher Heather Baumbach. She has been awarded the MAFCS's (Minnesota Association of Family and Consumer Sciences) 2020 Teacher of the Year. Heather has been instrumental in the growth and curriculum development of the Shakopee Family and Consumer Science Department. She teaches three different levels of culinary classes and has partnered with Valleyfair and other businesses/chefs to help students develop their skills with professionals in the field. "The nomination for MAFCS TOY was a huge surprise," said Baumbach. "I'm so honored to win the award and hope to proudly show the amazing work that all FACS teachers do in MN." Heather will spend this year representing Minnesota in various capacities. She will also apply for AAFCS's (American Association of Family and Consumer Sciences) National Teacher of the Year.
4. CONSIDERATION OF AGENDA AS PRESENTED
5. CONSENT ITEMS
 5. 1. Personnel Items
 - 5.1.1 Acceptance of Resignations**
Last Name, First Name, Position, Location, Effective Date
Crooks, Darcy, Program Support Assistant, East Middle School, 9/26/2019
Dodoo, Naa, Program Support Assistant, High School, 8/30/2019
Everson, Casey, Program Support Assistant, Sweeney Elementary School, 8/29/2019
Felker, Theresa, Program Support Assistant, Jackson Elementary School, 9/04/2019
Foss, Ben, Program Support Assistant, Jackson Elementary School, 8/28/2019
Holforty, Joy, Teacher, Special Services, High School, 6/07/2019

Lehn, Leanne, Program Support Assistant, East Middle School, 9/04/2019
McDonald, Lori, Program Support Assistant, Eagle Creek Elementary School,
9/13/2019
Parker, Missy, Teacher, ESL, High School, 6/07/2019
Yang, Vatoua, Technology Assistant, Sun Path Elementary School, 8/30/2019

Recommended Action

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

5.1.2 Approval of Terminations

The district is recommending the termination of employment of Jennifer Ingerson, Program Support Assistant at Jackson Elementary School effective 9/05/2019.

The district is recommending the termination of employment of Beth Shank, Office Assistant at Shakopee High School effective 9/11/2019.

Recommended Action

Approve the terminations as presented.

5.1.3 Approval of Certified Contracts for the 2019-20 School Year

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual

Appleton, Hannah, Teacher, ESL, High School, MA, 6, 1.0, 8/29/2019, \$50,443.91 (prorated)

Beran, Abigail, Teacher, Intervention, Sun Path Elementary School, BA, 5, 1.0, 8/26/2019, \$41,671.00

Bloom, Elizabeth, Teacher, Special Services, West Middle School, BA, 3, .70, 8/26/2019, \$27,608.00

Leabo, Megan, Teacher, Special Services, Sweeney Elementary School, BA, 4, 1.0, 8/26/2019, \$40,556.00

Nimmer, Kelsey, Teacher, Grade 1, Sun Path Elementary School, BA, 8, 1.0, 8/26/2019, \$44,462.00

O'Fallon, Jolyssa, Teacher, Special Services, West Middle School, BA, 3, 1.0, 8/26/2019, \$39,440.00

Quast, Angela, Teacher, Special Services, Sweeney Elementary School, BA, 3, 1.0, 8/26/2019, \$39,440.00

Rehberger, Jennifer, Teacher, Grade 4, Eagle Creek Elementary School, BA, 6, 1.0, 8/26/2019, \$42,787.00

VanHorn, Alexander, Teacher, Grade 4, Eagle Creek Elementary School, BA, 5, 1.0, 8/26/2019, \$41,671.00

Recommended Action

Approve certified contracts as presented.

5.1.4 Approval of Non-Certified Contracts for the 2019-20 School Year

Last Name, First Name, Position, Location, Salary, Effective

Bloom, James, Custodian, High School, \$16.41/hr, 9/03/2019
Boe, Sjanna, Food Service Worker, Sun Path Elementary School, \$13.32/hr,
9/05/2019
Brady, Krysia, Program Support Assistant, Central Family Center, \$14.87/hr,
9/05/2019
Burrell, Raven, Food Service Worker, Eagle Creek Elementary School, \$13.32/hr,
9/05/2019
Clement, Keith, Program Support Assistant, High School, \$13.35/hr, 9/03/2019
Cole, Amy, Food Service Worker, Jackson Elementary School, \$13.32/hr,
9/03/2019
Englund, Jillian, Program Support Assistant, Central Family Center, \$14.87/hr,
9/11/2019
Fitzgibbons, Melissa, Food Service Worker, High School, \$13.32/hr, 9/16/2019
Fuller, Marta, Food Service Worker, High School, \$13.32/hr, 9/03/2019
Gonzalez, Alondra, Program Support Assistant, East Middle School, \$14.59/hr,
9/03/2019
Gutierrez, Renee, Program Support Assistant, Central Family Center, \$14.59/hr,
9/16/2019
Iyow, Abdi, Technology Assistant, Sun Path Elementary School, \$18.30/hr,
9/16/2019
Jahangir, Robin, Technology Assistant, Sweeney Elementary School, \$17.54/hr,
9/05/2019
Krebsbach, Casey, Program Support Assistant, Red Oak Elementary School,
\$14.59/hr, 9/05/2019
Lawson, Sarah, Program Support Assistant, Red Oak Elementary School,
\$14.59/hr, 9/05/2019
Link, Cora, Program Support Assistant, Eagle Creek Elementary School, \$14.87/hr,
9/05/2019
Lo, Erika, Program Support Assistant, Sweeney Elementary School, \$14.59/hr,
9/09/2019
McLeod, Tricia, Program Support Assistant, Central Family Center, \$15.78/hr,
9/09/2019
Menden, Kayla, Program Support Assistant, Central Family Center, \$14.59/hr,
9/05/2019
Menden, Nicole, Program Support Assistant, Sweeney Elementary School,
\$14.59/hr, 9/05/2019
Norton, Larry, Program Support Assistant, High School, \$15.16/hr, 9/10/2019
Riesgraf, Linda, Program Support Assistant, Sweeney Elementary School,
\$13.35/hr, 9/05/2019
Simmons, Spencer, Food Service Worker, High School, \$13.32/hr, 9/03/2019
Sticha, Tressa, Program Support Assistant, Sweeney Elementary School,
\$14.87/hr, 9/19/2019
Wegner, Jennifer, Program Support Assistant, Sun Path Elementary School,
\$14.87/hr, 9/10/2019

Wilson, Shante, Program Support Assistant, Eagle Creek Elementary School,
\$14.59/hr, 9/19/2019

Recommended Action

Approve the non-certified contracts as presented.

5.1.5 Approval of Long-Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, FTE, Salary
Markovich, Diane, Lund, Julie, Teacher, Music/Band, Jackson Elementary School,
8/26/2019 through approx. 11/28/2019, BA + 30 Step 3, 1.0, \$246.23/day
Mitchell, Lindsey, Rosewall, Amy, Teacher, English, West Middle School,
9/20/2019 through approx. 12/13/2019, BA Step 3, 1.0, \$214.35/day

Recommended Action

Approve long-term substitute contracts as presented.

5.1.6 Approval of Co-Curricular Assignments

Last Name, First Name, Position Title

Culver, Kourtney, Junior High Volleyball Coach

Murray, Aaron, Junior High Volleyball Coach

Recommended Action

Approve the co-curricular assignments as presented.

5.1.7 Request from Crown College to accept Student Teaching Agreement

In order to place student teachers in the Shakopee School District, we need an agreement signed by Shakopee school board members and Crown College. This agreement will be effective from August 21, 2019 through July 31, 2024.

Recommended Action

Approve and sign one copy of the agreement.

5. 2. Approval of Minutes of the August 26, 2019 School Board Business Meeting and September 9, 2019 School Board Work Session 8

Recommended Action

Approve the minutes of the August 26,2019 School Board Business Meeting and September 9, 2019 School Board Work Session as presented.

5. 3. Consideration of Bills and Authorization to Pay Same 20

Recommended Action

Approve the bills and authorize to pay same as presented.

5. 4. Approval of Wires Reports 34

Recommended Action

Approve the wires reports as presented.

5. 5. Approval of Change Order #33 for the Shakopee High School Additions and Renovations Project 35

Change Order #33 for the Shakopee High School Additions and Renovations Project in the amount of \$25,517.10 is presented for approval.

Recommended Action

Approve Change Order #33 as presented.

5. 6. Designation of an Identified Official with Authority for Education Identity Access Management 36
- The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.
- Recommendation Action**
- Authorize Sarah Koehn, skoehn@shakopee.k12.mn.us, and EDIAM user 0720_Koehn to act as the Identified Official with Authority (IOwA) for Superintendent Mike Redmond and Shakopee Public Schools - ISD#720.
6. DISCUSSION
6. 1. 2020-21 Middle School Attendance Area Update 38
- Presenter: Assistant Superintendent Dave Orlowsky
7. DISCUSSION AND POSSIBLE ACTION
7. 1. Discussion and Request for a Gymnastics Co-Op with the Prior Lake Public Schools Athletic Director Matt Hanson will present information and make a request for the district to enter into a co-op gymnastics agreement with the Prior Lake Public Schools.
- Recommended Action**
- Approve a co-op gymnastics agreement with the Prior Lake Public Schools as presented.
- Presenter: Athletic Director Matt Hanson
- Time: 10 minutes
8. INFORMATION
8. 1. Community Facilities Task Force Update 60
- School Board ViceChair Judi Tomczik will provide an update from the September 18th CFTF Meeting that was held at the Central Family Center.
- Presenter: School Board ViceChair Judi Tomczik
- Time: 10 minutes
9. ACTION
9. 1. Certification of Preliminary Levy 2019 Payable 2020 61
- Director of Finance & Operations Jeff Priess will present the Preliminary Levy

2019 Payable 2020 for Board review and approval.

Recommended Action

Certify the maximum Preliminary Levy 2019 Payable 2020 as presented.

Presenter: Director of Finance & Operations Jeff Priess

Time: 10 minutes

9. 2. Approval of July 1, 2018-June 30, 2020 Health Assistants Contract 73

Director of Human Resources Keith Gray will present highlights of the July 1, 2018-June 30, 2020 Health Assistants Contract for board review and approval.

Recommended Action

Approve the July 1, 2018-June 30, 2020 Health Assistants Contract as presented.

Presenter: Director of Human Resources Keith Gray

Time: 5 minutes

9. 3. 1st Reading of School District Policy Updates 74

The following policies are being presented for 1st Reading:

****2019-09-23 School District Policy Audit 1st Readings**

504 Student Dress and Appearance

509 Enrollment of NonResident Students

513 Student Promotion, Retention, and Program Design

529 Staff Notification of Violent Behavior by Students

530 Immunization Requirements

****MSBA Policy Services Newsletter-September 2019**

205 Open Meeting and Closed Meeting

506 Student Discipline

515 Protection and Privacy of Pupil Records

602 Organization of School Calendar and School Day

624 Online Learning Options

904 Distribution of Materials on School District Property by Nonschool Persons

Recommended Action

Accept the policies for 1st reading as presented.

Presenter: Policy Committee Chair Kristi Peterson

Time: 10 minutes

10. OTHER

11. RECOGNITION OF VISITORS TO BOARD MEETING

12. COMMITTEE REPORTS

13. UPCOMING MEETINGS AND IMPORTANT DATES 175

September 23, 2019 5:00PM Finance Committee Meeting District Office Room 202

September 23, 2019 5:00PM Policy Committee Meeting District Office Room 202

September 23, 2019 6:00PM Business Meeting District Office Board Room

September 25, 2019 5:00PM Facilities Committee Meeting District Office Board Room

October 14, 2019 5:00PM Finance Committee Meeting District Office Room 202

October 14, 2019 5:00PM Policy Committee Meeting District Office Room 202

October 14, 2019 6:00PM School Board Work Session District Office Board Room

October 28, 2019 5:00PM Personnel Committee Meeting District Office Room 202

October 28, 2019 6:00PM School Board Business Meeting District Office Board Room

October 30, 2019 5:00PM Facilities Committee Meeting District Office Board Room

14. ADJOURNMENT

Minutes of School Board Regular Business Meeting

School Board Shakopee Public Schools

A School Board Regular Business Meeting of the Board of Trustees of Shakopee Public Schools was held Monday, August 26, 2019, beginning at 6:00 PM in the District Office Board Room, 1200 Town Square, Shakopee.

1. CALL TO ORDER SCHOOL BOARD BUSINESS MEETING AND ROLL CALL - CHAIR BOWERMAN

PRESENT: Aldrich, Christiansen, McKeand, Peterson, Tomczik, Tucker & Bowerman

ABSENT: None

2. PLEDGE OF ALLEGIANCE

3. WE ARE SHAKOPEE SCHOOLS

3. 1. Recognition of State Level Competitors

Congratulations to Tharun Inturi and Alex Kortgard. They participated in the Minnesota Boys State Tennis tournament June 6th and 7th. Both were section runner-ups at individuals in section 2AA for doubles. At the tournament, they made it to the second day and played in the consolation semifinals.

3. 2. Association of School Business Officials International Recognition

The Association of School Business Officials International has awarded Shakopee Public Schools District with the Certificate of Excellence in Financial Reporting. This honor recognizes districts that have met the program's high standards for financial reporting and accountability. Our school district earned the Certificate of Excellence for its Comprehensive Annual Financial Report for the fiscal year ended 2018. Congratulations to our entire Finance Department!

4. CONSIDERATION OF AGENDA AS PRESENTED

Aldrich/Christiansen moved to approve the agenda as presented; motion passed unanimously.

5. CONSENT ITEMS

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

5. 1. Personnel Items

5.1.1 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective Date

Blalock, Cassie, Program Support Assistant, Central Family Center, 8/20/2019

Dougall, Haley, Program Support Assistant, Sweeney Elementary School, 8/12/2019

Dueffert, Matt, Teacher, Math, High School, 6/07/2019

Fitzgibbons, Melissa, Food Service Worker, Eagle Creek Elementary School, 8/01/2019

Foster, Lindsay, Program Support Assistant, Central Family Center, 8/16/2019

Germann, Dawn, Food Service Worker, High School, 8/12/2019

Ingleby, Jessica, Program Support Assistant, Red Oak Elementary School, 8/13/2019

Lea, Kristin, Teacher, Grade 4, Red Oak Elementary School, 6/07/2019

Molina, Angel, Custodian, Red Oak Elementary School, 8/16/2019

Nelson, Todd, Teacher, Business, High School, 6/07/2019

Nguyen, Anthony, Custodian, High School, 8/15/2019

Sanders, Grace, Teacher, Special Services, West Middle School, 6/07/2019

Strand, Kaitlin, Program Support Assistant, Eagle Creek Elementary School, 8/16/2019

Strehl, Joel, Technology Assistant, Sweeney Elementary School, 8/19/2019

Werner, Rae, Special Ed Para, Central Family Center, 8/09/2019

Recommended Action

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

5.1.2 Approval of Termination

The district recommended the termination of employment of Lori Sohns, a probationary custodian at the Red Oak Elementary School. The termination will be effective 8/12/2019.

Recommended Action

Approved termination of Lori Sohns as presented.

5.1.3 Approval of Certified Contracts for the 2019-20 School Year

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual

Aldinger, Ashley, Teacher, Math, High School, BA, 4, 1.0, 8/19/2019, \$40,556.00

Arvin, Betsi, Teacher, Media Specialist, Jackson Elementary School/Sun Path Elementary School, MA, 4, 1.0, 8/19/2019, \$48,603.00

Behrens, Sean, Teacher, Technology Education, High School, BA, 3, 1.0, 8/19/2019, \$39,440.00

Culver, Kourtney, Art Teacher, High School, MA, 3, 1.0, 8/19/2019, \$47,263.00

Drayan, Caitlin, Teacher Band, High School/West Middle School, BA+10, 9, 1.0, 8/19/2019, \$48,421.00

Ficklin, Benjamin, Teacher, Science, Tokata ALC, MA+30, 14, 1.0, 8/19/2019, \$71,051.00

Granai, Anthony, Teacher, English, High School, BA+30, 3, 1.0, 8/19/2019, \$45,307.00

Gregg, Sara, Teacher, Spanish, High School, BA+10, 8, 0.83, 8/19/2019, \$39,217.50

Hagen, Darcy, SPED Teacher, East Middle School, BA, 3, 1.0, 8/19/2019, \$39,440.00

Huffman, Shayla, Teacher, Social Studies, High School, BA, 3, 1.0, 8/19/2019, \$39,440.00

Hussong, Jill, Teacher, Grade 4, Sun Path Elementary School, BA+30, 4, 1.0, 8/19/2019, \$46,590.00

Laland, Cecilia, Teacher, Grade 1, Eagle Creek Elementary School, BA, 3, 1.0, 8/19/2019, \$39,440.00

Mulder, Megan, Teacher, Kindergarten, Sweeney Elementary School, MA, 4, 1.0, 8/19/2019, \$48,603.00

Murray, Aaron, Teacher, Physical Education, High School/West Middle School, BA+10, 8, 1.0, 8/19/2019, \$47,250.00

Nelson, Hailey, Science Teacher, High School, BA, 4, 1.0, 8/19/2019, \$40,556.00

Phipps, Nickole, Teacher, Dean of Students/Behavior Specialist, Tokata Learning Center, Ed Spec, 11, 1.0, 8/19/2019, \$68,138.00

Rose, John, School Counselor, High School, MA, 3, 1.0, 8/19/2019, \$47,263.00

Sammis, Laura, Teacher, Grade 5, Sun Path Elementary School, BA, 5, 1.0, 8/19/2019, \$41,671.00

Scheu, Nicole, Teacher, Grade 4, Sun Path Elementary School, MA, 3, 1.0, 8/19/2019, \$47,263.00

Scott, Lauren, Teacher, Grade 5, Sun Path Elementary School, BA, 8, 1.0, 8/19/2019, \$44,462.00

Sederstrom, Emily, Teacher, Science, East Middle School/West Middle School, BA+30, 3, 1.0, 8/19/2019, \$45,307.00

Sherry, Nancy, SPED Teacher, West Middle School, MA, 7, 1.0, 8/19/2019, \$52,616.00

Toth, Miranda, SPED Teacher, Red Oak Elementary School, BA, 3, 1.0, 8/19/2019, \$39,440.00

Trudeau, Jack, Teacher, Social Studies, West Middle School, BA, 3, 1.0, 8/19/2019, \$39,440.00

Worms, Angela, Teacher, Special Services, Eagle Creek Elementary School, BA, 3, 1.0, 8/19/2019, \$34,440.00

Wright, Abigail, Teacher, Social Studies, High School/West Middle School, BA, 3, .90, 8/19/2019, \$35,496.00

Zvanovec, Leah, Teacher, Business, High School, MA, 16, 1.0, 8/19/2019, \$65,858.00

Recommended Action

Approved certified contracts as presented.

5.1.4 Approval of Non-Certified Contracts for the 2019-20 School Year

Last Name, First Name, Position, Location, Salary, Effective

Glidden, Jessica, Office Assistant, High School, \$16.09/hr, 8/01/2019

Grandgenett, Cade, Technology Assistant, High School, \$17.54/hr, 8/05/2019
Mohamud, Ahmed, Technology Assistant, East Middle School, \$18.30/hr, 8/01/2019
Pink, Kirsti, Program Support Assistant, Jackson Elementary School, \$14.59/hr,
9/05/2019
Tabios, Taylor, Program Support Assistant, District Wide, \$16.60/hr, 9/03/2019
Kelly, Peggy, Food Service, High School, \$13.32/hr, 9/03/2019
Rodahl, Leyton, Food Service, High School, \$13.32/hr, 9/03/2019

Recommended Action

Approved the non-certified contracts as presented.

5.1.5 Approval of Long-Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, FTE, Salary
Doheny, Dawn, Knutson, Nicole, Teacher, Grade 2 , Red Oak Elementary School,
8/26/2019 through approx. 10/04/2019, MA Step 3, 1.0, \$256.86/day
Ulrich, Jennifer, Evasco, Bristol, Teacher, Special Services, Jackson Elementary School,
8/26/2019 through approx. 11/08/2019, BA Step 3, 1.0, \$214.35/day
Givens, Carolyn, LaRue, Kelsey, Guidance Counselor, High School, 8/19/2019 through
approx. 9/30/2019, MA Step 3, 1.0, \$256.86/day
Moonen, Kristin, Meyer, Jeanne, Teacher, ELL, Jackson Elementary School, 9/06/2019
through approx. 1/1/2020, BA Step 3, 1.0, \$214.35/day
Siegel, Michelle, Powell, Emily, Teacher, Math, East Middle School, 8/26/2019 through
approx. 11/29/2019, MA Step 3, 1.0, \$256.86/day
Tichy, David, Siegmeier, Emily, Teacher, Physical Education, East Middle School,
8/26/2019 through approx. 11/08/2019, BA Step 3, 1.0, \$214.35/day

Recommended Action

Approved long-term substitute contracts as presented.

5.1.6 Approval of Co-Curricular Assignments

Last Name, First Name, Position Title
Haskins, Zachary, Head Boys Cross Country
Bristol, Lauren, Head Girls Cross Country
Wachter, Jeffrey, Assistant Cross Country
Chukuske, Ryan, Assistant Cross Country
Seel, Jennifer, Volunteer Coach
Walker, Ashley, Assistant Cross Country
Haskins, Hillary, Assistant Cross Country
Arnfelt, Jennifer, Head Girls Tennis Coach
Wagener, Robert, Assistant Tennis Coach
Voigt, Kelly, Assistant Tennis Coach
Mason, Sydney, JH Tennis Coach
Allen, Susan, Volunteer Tennis Coach

Carlson, Jennifer, Head Girls Swim/ Dive Coach
LaBarbera, Rachel, Assistant Swim/ Dive Coach
Chmielewski, Megan, Assistant Swim/ Dive Coach
Nadeau, Katelyn, Assistant Swim/ Dive Coach
Triplett, Jade, Assistant Swim/ Dive Coach
Carlson, Kathy, Volunteer Swim Coach
Busch, Matthew, Head Volleyball Coach
Walker, Lisa, Assistant Volleyball Coach
Colin, Sarah, Assistant Volleyball Coach
Race, Kevin, Assistant Volleyball Coach
Schultz, Chelsea, Assistant Volleyball Coach
Wilts, Madison, Assistant Volleyball Coach
Flemming, Krista, Volunteer Volleyball Coach
Poppen, Jon, Head Boys Soccer Coach
Adams, Christopher, Head Girls Soccer Coach
Hoffman, Michael, Assistant Boys Soccer Coach
Teslow, Mark, Assistant Boys Soccer Coach
Mor, Kizito, Assistant Boys Soccer Coach
Evans, Justin, Assistant Boys Soccer Coach
Rague, Lindsey, Assistant Girls Soccer Coach
Davies, Robert, Assistant Girls Soccer Coach
Loose, Todd, Assistant Girls Soccer Coach
Elsner, Ashley, Assistant Girls Soccer Coach
Voss, Doyle, Volunteer Boys Soccer Coach
Akin, Zachary, JH Soccer Coach
McGinn, Stephanie, JH Soccer Coach
Trudeau, Jack, JH Soccer Coach
Betton, Ray, Head Football Coach
Honza, George, Assistant Football Coach
Trelstad, Jason, Assistant Football Coach
Tiedens, Scott, Assistant Football Coach
Smith, Channing, Assistant Football Coach
McDonald, Jason, Assistant Football Coach
McMoore, Sean, Assistant Football Coach
Weiers, Andrew, Assistant Football Coach
Ungar, James, Assistant Football Coach
Mainhardt, Robert, Assistant Football Coach
Stromgren, Kenneth, Assistant Football Coach
Russell, Daniel, Assistant Football Coach
Schleper, Thomas, Assistant Football Coach
Loonan, Benjamin, Assistant Football Coach

Stone, Jody, Assistant Football Coach
Olson, Neal, Volunteer Football Coach
King, Rex, Volunteer Football Coach
Jonker, Brandon, Volunteer Football Coach
Nyberg, Kirsten, Head Cheer Coach
Fall, Alyssa, Volunteer Cheer Coach
Anderson, Karen, Head Fall Dance Coach
Betley, Stephanie, Assistant Fall Dance Coach
Huss, Jessica, Assistant Fall Dance Coach
Slaughter, Duane, Concessions Manager
Amundsen, Thomas, HS Musical Director
Gerleman, Alex, HS Musical Vocal Director
Christenson, Eric, HS Music Pit Orchestra
Laurson, David, Musical - Stagecraft
Cole, Robert, Musical Lighting Director
Limberg, Kristy, Musical Artist- Costumer
Stark, Mary, Musical - Choreography
Chapman, Alyssa, Adapted Soccer Coach
Sariego, Monica, LEAD
Hoffman, Michael, National Honor Society
Kleinfehn, Milicent, Student Council
Kovic, Michael, Vocal Director
Kovic, Michael, Ensembles (2)
Gerleman, Alex, Assistant Vocal
Gerleman, Alex, Ensembles
Keenan, Bridget, Assistant Vocal
Keenan, Bridget, Ensembles
Christenson, Eric, Instrumental Director
Christenson, Eric, Ensembles (2)
Christenson, Eric, Pep Band
Drayna, Caitlin, Assistant Instrument Dir.
Drayna, Caitlin, Pep Band
Hoehn, Benjamin, Assistant Instrument Dir.
Hoehn, Benjamin, Ensembles
Hoehn, Benjamin, Pep Band
Amundsen, Thomas, Drama Club
Marek, Amanda, Yearbook Advisor
Kleppe, Emily, Student Council Advisor
Lisner, Amy, Student Council Advisor
Erdman, Matthew, Jr. National Honor Society
Toufar, Jacob, Science Olympiad

Butler, Gary, Vocal Ensemble
VanderVeen, Sean, Instrumental Ensemble
Dub, Katelynn, Student Council Advisor
Fundermann, Jessica, Student Council Advisor
Toufar, Jacob, Science Olympiad
Van Sickle, Karen, Vocal Ensemble
Strobel, Becky, Instrumental Ensemble
Oman, John, Rube Goldberg

Recommended Action

Approved the co-curricular assignments as presented.

5.1.7 Approval of Administrative Contract

Last Name, First Name , Position, Location, Effective, Salary
Helwig, Margaret, Assistant Director Special Services, District Office, 8/16/2019,
\$115,000.00

Recommended Action

Approved the administrative contract as presented.

5.1.8 Acceptance of Administrative Resignation

Last Name, First Name, Position, Location, Effective
Priess, Jeff, Director of Finance & Operations, Districtwide, 12/31/19

Recommended Action

Accepted the resignation effective 12/31/19 and thanked him for his service to the district.

5. 2. Approval of Minutes of the School Board Meeting

Recommended Action

Approved the minutes of the August 12, 2019 School Board Learning Session as presented.

5. 3. Consideration of Bills and Authorization to Pay Same

Recommended Action

Approved the bills and authorize to pay same as presented.

5. 4. Approval of Wires Reports

Recommended Action

Approved the wires reports as presented.

5. 5. Approval of Change Order #31 for the Shakopee High School Additions and Renovations Project

Change Order #31 for the Shakopee High School Additions and Renovations Project in the deduct amount of \$19,246.00 was presented for approval.

Recommended Action

Approved Change Order #31 as presented.

5. 6. Approval of Change Order #32 for the Shakopee High School Additions and Renovations Project

Change Order #32 for the Shakopee High School Additions and Renovations Project in the amount of \$112,801.44 was presented for approval.

Recommended Action

Approved Change Order #32 as presented.

5. 7. Approval of 2019-20 Barracuda Swim Club Agreement

Recommended Action

Approved the Barracuda Swim Club agreement as presented.

6. DISCUSSION

6. 1. Finance Update

Director of Finance & Operations Jeff Priess will presented a district financial update for the Board.

7. DISCUSSION AND POSSIBLE ACTION

7. 1. Middle School Attendance Area Planning for 2020-21 School Year

Assistant Superintendent Dave Orlosky confirmed with the School Board the criteria/parameters to be used in the planning for middle school attendance areas for the 2020-21 school year. A framework for completion of the project was also reviewed.

8. INFORMATION

8. 1. Community Facilities Task Force Update

Members of the Facility Committee provided an update for the Board regarding the August 22, 2019 Community Facilities Task Force Committee meeting.

8. 2. Community Benchmark Survey Community Events

McCray provided an update on the two community events that have been scheduled to share results of the district's 2019 Benchmark Survey.

August 27, 2019 - 4:30-5:30PM - Shakopee High School Thrust Stage - 100 17th Avenue West

September 10, 2019 - 7:00-8:00PM - Red Oak Elementary Red Hawk Cluster - 7700 Old Carriage Court

8. 3. PREPaRE Update

Assistant Superintendent Dave Orlowsky, Special Services Supervisor Gina Boots and School Psychologist Brenda Geraghty provided an overview of the district's recent PREPaRE training.

9. ACTION

9. 1. Approval of Financial Advisor

District administration recommended the approval of Baker Tilly proposal to provide municipal advisory services. Baker Tilly proposal is attached.

Recommended Action

Christiansen/Aldrich moved to approve the provider of municipal advisory services as presented; motion passed unanimously.

9. 2. 2nd Reading of Policies

Policy Committee Chair Kristi Peterson presented the following school district policies for 2nd Reading and final approval:

205 Open Meetings and Closed Meetings

402 Disability Nondiscrimination Policy

423 Employee-Student Relationships

506 Student Discipline

523 Policies Incorporated by Reference

Recommended Action

Peterson/Tomczik moved to approve the school district policies as presented; motion passed unanimously.

10. OTHER

11. RECOGNITION OF VISITORS TO BOARD MEETING

12. COMMITTEE REPORTS

13. UPCOMING MEETINGS AND IMPORTANT DATES

August 26, 2019, 5:00PM, Finance Committee Meeting, District Office Room 202, 1200 Town Square

August 26, 2019, 5:00PM, Policy Committee Meeting, District Office Room 202, 1200 Town Square

August 26, 2019, 6:00PM, School Board Business Meeting, District Office Board Room, 1200 Town Square

August 27, 2019, 4:30-5:30PM, Community Survey Presentation, SHS - Thrust Stage, 100 17th Avenue West

August 28, 2019, 5:00PM, Facilities Committee Meeting, District Office Board Room, 1200 Town Square

September 9, 2019, 6:00PM, School Board Work Session, District Office Board Room, 1200 Town Square

September 10, 2019, 7:00-8:00PM, Community Survey Presentation, Red Oak Elementary - Red Hawk Cluster, 7700 Old Carriage Court

September 23, 2019, 5:00PM, Finance Committee Meeting, District Office Room 202, 1200 Town Square

September 23, 2019, 5:00PM, Policy Committee Meeting, District Office Room 202, 1200 Town Square

September 23, 2019, 6:00PM, School Board Business Meeting, District Office Board Room, 1200 Town Square

September 25, 2019, 5:00PM, Facilities Committee Meeting, District Office Board Room, 1200 Town Square

14. ADJOURN TO CLOSED SESSION

At 7:28PM, Pursuant to Minnesota Statute 13D.03, a school board, by majority vote in a public meeting, decided to close a meeting to consider strategy for labor negotiations as presented; motion passed unanimously.

Recommended Action

Christiansen/McKeand moved to enter in to Closed Session as specified; motion passed unanimously.

15. RETURN FROM CLOSED SESSION and BUSINESS MEETING ADJOURNMENT

At 8:52PM, the school board returned from Closed Session and no business was conducted. Tomczik/Peterson moved to adjourn as presented; motion passed unanimously.

Minutes of School Board Work Session

School Board Shakopee Public Schools

A School Board Work Session of the School Board of Shakopee Public Schools was held Monday, September 9, 2019, beginning at 6:00 PM in the District Office Board Room, 1200 Town Square, Shakopee.

*1. CALL TO ORDER SCHOOL BOARD WORK SESSION AND ROLL CALL -
CHAIR BOWERMAN*

PRESENT: Aldrich, Christiansen, Tomczik, Tucker and Bowerman

ABSENT: Peterson and McKeand

2. PLEDGE OF ALLEGIANCE

3. CONSIDERATION OF AGENDA AS PRESENTED

4. DISCUSSION

5. DISCUSSION AND POSSIBLE ACTION

6. INFORMATION

6. 1. FY2019 Facilities Rental

Presenter: John Janke

6. 2. Community Facilities Task Force

Presenter: Superintendent Redmond and School Board CFTF Members

6. 3. Teaching & Learning Summer PD

Presenter: Nancy Thul, Nika Summer and Annie Rients

6. 4. North Star & ESSA Results

Presenter: Testing & Assessment Supervisor Ford Rolfsrud

6. 5. *Connect & Assess Start of the Year*
Presenter: Elementary Principals

7. ACTION

8. OTHER

9. UPCOMING MEETINGS AND IMPORTANT DATES

September 9, 2019 6:00PM School Board Work Session Board Room

September 10, 2019 7:00-8:00PM Community Survey Presentation

Red Oak Elementary - Red Hawk Cluster, 7700 Old Carriage CT

*September 23, 2019 5:00PM Finance Committee Meeting District Office Room
202*

*September 23, 2019 5:00PM Policy Committee Meeting District Office Room
202*

September 23, 2019 6:00PM School Board Business Meeting Board Room

September 25, 2019 5:00PM Facilities Committee Meeting Board Room

10. ADJOURNMENT OF SCHOOL BOARD WORK SESSION

*At 7:47PM, Tucker/Christiansen moved to adjourn as presented; motion
passed unanimously.*

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
8/14/2019 1:19:01 PM	EDG	105252057	742988	ADVANCED IMAGING SOLUTIONS	20,587.78	Yes	No
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8/14/2019 1:19:01 PM	EDG	105252057	742990	AG IREPAIR	1,780.00	Yes	No
8/14/2019 1:19:01 PM	EDG	105252057	742991	AIRGAS NATIONAL CARBONATION	115.24	Yes	No
8/14/2019 1:19:02 PM	EDG	105252057	742992	APPLE FORD SHAKOPEE	657.80	Yes	No
8/14/2019 1:19:02 PM	EDG	105252057	742993	BIG FISH DIGITAL WORKS	20.00	Yes	No
8/14/2019 1:19:02 PM	EDG	105252057	742994	BIO CORPORATION	1,129.39	Yes	No
8/14/2019 1:19:02 PM	EDG	105252057	742995	BREAKOUT INC	800.00	Yes	No
8/14/2019 1:19:02 PM	EDG	105252057	742996	BUCKEYE CLEANING CENTER	880.40	Yes	No
8/14/2019 1:19:02 PM	EDG	105252057	742997	CDW GOVERNMENT	17,500.00	Yes	No
8/14/2019 1:19:03 PM	EDG	105252057	742998	CENTERPOINT ENERGY MINNEGASCO	54.62	Yes	No
8/14/2019 1:19:03 PM	EDG	105252057	742999	CITY OF SHAKOPEE	675.01	Yes	No
8/14/2019 1:19:03 PM	EDG	105252057	743000	CUB FOODS	7.47	Yes	No
8/14/2019 1:19:03 PM	EDG	105252057	743001	DISCOVERY EDUCATION	6,400.00	Yes	No
8/14/2019 1:19:03 PM	EDG	105252057	743002	GOLDEN VALLEY SUPPLY CO.	548.00	Yes	No
8/14/2019 1:19:03 PM	EDG	105252057	743003	HOUGHTON MIFFLIN	4,117.50	Yes	No
8/14/2019 1:19:03 PM	EDG	105252057	743004	HOUSE OF PRINT	1,705.35	Yes	No
8/14/2019 1:19:04 PM	EDG	105252057	743005	INNOVATIVE OFFICE SOLUTIONS	215.46	Yes	No
8/14/2019 1:19:04 PM	EDG	105252057	743006	MF IRRIGATION SERVICES	390.65	Yes	No
8/14/2019 1:19:04 PM	EDG	105252057	743007	MN CLAY USA	1,808.75	Yes	No
8/14/2019 1:19:04 PM	EDG	105252057	743008	MN DEPT OF LABOR AND INDUSTRY	200.00	Yes	No
8/14/2019 1:19:04 PM	EDG	105252057	743009	OFFICE OF MN IT SERVICES	216.00	Yes	No
8/14/2019 1:19:04 PM	EDG	105252057	743010	PROVISION MEDIA INC.	480.00	Yes	No
8/14/2019 1:19:05 PM	EDG	105252057	743011	PTC WIZARD	700.00	Yes	No
8/14/2019 1:19:05 PM	EDG	105252057	743012	QUALITY FORKLIFT SALES & SERVI	565.64	Yes	No
8/14/2019 1:19:05 PM	EDG	105252057	743013	RELIABLE MEDICAL SUPPLY	3,926.40	Yes	No
8/14/2019 1:19:05 PM	EDG	105252057	743014	SCHILZ ORNAMENTAL IRON, INC	150.00	Yes	No
8/14/2019 1:19:05 PM	EDG	105252057	743015	SCHOLASTIC , INC	327.00	Yes	No
8/14/2019 1:19:05 PM	EDG	105252057	743016	SCHOLASTIC , INC	3,120.93	Yes	No
8/14/2019 1:19:05 PM	EDG	105252057	743017	SOURCEWELL	750.00	Yes	No
8/14/2019 1:19:06 PM	EDG	105252057	743018	TIERNEY BROTHERS INC	11,128.36	Yes	No
8/14/2019 1:19:06 PM	EDG	105252057	743019	TRI DIM FILTER CORPORATION	605.42	Yes	No
8/14/2019 1:19:06 PM	EDG	105252057	743020	UHL CO., INC	5,330.15	Yes	No
8/14/2019 1:19:06 PM	EDG	105252057	743021	UNITED STATES POSTAL SERVICE	164.79	Yes	No

**Ultimate EDGE Account's Payable
Check Register**

Account: CASH

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8/14/2019 1:19:07 PM	EDG	105252057	743024	VERIZON WIRELESS	2,648.34	Yes	No
8/14/2019 1:19:07 PM	EDG	105252057	743025	WATER TO YOU	33.00	Yes	No

*** Totals

Total Documents: 38

Total Amount: 96,294.40

**Ultimate EDGE Account's Payable
Check Register**

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8/14/2019 1:24:12 PM	EDG	105252057	743027	CHESTERTON ACADEMY	294.88	Yes	No
8/14/2019 1:24:12 PM	EDG	105252057	743028	JACOBO, CELESTE MENDEZ	46.00	Yes	No
8/14/2019 1:24:12 PM	EDG	105252057	743029	LEA, KRISTEN - RO	26.15	Yes	No
8/14/2019 1:24:12 PM	EDG	105252057	743030	NICELY, KRISTA	40.20	Yes	No
8/14/2019 1:24:13 PM	EDG	105252057	743031	SHAKOPEE PUBLIC UTILITY COMMIS	16,004.00	Yes	No

*** Totals

Total Documents: 6

Total Amount: 16,475.68

**Ultimate EDGE Account's Payable
Check Register**

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8/29/2019 2:41:48 PM	EDG	105252057	743042	BENILDE ST MARGARETS SCHOOL	294.88	Yes	No
8/29/2019 2:41:48 PM	EDG	105252057	743043	CHAPEL HILL ACADEMY	589.76	Yes	No
8/29/2019 2:41:48 PM	EDG	105252057	743044	GREAT NORTHERN LANDSCAPES INC	8,608.75	Yes	No
8/29/2019 2:41:48 PM	EDG	105252057	743045	HOLY FAMILY CATHOLIC HIGH SCHOOL	4,128.32	Yes	No
8/29/2019 2:41:48 PM	EDG	105252057	743046	ICS CONSULTING INC	101,557.91	Yes	No
8/29/2019 2:41:48 PM	EDG	105252057	743047	INTERMEDIATE SCHOOL DIST 917	8,130.34	Yes	No
8/29/2019 2:41:49 PM	EDG	105252057	743048	MONOPRICE.COM	104.89	Yes	No
8/29/2019 2:41:49 PM	EDG	105252057	743049	MONTICELLO HIGH SCHOOL	5,656.39	Yes	No
8/29/2019 2:41:49 PM	EDG	105252057	743050	PALMER BUS SERVICES	42,856.00	Yes	No
8/29/2019 2:41:49 PM	EDG	105252057	743051	SCOTT COUNTY	68,432.68	Yes	No
8/29/2019 2:41:49 PM	EDG	105252057	743052	WASTE MANAGEMENT	645.14	Yes	No

*** Totals

Total Documents: 12

Total Amount: 242,774.34

Ultimate EDGE Account's Payable Check Register

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9/5/2019 12:01:14 PM	EDG	105252057	743146	ACCO BRANDS	30.75	Yes	No
9/5/2019 12:01:14 PM	EDG	105252057	743147	ADVANCED IMAGING SOLUTIONS	657.00	Yes	No
9/5/2019 12:01:15 PM	EDG	105252057	743148	AG REPAIR	455.00	Yes	No
9/5/2019 12:01:15 PM	EDG	105252057	743149	AIM ELECTRONICS	14,993.00	Yes	No
9/5/2019 12:01:15 PM	EDG	105252057	743150	ANATOMY WAREHOUSE	461.90	Yes	No
9/5/2019 12:01:15 PM	EDG	105252057	743151	ANCHOR PAPER	155.80	Yes	No
9/5/2019 12:01:15 PM	EDG	105252057	743152	BERANAK, MARI	100.00	Yes	No
9/5/2019 12:01:15 PM	EDG	105252057	743153	BIFFS, INC	1,415.88	Yes	No
9/5/2019 12:01:15 PM	EDG	105252057	743154	BORCHERS, WILLIAM	54.00	Yes	No
9/5/2019 12:01:16 PM	EDG	105252057	743155	CDW GOVERNMENT	8,509.00	Yes	No
9/5/2019 12:01:16 PM	EDG	105252057	743156	CHOICE ELECTRIC, INC	1,962.77	Yes	No
9/5/2019 12:01:16 PM	EDG	105252057	743157	CLARIN/HUSSEY SEATING CO	7,768.92	Yes	No
9/5/2019 12:01:16 PM	EDG	105252057	743158	CREATIVE TEACHING PRESS	41.40	Yes	No
9/5/2019 12:01:16 PM	EDG	105252057	743159	CSTMN	6,254.38	Yes	No
9/5/2019 12:01:16 PM	EDG	105252057	743160	CUB FOODS	72.44	Yes	No
9/5/2019 12:01:16 PM	EDG	105252057	743161	DIGITAL IMPACT SOLUTIONS LLC	528.00	Yes	No
9/5/2019 12:01:17 PM	EDG	105252057	743162	EDGE CHECK PRINTING SOLUTIONS	990.58	Yes	No
9/5/2019 12:01:17 PM	EDG	105252057	743163	EDUCATORS BENEFIT CONSULTANTS	453.91	Yes	No
9/5/2019 12:01:17 PM	EDG	105252057	743164	ELMI, FARTUN	200.00	Yes	No
9/5/2019 12:01:17 PM	EDG	105252057	743165	EAI EDUCATION	1,486.75	Yes	No
9/5/2019 12:01:17 PM	EDG	105252057	743166	ERTL, ROBERT	800.00	Yes	No
9/5/2019 12:01:17 PM	EDG	105252057	743167	EXPRESS PRESS, INC.	5,091.30	Yes	No
9/5/2019 12:01:17 PM	EDG	105252057	743168	FULTON, STEVE	122.00	Yes	No
9/5/2019 12:01:18 PM	EDG	105252057	743169	HALSETH, NATASHA	10.71	Yes	No
9/5/2019 12:01:18 PM	EDG	105252057	743170	HASTINGS HIGH SCHOOL	300.00	Yes	No
9/5/2019 12:01:18 PM	EDG	105252057	743171	HEARTLAND BUSINESS SYSTEMS	46,457.08	Yes	No
9/5/2019 12:01:18 PM	EDG	105252057	743172	HENNING PROFESSIONAL SERVICES IN	2,105.50	Yes	No
9/5/2019 12:01:18 PM	EDG	105252057	743173	HOUGHTON MIFFLIN HARCOURT	1,512.00	Yes	No
9/5/2019 12:01:18 PM	EDG	105252057	743174	INFINITE CAMPUS, INC.	1,725.00	Yes	No
9/5/2019 12:01:18 PM	EDG	105252057	743175	INNOVATIVE OFFICE SOLUTIONS	183.45	Yes	No
9/5/2019 12:01:18 PM	EDG	105252057	743176	INTEREUM, INC.	10,346.48	Yes	No
9/5/2019 12:01:19 PM	EDG	105252057	743177	JAGUAR COMMUNICATIONS INC	4,474.99	Yes	No
9/5/2019 12:01:19 PM	EDG	105252057	743178	JOSTENS INC	10.94	Yes	No
9/5/2019 12:01:19 PM	EDG	105252057	743179	KRAMER, PAUL	69.00	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
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9/5/2019 12:01:19 PM	EDG	105252057	743182	MADER, MARIE	122.00	Yes	No
9/5/2019 12:01:19 PM	EDG	105252057	743183	MEDCO SUPPLY COMPANY	375.00	Yes	No
9/5/2019 12:01:20 PM	EDG	105252057	743184	MINNESOTA COACHES, INC	856.96	Yes	No
9/5/2019 12:01:20 PM	EDG	105252057	743185	MOSES, ANDREW	69.00	Yes	No
9/5/2019 12:01:20 PM	EDG	105252057	743186	NEOPOST	914.48	Yes	No
9/5/2019 12:01:20 PM	EDG	105252057	743187	ORDWAY CENTER FOR THE PERFORMI	552.00	Yes	No
9/5/2019 12:01:20 PM	EDG	105252057	743188	PALMER BUS SERVICES	78,407.89	Yes	No
9/5/2019 12:01:20 PM	EDG	105252057	743189	PERMA BOUND	1,359.34	Yes	No
9/5/2019 12:01:20 PM	EDG	105252057	743190	PROVISION MEDIA INC.	652.08	Yes	No
9/5/2019 12:01:21 PM	EDG	105252057	743191	REALLY GOOD STUFF	91.98	Yes	No
9/5/2019 12:01:21 PM	EDG	105252057	743192	RIVER BOTTOM PRODUCTIONS	300.00	Yes	No
9/5/2019 12:01:21 PM	EDG	105252057	743193	SANDER, MARK A PSYD, LP, LLC	750.00	Yes	No
9/5/2019 12:01:21 PM	EDG	105252057	743194	SCHOOL MATE	177.50	Yes	No
9/5/2019 12:01:21 PM	EDG	105252057	743195	SEAMS LIKE A GOOD IDEA	900.00	Yes	No
9/5/2019 12:01:21 PM	EDG	105252057	743196	SJOBERG, SUSAN	100.00	Yes	No
9/5/2019 12:01:21 PM	EDG	105252057	743197	SM HENTGES & SONS INC	64,574.09	Yes	No
9/5/2019 12:01:22 PM	EDG	105252057	743198	SOURCEWELL	750.00	Yes	No
9/5/2019 12:01:22 PM	EDG	105252057	743199	SOUTHWEST METRO EDUCATIONAL CO	20,543.98	Yes	No
9/5/2019 12:01:22 PM	EDG	105252057	743200	TIERNEY BROTHERS INC	859.85	Yes	No
9/5/2019 12:01:22 PM	EDG	105252057	743201	TIME	103.95	Yes	No
9/5/2019 12:01:22 PM	EDG	105252057	743202	TJ FLETCHER	650.00	Yes	No
9/5/2019 12:01:22 PM	EDG	105252057	743203	TUFA, FURO	69.00	Yes	No
9/5/2019 12:01:22 PM	EDG	105252057	743204	UNIVERSITY OF OREGON	350.00	Yes	No
9/5/2019 12:01:23 PM	EDG	105252057	743205	WILLIAM MACGILL & CO	642.96	Yes	No
9/5/2019 12:01:23 PM	EDG	105252057	743206	YMCA OF THE GREATER TWIN CITIES	25,235.00	Yes	No

*** Totals

Total Documents: 61

Total Amount: 320,074.94

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
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9/12/2019 5:12:52 PM	EDG	105252057	743209	AFFINITECH INC	6,443.12	Yes	No
9/12/2019 5:12:52 PM	EDG	105252057	743210	AG IREPAIR	249.00	Yes	No
9/12/2019 5:12:52 PM	EDG	105252057	743211	AIM ELECTRONICS	4,497.90	Yes	No
9/12/2019 5:12:52 PM	EDG	105252057	743212	ANCHOR PAPER	1,383.28	Yes	No
9/12/2019 5:12:52 PM	EDG	105252057	743213	ANDERSEN, AL	32.00	Yes	No
9/12/2019 5:12:53 PM	EDG	105252057	743214	ANYTIME FITNESS	3,750.00	Yes	No
9/12/2019 5:12:53 PM	EDG	105252057	743215	APPLE INC	733,362.47	Yes	No
9/12/2019 5:12:53 PM	EDG	105252057	743216	APPLE VALLEY HIGH SCHOOL	520.00	Yes	No
9/12/2019 5:12:53 PM	EDG	105252057	743217	ARAMARK	139.34	Yes	No
9/12/2019 5:12:53 PM	EDG	105252057	743218	ARCH LANGUAGE NETWORK INC	80.00	Yes	No
9/12/2019 5:12:53 PM	EDG	105252057	743219	ARCHETYPE	7,181.57	Yes	No
9/12/2019 5:12:53 PM	EDG	105252057	743220	ARMSTRONG HIGH SCHOOL	320.00	Yes	No
9/12/2019 5:12:54 PM	EDG	105252057	743221	BAKER TILLY VIRCHOW KRAUSE, LLP	12,948.00	Yes	No
9/12/2019 5:12:54 PM	EDG	105252057	743222	BAUMGARTNER, SARAH	32.00	Yes	No
9/12/2019 5:12:54 PM	EDG	105252057	743223	BENITEZ, FREDMARIE ANDINO	112.50	Yes	No
9/12/2019 5:12:54 PM	EDG	105252057	743224	BERANAK, MARI	50.00	Yes	No
9/12/2019 5:12:54 PM	EDG	105252057	743225	BERNARD FOOD INDUSTRIES, INC	6,834.30	Yes	No
9/12/2019 5:12:54 PM	EDG	105252057	743226	BERNDT, NANCY	32.00	Yes	No
9/12/2019 5:12:54 PM	EDG	105252057	743227	BERRY COFFEE COMPANY	144.32	Yes	No
9/12/2019 5:12:55 PM	EDG	105252057	743228	BIX PRODUCE CO.	5,212.93	Yes	No
9/12/2019 5:12:55 PM	EDG	105252057	743229	BLOOMINGTON JEFFERSON HS	750.00	Yes	No
9/12/2019 5:12:55 PM	EDG	105252057	743230	BROWNING, JAMES	54.00	Yes	No
9/12/2019 5:12:55 PM	EDG	105252057	743231	BUCKEYE CLEANING CENTER	528.24	Yes	No
9/12/2019 5:12:55 PM	EDG	105252057	743232	BUNGE, LUKE	125.00	Yes	No
9/12/2019 5:12:55 PM	EDG	105252057	743233	CAROLINA BIOLOGICAL SUPPLY CO	658.85	Yes	No
9/12/2019 5:12:55 PM	EDG	105252057	743234	CATALYST SOURCING SOLUTIONS	4,371.99	Yes	No
9/12/2019 5:12:56 PM	EDG	105252057	743235	CDW GOVERNMENT	4,425.00	Yes	No
9/12/2019 5:12:56 PM	EDG	105252057	743236	CENTERPOINT ENERGY SERVICES	5,837.00	Yes	No
9/12/2019 5:12:56 PM	EDG	105252057	743237	CHASKA HIGH SCHOOL	340.00	Yes	No
9/12/2019 5:12:56 PM	EDG	105252057	743238	CHOICE ELECTRIC, INC	251.13	Yes	No
9/12/2019 5:12:56 PM	EDG	105252057	743239	CODEWORK INC	3,182.00	Yes	No
9/12/2019 5:12:56 PM	EDG	105252057	743240	CUB FOODS	437.63	Yes	No
9/12/2019 5:12:57 PM	EDG	105252057	743241	DIGITAL IMPACT SOLUTIONS LLC	44.00	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
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9/12/2019 5:12:57 PM	EDG	105252057	743243	DOHERTY, SANDY	122.00	Yes	No
9/12/2019 5:12:57 PM	EDG	105252057	743244	DOOR WORKS	200.00	Yes	No
9/12/2019 5:12:57 PM	EDG	105252057	743245	EARTHGRAINS	849.95	Yes	No
9/12/2019 5:12:57 PM	EDG	105252057	743246	EASTERN CARVER COUNTY SCHOOLS	1,019.96	Yes	No
9/12/2019 5:12:57 PM	EDG	105252057	743247	EASTVIEW HIGH SCHOOL	275.00	Yes	No
9/12/2019 5:12:58 PM	EDG	105252057	743248	ELLEVATION INC	17,860.00	Yes	No
9/12/2019 5:12:58 PM	EDG	105252057	743249	ELMI, FARTUN	150.00	Yes	No
9/12/2019 5:12:58 PM	EDG	105252057	743250	ERICKSON, HOLLY	34.80	Yes	No
9/12/2019 5:12:58 PM	EDG	105252057	743251	FARIBAUT HIGH SCH ACTIVITIES	180.00	Yes	No
9/12/2019 5:12:58 PM	EDG	105252057	743252	FARMINGTON HIGH SCHOOL	150.00	Yes	No
9/12/2019 5:12:58 PM	EDG	105252057	743253	FERNDALE MARKET LLC	538.50	Yes	No
9/12/2019 5:12:58 PM	EDG	105252057	743254	FLOORS BY BECKERS	4,090.00	Yes	No
9/12/2019 5:12:59 PM	EDG	105252057	743255	FULTON, LISA	1,700.00	Yes	No
9/12/2019 5:12:59 PM	EDG	105252057	743256	FULTON, STEVE	92.00	Yes	No
9/12/2019 5:12:59 PM	EDG	105252057	743257	FUN EXPRESS LLC	30.09	Yes	No
9/12/2019 5:12:59 PM	EDG	105252057	743258	GENERAL PARTS , INC	10,944.39	Yes	No
9/12/2019 5:12:59 PM	EDG	105252057	743259	HENNING PROFESSIONAL SERVICES IN	1,001.00	Yes	No
9/12/2019 5:12:59 PM	EDG	105252057	743260	HILLYARD / HUTCHINSON	19,646.54	Yes	No
9/12/2019 5:12:59 PM	EDG	105252057	743261	HOLIDAY STATION STORES LLC	1,619.60	Yes	No
9/12/2019 5:13:00 PM	EDG	105252057	743262	INFINITE CAMPUS, INC.	77,203.69	Yes	No
9/12/2019 5:13:00 PM	EDG	105252057	743263	INNOVATIONAL CONCEPTS	286.26	Yes	No
9/12/2019 5:13:00 PM	EDG	105252057	743264	INNOVATIVE GRAPHICS	963.00	Yes	No
9/12/2019 5:13:00 PM	EDG	105252057	743265	INNOVATIVE OFFICE SOLUTIONS	3,505.20	Yes	No
9/12/2019 5:13:00 PM	EDG	105252057	743266	INTERMEDIATE DISTRICT 287	60,154.64	Yes	No
9/12/2019 5:13:00 PM	EDG	105252057	743267	INTERMEDIATE SCHOOL DIST 917	35,277.58	Yes	No
9/12/2019 5:13:00 PM	EDG	105252057	743268	SCHAD, DANE - EJH	149.71	Yes	No
9/12/2019 5:13:01 PM	EDG	105252057	743269	MOORE, ANDREW	108.00	Yes	No
9/12/2019 5:13:01 PM	EDG	105252057	743270	JOBS FOUNDATION/TECH DUMP	652.20	Yes	No
9/12/2019 5:13:01 PM	EDG	105252057	743271	JOHN'S SEWER & DRAIN	130.00	Yes	No
9/12/2019 5:13:01 PM	EDG	105252057	743272	JOHNSON CONTROLS	687.20	Yes	No
9/12/2019 5:13:01 PM	EDG	105252057	743273	JOSTENS INC	68.00	Yes	No
9/12/2019 5:13:01 PM	EDG	105252057	743274	KLEIN, THOMAS K	108.00	Yes	No
9/12/2019 5:13:01 PM	EDG	105252057	743275	KOPPANG, MIKE	79.00	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
9/12/2019 5:13:02 PM	EDG	105252057	743276	KRAMER, PAUL	54.00	Yes	No
9/12/2019 5:13:02 PM	EDG	105252057	743277	LAKESHORE LEARNING MATERIALS	64.10	Yes	No
9/12/2019 5:13:02 PM	EDG	105252057	743278	LAKEVILLE HIGH SCHOOL NORTH	250.00	Yes	No
9/12/2019 5:13:02 PM	EDG	105252057	743279	LAURSEN PIANO SERVICE	101.00	Yes	No
9/12/2019 5:13:02 PM	EDG	105252057	743280	LIEBL, MICHELLE	275.00	Yes	No
9/12/2019 5:13:02 PM	EDG	105252057	743281	LOFFLER	1,737.60	Yes	No
9/12/2019 5:13:02 PM	EDG	105252057	743282	LUNCH LADY U, LLC	360.00	Yes	No
9/12/2019 5:13:03 PM	EDG	105252057	743283	MN ASSOC OF ATERNATIVE PROGRM	180.00	Yes	No
9/12/2019 5:13:03 PM	EDG	105252057	743284	Macmillan Holdings, LLC	5,721.79	Yes	No
9/12/2019 5:13:03 PM	EDG	105252057	743285	MAILFINANCE - NEOPOST LEASE	549.27	Yes	No
9/12/2019 5:13:03 PM	EDG	105252057	743286	MEI TOTAL ELEVATOR SOLUTIONS	953.33	Yes	No
9/12/2019 5:13:03 PM	EDG	105252057	743287	MINNESOTA HIGHWAY SAFETY & RESE	198.00	Yes	No
9/12/2019 5:13:03 PM	EDG	105252057	743288	MN HARVEST, LLC	100.00	Yes	No
9/12/2019 5:13:03 PM	EDG	105252057	743289	MUSIC THEATRE INTERNATIONAL	611.47	Yes	No
9/12/2019 5:13:04 PM	EDG	105252057	743290	NELSON, DENISE	65.00	Yes	No
9/12/2019 5:13:04 PM	EDG	105252057	743291	NORDBY, MONICA	513.00	Yes	No
9/12/2019 5:13:04 PM	EDG	105252057	743292	NWAOFUNE, PETER	54.00	Yes	No
9/12/2019 5:13:04 PM	EDG	105252057	743293	NYSTROM PUBLISHING CO	1,918.70	Yes	No
9/12/2019 5:13:04 PM	EDG	105252057	743294	ORDWAY CENTER FOR THE PERFORMI	412.00	Yes	No
9/12/2019 5:13:04 PM	EDG	105252057	743295	OTTERSON, IRINA	100.00	Yes	No
9/12/2019 5:13:04 PM	EDG	105252057	743296	PALMER BUS SERVICES	70,076.99	Yes	No
9/12/2019 5:13:05 PM	EDG	105252057	743297	PARK NICOLLET HEALTH SERVICES	4,620.00	Yes	No
9/12/2019 5:13:05 PM	EDG	105252057	743298	PERFORMANCE FOOD GROUP	13,011.59	Yes	No
9/12/2019 5:13:05 PM	EDG	105252057	743299	PETERSON BROS. ROOFING	876.82	Yes	No
9/12/2019 5:13:05 PM	EDG	105252057	743300	PREMIUM WATER CO	42.00	Yes	No
9/12/2019 5:13:05 PM	EDG	105252057	743301	PRIOR LAKE HIGH SCHOOL	265.00	Yes	No
9/12/2019 5:13:05 PM	EDG	105252057	743302	QUALITY RESOURCE GROUP, INC.	3,446.87	Yes	No
9/12/2019 5:13:05 PM	EDG	105252057	743303	RAMACHER, THUY	218.75	Yes	No
9/12/2019 5:13:06 PM	EDG	105252057	743304	RAMIC, ALMIN	69.00	Yes	No
9/12/2019 5:13:06 PM	EDG	105252057	743305	Raptor Technologies, LLC	4,950.00	Yes	No
9/12/2019 5:13:06 PM	EDG	105252057	743306	ROLDAN, CARLOS ANGULO	125.00	Yes	No
9/12/2019 5:13:06 PM	EDG	105252057	743307	ROSEMOUNT HIGH SCHOOL	300.00	Yes	No
9/12/2019 5:13:06 PM	EDG	105252057	743308	RYAN MECHANICAL INC	917.00	Yes	No
9/12/2019 5:13:06 PM	EDG	105252057	743309	SANCHEZ OLANDA, OSCAR	69.00	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
9/12/2019 5:13:06 PM	EDG	105252057	743310	SAVAGE, TODD A	1,044.14	Yes	No
9/12/2019 5:13:07 PM	EDG	105252057	743311	SCHOOL NUTRITION ASSOC	17.00	Yes	No
9/12/2019 5:13:07 PM	EDG	105252057	743312	SCHWICKERT'S, INC	642.00	Yes	No
9/12/2019 5:13:07 PM	EDG	105252057	743313	SECURITY CONTROL SYSTEMS, INC	1,401.00	Yes	No
9/12/2019 5:13:07 PM	EDG	105252057	743314	SHAKOPEE PUBLIC UTILITY COMMIS	139,772.46	Yes	No
9/12/2019 5:13:07 PM	EDG	105252057	743315	SHRED-N-GO, INC.	862.85	Yes	No
9/12/2019 5:13:07 PM	EDG	105252057	743316	SJOBERG, SUSAN	125.00	Yes	No
9/12/2019 5:13:07 PM	EDG	105252057	743317	SOLARWINDS	6,176.00	Yes	No
9/12/2019 5:13:08 PM	EDG	105252057	743318	SOUTHWEST METRO EDUCATIONAL CO	5,358.05	Yes	No
9/12/2019 5:13:08 PM	EDG	105252057	743319	STEPHANIE PLONSKI	100.00	Yes	No
9/12/2019 5:13:08 PM	EDG	105252057	743320	SUNBEEB, SUBEL	250.00	Yes	No
9/12/2019 5:13:08 PM	EDG	105252057	743321	SUNBELT STAFFING LLC	3,318.00	Yes	No
9/12/2019 5:13:08 PM	EDG	105252057	743322	SWANSON MEATS INC	5,022.00	Yes	No
9/12/2019 5:13:08 PM	EDG	105252057	743323	TEPLY, AMBER	140.00	Yes	No
9/12/2019 5:13:08 PM	EDG	105252057	743324	THEATRICAL RIGHTS WORLDWIDE	400.00	Yes	No
9/12/2019 5:13:09 PM	EDG	105252057	743325	THOMAS, KAVITHA	15.00	Yes	No
9/12/2019 5:13:09 PM	EDG	105252057	743326	THORNHILL, MATT	435.00	Yes	No
9/12/2019 5:13:09 PM	EDG	105252057	743327	THOUSAND HILLS CATTLE CO	832.00	Yes	No
9/12/2019 5:13:09 PM	EDG	105252057	743328	TIERNEY BROTHERS INC	2,999.00	Yes	No
9/12/2019 5:13:09 PM	EDG	105252057	743329	TOBIN, CONOR	125.00	Yes	No
9/12/2019 5:13:09 PM	EDG	105252057	743330	TRIARCO ARTS & CRAFTS	1,280.55	Yes	No
9/12/2019 5:13:09 PM	EDG	105252057	743331	TRIO SUPPLY COMPANY	6,420.98	Yes	No
9/12/2019 5:13:10 PM	EDG	105252057	743332	TWIN CITIES DOTS & POP	3,326.40	Yes	No
9/12/2019 5:13:10 PM	EDG	105252057	743333	TYSON PREPARED FOODS INC	14,109.00	Yes	No
9/12/2019 5:13:10 PM	EDG	105252057	743334	US FOODS, INC.	83,308.64	Yes	No
9/12/2019 5:13:10 PM	EDG	105252057	743335	US FOODS, INC.	0.00	Yes	No
9/12/2019 5:13:10 PM	EDG	105252057	743336	VERIZON WIRELESS	2,740.66	Yes	No
9/12/2019 5:13:10 PM	EDG	105252057	743337	VERSLUIS, JR FRANS	69.00	Yes	No
9/12/2019 5:13:10 PM	EDG	105252057	743338	VOZNYUK, ALEKSANDR	125.00	Yes	No
9/12/2019 5:13:11 PM	EDG	105252057	743339	WASTE MANAGEMENT	5,820.87	Yes	No
9/12/2019 5:13:11 PM	EDG	105252057	743340	WATER TO YOU	41.00	Yes	No
9/12/2019 5:13:11 PM	EDG	105252057	743341	WILLIAM MACGILL & CO	329.37	Yes	No
9/12/2019 5:13:11 PM	EDG	105252057	743342	WILLIAMS, AARON	79.00	Yes	No
9/12/2019 5:13:11 PM	EDG	105252057	743343	WOITASZEWSKI, SCOTT ALLEN	1,027.84	Yes	No

**Ultimate EDGE Account's Payable
Check Register**

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
9/12/2019 5:13:11 PM	EDG	105252057	743344	WOLD ARCHITECTS & ENGINEERS	1,144.45	Yes	No

*** Totals

Total Documents: 137

Total Amount: 1,463,597.09

P CARD PURCHASES

All transactions matching your search criteria are listed below
 Merchant Group Summary - 06/28/2019 to 07/27/2019

Merchant Group	Merchant Category	With Enhanced Data		Without Enhanced Data	
		Items	Amount	Items	Amount
Airlines	Air Carriers, Airlines (4511)	0	0	4	-1,199.93
	American Airlines (3001)	2	906	0	0
Automobiles And Vehicles	Fuel Dispenser, Automated (5542)	0	0	3	207.03
	Gas / Service Stations (5541)	8	1,270.67	0	0
Business Services	Advertising Services (7311)	1	26.82	0	0
	Automobile Parking Lots And Garages (7523)	0	0	3	24
	Business Services Not Elsewhere Classified (739	3	242.56	1	319
	Commercial Art, Graphics, Photography (7333)	2	1,203.00	0	0
Government Services	Postage Stamps - Government Only (9402)	3	1,385.15	0	0
Hotels And Motels	Doubletree Hotels (3692)	3	2,869.04	0	0
	Gaylord Opryland (3608)	1	1,092.76	0	0
	Renaissance Hotels (3530)	5	1,407.72	0	0
Miscellaneous Stores	Artist Supply Stores, Craft Shops (5970)	0	0	1	-19.63
	Book Stores (5942)	198	26,124.82	32	3,893.53
	Camera And Photographic Supply Stores (5946)	1	7,242.56	0	0
	Caterers (5811)	0	0	1	618.25
	Computer Software Stores (5734)	2	255.24	2	70.99
	Direct Marketing - Catalog Merchants (5964)	3	382.07	2	61.85
	Direct Marketing - Combination Catalog And Re	0	0	4	1,550.66
	Direct Marketing - Other Direct Marketers (596	0	0	6	11,177.46
	Direct Marketing Continuity/Subscription Merc	2	131.99	3	227.12
	Eating Places, Restaurants (5812)	0	0	1	178.21
	Equipment, Furniture, And Home Furnishings S	0	0	1	260
	Game, Toy, And Hobby Shops (5945)	0	0	1	19
	Miscellaneous And Specialty Retail Stores (599	0	0	1	-12.89

P CARD PURCHASES

All transactions matching your search criteria are listed below

Merchant Group Summary - 06/28/2019 to 07/27/2019

	Office, School Supply, And Stationery Stores (59	0	0	7	4,215.32
	Record Shops (5735)	0	0	21	51.17
	Sporting Goods Stores (5941)	0	0	1	733.26
Others	Agricultural Cooperatives (763)	0	0	1	152.49
	Missing merchant category (0)	0	0	23	-113.02
Personal Service Providers	Dry Cleaners (7216)	0	0	1	141.65
	Other Services (Not Elsewhere Classified) (7299)	0	0	2	828
	Photographic Studios (7221)	0	0	3	5
Professional Services And Membership Organizations	Associations Civic, Social, And Fraternal (8641)	0	0	1	3,090.00
	Colleges, Universities, Professional Schools (822	0	0	3	1,998.18
	Health Practitioners, Medical Services (8099)	0	0	1	347.98
	Organizations, Charitable And Social Service (82	0	0	3	9,315.50
	Organizations, Membership (8699)	1	209	0	0
	Professional Services Not Elsewhere Classified (1	1,500.00	3	490
	Schools And Educational Services (8299)	3	1,766.63	2	6,668.64
Retail Stores	Glass, Paint, Wallpaper Stores (5231)	5	501.25	0	0
	Grocery Stores, Supermarkets (5411)	3	19.29	5	379.16
	Hardware Stores (5251)	0	0	5	134.95
	Home Supply Warehouse (5200)	31	2,343.33	0	0
	Lawn And Garden Supply Stores (5261)	1	12	0	0
	Miscellaneous General Merchandise (5399)	0	0	1	149
	Variety Stores (5331)	0	0	2	23.75
Utilities	Calls Through Use Of Mag Stripe-Reading Telep	0	0	1	124.95
Wholesale Distributors And Manufacturers	Books, Periodicals And Newspapers (5192)	1	523	0	0
	Computers, Computer Perpheral Equipment, Sc	0	0	3	4,109.43

PC A R P D U R C H A S E S

All transactions are recorded in the ledger
 Merchandise 06/28/2019

Dental / Laboratory (Medical / Optician)	0	0	0	0
Duraglobe Earsets	0	0	1	115.76
Industrip Earsets	1	389.42	0	0
Men Women's Headsets	1	182.48	0	0
Miscellaneous (27)	0	0	5	2,925.56
Nonduob Earsets	2	2,706.21	0	0
Office Furniture (50)	1	155.76	0	0
Total		29159,033.57		16153,261.38

Bank Account - Wires Out

Date	Description	Amount
8/1/2019	Payroll direct deposit	1,356,836.31
8/1/2019	HealthPartners premium	3,736.00
8/5/2019	IRS federal tax ACH	472,412.54
8/6/2019	TRA ACH	257,875.13
8/6/2019	State of MN taxes ACH	81,415.00
8/6/2019	PERA ACH	51,147.75
8/6/2019	Payroll voluntary deductions	5,533.12
8/6/2019	Credit card processing fees	777.24
8/6/2019	Miscellaneous service charge	41.40
8/7/2019	Food Service fees	258.55
8/8/2019	Credit card processing fees	9.90
8/9/2019	Payroll voluntary deductions	53,344.49
8/13/2019	Payroll voluntary deductions	15,339.69
8/15/2019	Payroll direct deposit	1,286,154.64
8/16/2019	Payroll garnishments	1,657.00
8/19/2019	Payroll voluntary deductions	128,624.56
8/19/2019	IRS federal tax ACH	452,724.61
8/19/2019	Employee expense reimbursement	14,154.69
8/20/2019	State of MN taxes ACH	78,651.00
8/20/2019	Payroll voluntary deductions	7,151.88
8/21/2019	TRA ACH	248,741.21
8/21/2019	PERA ACH	47,827.62
8/22/2019	Payroll voluntary deductions	128,458.85
8/23/2019	Payroll voluntary deductions	53,224.57
8/27/2019	Payroll voluntary deductions	3,967.15
8/27/2019	Employee expense reimbursement	36.08
8/29/2019	Payroll direct deposit	1,380,624.83
8/30/2019	Bank service charge	711.09
		6,131,436.90

DRAFT AIA® Document G701™ - 2001

Change Order

PROJECT *(Name and address):* Shakopee High School Additions and Renovations
 100 17th Avenue West
 Shakopee, MN 55379

CHANGE ORDER NUMBER: 033
DATE: August 28, 2019

TO CONTRACTOR *(Name and address):* Shaw-Lundquist Associates, Inc.
 2757 West Service Road
 St. Paul, MN 55121

ARCHITECT'S PROJECT NUMBER: 152092
CONTRACT DATE: July 26, 2016
CONTRACT FOR: General Construction

OWNER:
 ARCHITECT:
 CONTRACTOR:
 FIELD:
 OTHER:

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. PCO 461/GCPR 064: Studio Stage Additional Bottom Handrail ADD: \$1,515.75
2. PCO 481/PR 361: Bandsaw Ventilation ADD: \$18,517.80
3. PCO 488/PR 365: Recording Studio Air Diffusors ADD: \$5,483.55

TOTAL THIS CHANGE ORDER: \$25,517.10

The original Contract Sum was
 The net change by previously authorized Change Orders
 The Contract Sum prior to this Change Order was
 The Contract Sum will be increased by this Change Order in the amount of
 The new Contract Sum including this Change Order will be

\$	73,088,000.00
\$	3,424,916.34
\$	76,512,916.34
\$	25,517.10
\$	76,538,433.44

The Contract Time will be unchanged by zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is September 2, 2018

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects Engineers
ARCHITECT *(Firm name)*

332 Minnesota Street, Suite W2000
 St. Paul, MN 55102
ADDRESS

BY *(Signature)*

R. Scott McQueen
(Typed name)

DATE

Shaw-Lundquist Associates, Inc.
CONTRACTOR *(Firm name)*

2757 West Service Road
 St. Paul, MN 55121
ADDRESS

BY *(Signature)*

Trent Lundquist
(Typed name)

DATE

Independent School District #720
OWNER *(Firm name)*

1200 Town Square Mall
 Shakopee, MN 55379
ADDRESS

BY *(Signature)*

Jeffrey Priess, Director of Finance
(Typed name)

DATE



Education Identity Access Management (EDIAM) Help

Identified Official with Authority (IOwA) Setup Process for LEAs

Only the IOwA (e.g. Superintendent, Executive Director, Director, or Board Chair) is allowed to authorize access to Education agency secure web site systems on behalf of their organization. By designating an IOwA for your organization, you are asserting that person is the identified official with legal authority to authorize persons to access Education agency secure websites for the state or local education agency that you represent.

Step 1: The IOwA designee must create a user account in EDIAM if they don't already have one.

Step 2: The meeting agenda of your school board or equivalent governing board should include an agenda item to designate the Identified Official with Authority (IOwA) to authorize user access to State of Minnesota Education secure websites for your local education agency or organization. The board meeting minutes must clearly specify the name and EDIAM user ID (or email address) of the IOwA designee as well as the name of the local education agency and organization number for which that individual has the responsibility of assigning job duties. Please include the following language in your meeting minutes for designating the IOwA:

Designation of an Identified Official with Authority for Education Identity Access Management

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize **add person's name, email, and EDIAM user ID** to act as the Identified Official with Authority (IOwA) for **add LEA name and organization number**.

Step 3: Send an email to Education Identity Access Management Helpdesk (useraccess.mde@state.mn.us) with the name of the designated Identified Official with Authority and the associated board meeting minutes attached.

Local education agencies and other organizations must resubmit documentation from the school board or equivalent governing board annually designating the Identified Official with Authority, as well as any time there is a change in the assignment of the Identified Official with Authority. This documentation serves as the annual

recertification of the Identified Official with Authority designation in accordance with State of Minnesota Enterprise Identity and Access Management Standard.

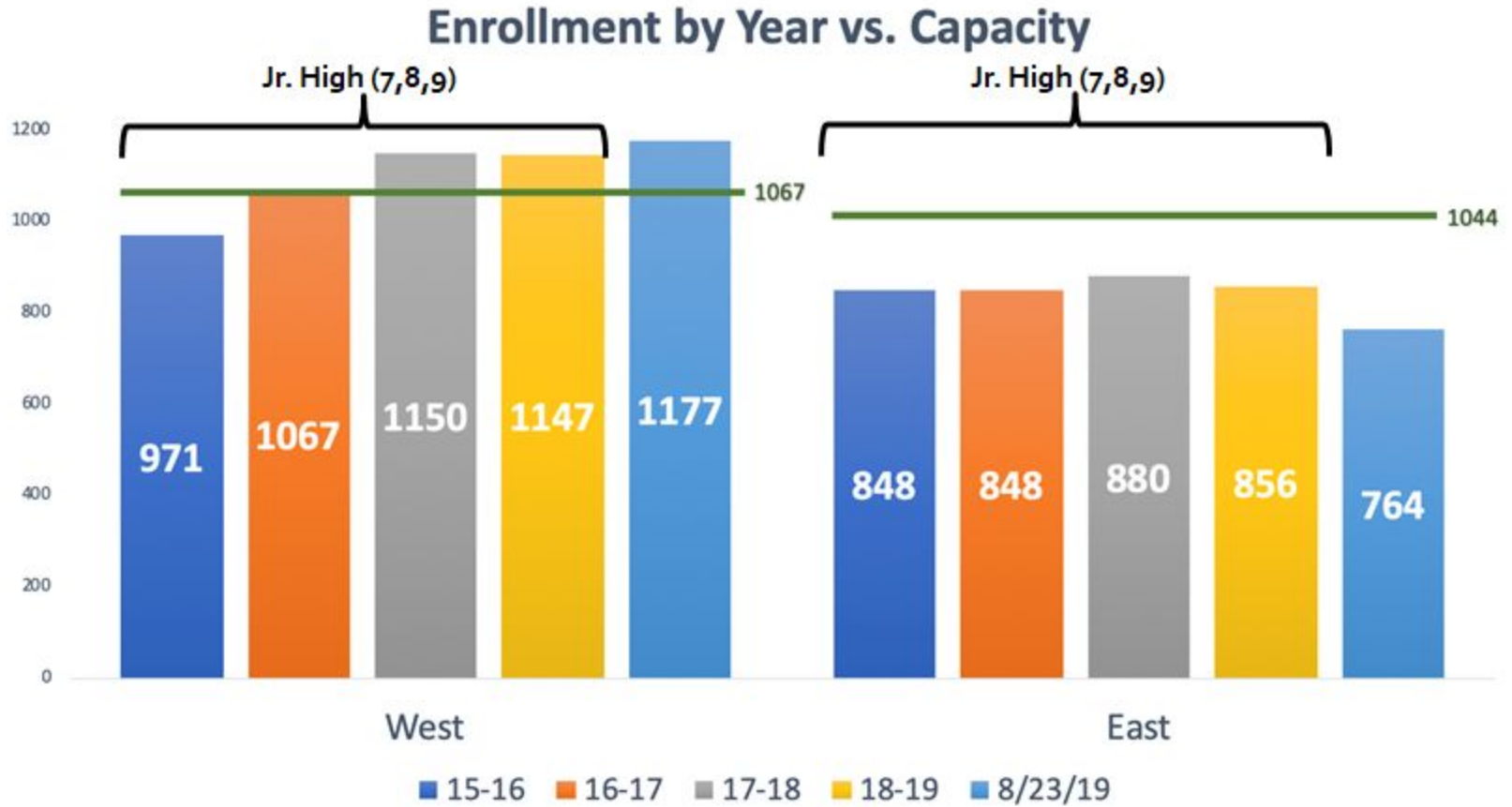
NOTE: If your organization has already held the meeting of your school board or equivalent governing board and designated your IOwA for this year, it is not necessary to again convene your school board to designate the IOwA for EDIAM. It is acceptable to resubmit the board meeting minutes designating the IOwA for your organization for this year along with the designee's name, email, and EDIAM user ID.

It is strongly recommended that only one person at the local education agency or organization (typically the Superintendent or Director) is the Identified Official with Authority. If the local education agency or organization assigns this role to more than one person or to a person other than the Superintendent or Director, the board meeting minutes must clearly specify this role assignment.

Middle School Attendance Areas

Plan for 2020-21

Why does this need to be addressed?



Baseline enrollment end-of 18-19 school year

		Kdg	1st	2nd	3rd	4th	5th	Total
East Middle	Red Oak	81	117	75	99	87	105	564
	Sun Path	95	104	103	117	87	105	611
								0
	Total	176	221	178	216	174	210	

		Kdg	1st	2nd	3rd	4th	5th	Total
West Middle	Eagle Creek	136	118	135	117	127	135	768
	Jackson	134	149	126	151	131	161	852
	Sweeney	108	111	101	99	124	116	659
	Total	378	378	362	367	382	412	

Totals	554	599	540	583	556	622	3454
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East	6th	7th	8th	Total
Year 0: 18-19	252	287	298	837
Year 1: 19-20	231	252	287	770
Year 2: 20-21	193	231	252	676
Year 3: 21-22	234	193	231	658
Year 4: 22-23	196	234	193	623

West	6th	7th	8th	Total
Year 0: 18-19	384	367	402	1153
Year 1: 19-20	391	384	367	1142
Year 2: 20-21	363	391	384	1138
Year 3: 21-22	349	363	391	1103
Year 4: 22-23	344	349	363	1056

Year 0	316
Year 1	372
Year 2	462
Year 3	445
Year 4	433

Actual as of 9-18-19

East MS: 746

West MS: 1,173

Difference: 427

- We are using a “feeder” model elementary to middle
- The student count difference between middle schools is at 427 for 19-20, and projected over 400 into the future.
- Capacities EMS: 1044 (746) WMS: 1067 (1173)
- The difference creates challenges
 - Core staffing is similar (Admin, counselors, etc.)
 - Teaming
 - Common areas (ex: commons, lunchroom, halls)
 - Transfer requests
 - other

~Projections do not currently account for any new housing

Projected Timeline

Date (original timeline)	Item
3/16/19, School Board Meeting	Presentation on enrollment trends the last 2 years. Included building capacities, student enrollment, and a review of development within the district.
7/8/19, Board summer retreat/work session	Review of data on current student populations by school, and projections for the next 5 years Board direction to develop ~3 Middle School scenarios without constraints of feeder elementary schools.
7/11/19, Community Facilities Task Force meeting	Similar information presented at Community Facilities Task Force meeting. Feedback similar to board feedback on feeder schools, and recognition of concern around size of EMS and WMS.
8/26/19, School Board Meeting	School Board meeting - decision, timeline, criteria presentation. Discuss process for public meetings, input, feedback
9/23 (preferred) School Board Meeting	Present ~3 draft scenarios and include multi-year projections. Get feedback. Possibly set final timeline for change.
9/23 - 12/9	Develop answers to open issues: Intra-district transfers & Open enrollments, Roll-up by grade-level or all move at once, Transportation, Students with Siblings, Childcare, Process for staff adjustments/moves, Communication plan, Other factors
9/23-10/x/19	Form public committee/board committee - set meeting dates??
10/x/19 and 11/x/19 Public Meetings	Review of proposed middle school attendance areas for 20-21(public meetings, availability online that includes lookup tool, other communications)
11/18/19	Board reviews feedback, and decides how to proceed
12/9/19 (or 1/6/20)	Action item: 20-21 proposed MS attendance areas
1/13/20-1/27/20	IC technical work: update address connections to schools, preload core, gateway, advanced courses
1/27/20	Parent Information Nights for MS registration
2/3/20	Registration portal opened

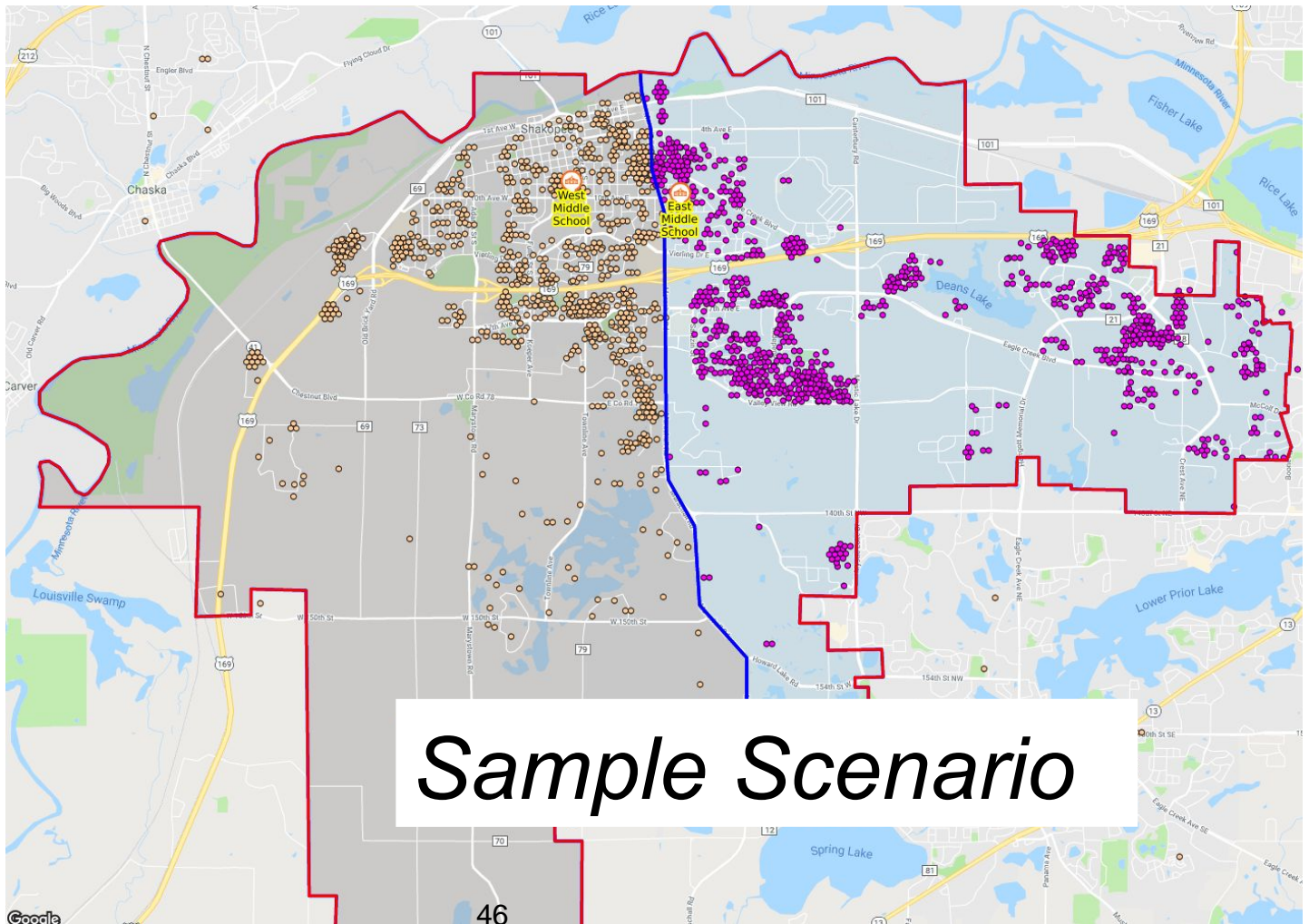
Draft Scenarios

Proposed criteria/parameters (not ranked in priority order)

- Walking distance
- Contiguous as much as possible
- Similar Demographics: Free/Reduced lunch, EL, SpEd
- Efficient Transportation
- Building capacity
- Recognition of proposed growth/developments
- Other considerations
- Last 3-5 years ... better 5-7

Current Elem Attendance Area	Current MS Attendance Area	#75	#94	#70	#96	Development Name	Active	Details	Single Family Units	Multi-Family Units/Townhouse	Apartments	K-5	6-8	9-12
Eagle Creek	WMS	EMS	EMS	EMS	EMS	Haven Ridge	Y		76	57	0	27.9	15.2	18.2
Eagle Creek	WMS	EMS	EMS	EMS	EMS	Haven Ridge South	N		32	0	0	7.7	4.5	5.8
Eagle Creek	WMS	EMS	EMS	EMS	EMS	Ridge Creek	Y	phase 1 - 44	101	0	0	24.2	14.1	18.2
Eagle Creek	WMS	EMS	EMS	EMS	EMS	Summit Preserve	Y		67	103	0	33.6	17.6	20.3
Eagle Creek	WMS	EMS	EMS	EMS	EMS	Gravel Pit (no application)	N							
Eagle Creek	WMS	EMS	EMS	EMS	EMS	Farmland north of gravel pit (no application)	N							
Eagle Creek Total									276	160	0	93.4	51.4	62.5
Jackson	WMS	WMS	EMS	WMS	WMS	Countryside 2nd Addition	Y		31	0	0	7.4	4.3	5.6
Jackson	WMS	WMS	EMS	WMS	WMS	Kristal Estates	N		5	0	0	1.2	0.7	0.9
Jackson	WMS	WMS	EMS	WMS	WMS	The Sixton Apartments	Y		0	0	133	13.3	6.7	6.7
Jackson	WMS	WMS	EMS	WMS	WMS	West Shakopee Gateway (no application)	N		0	0	0	0.0	0.0	0.0
Jackson Total									36	0	133	21.9	11.7	13.1
Red Oak	EMS	EMS	WMS	EMS	EMS	Canterbury Commons	N		0	156	0	26.5	12.5	12.5
Red Oak	EMS	EMS	EMS	EMS	EMS	Stagecoach at Southbridge	Y		60	0	0	14.4	8.4	10.8
Red Oak	EMS	EMS	EMS	EMS	EMS	The Triple Crown at Canterbury	Y	300 unit started	0	0	600	60.0	30.0	30.0
Red Oak Total									60	156	600	100.9	50.9	53.3
Sun Path	EMS	EMS	EMS	EMS	EMS	Sarazin Flats	Y		0	105	0	17.9	8.4	8.4
Sun Path Total									0	105	0	17.9	8.4	8.4
Sweeney	WMS	WMS	EMS	WMS	WMS	Benedictine Health Services at Windermere	N	senior housing	0	0	0	0.0	0.0	0.0
Sweeney	WMS	WMS	EMS	WMS	WMS	Menden Addition	Y		12	0	0	2.9	1.7	2.2
Sweeney	WMS	WMS	EMS	WMS	WMS	Prairie Meadows 1st & 2nd Additions	Y	phase 1 - 25	45	0	0	10.8	6.3	8.1
Sweeney	WMS	WMS	EMS	WMS	WMS	Westridge Lake Estates	Y		14	0	0	3.4	2.0	2.5
Sweeney	WMS	WMS	EMS	WMS	WMS	Windermere - The Willows	N	summer - 80% inc	0	0	60	6.0	3.0	3.0
Sweeney	WMS	WMS	EMS	WMS	WMS	Windermere 1st Addition	Y	complete	19	0	0	4.6	2.7	3.4
Sweeney	WMS	WMS	EMS	WMS	WMS	Windermere 2nd Addition	Y	20% complete	27	0	0	6.5	3.8	4.9
Sweeney	WMS	WMS	EMS	WMS	WMS	Windermere South/Amberglen 1st Addition	Y		31	0	0	7.4	4.3	5.6
Sweeney	WMS	WMS	EMS	WMS	WMS	Windermere South/Amberglen 2nd Addition	N	under review	125	0	0	30.0	17.5	22.5
Sweeney	WMS	WMS	EMS	WMS	WMS	Windermere Townhomes	Y	complete	0	38	0	6.5	3.0	3.0
Sweeney Total									273	38	60	78.0	44.3	55.2
Grand Total									645	459	793	312.1	166.7	192.5

#75 Scenario Map



Sample Scenario

#75 Scenario - Statistics

# 7 5		Total	Capacity	% Capacity	Open Seats	Max Range	% F/R	%SpEd	% EL
	East	939	1044	90%	105		32%	0%	6%
	West	878	1067	82%	189		45%	0%	8%
							13%	0%	2%

Number changing schools

	5	6	7
East	19	31	60
West	134	130	147

Sample Scenario

#75 Scenario - multi-year projections

#75

	Kdg	1st	2nd	3rd	4th	5th	Total
East MS	261	287	304	304	299	298	1753
West MS	271	283	266	244	279	260	1603
Total	532	570	570	548	578	558	3356

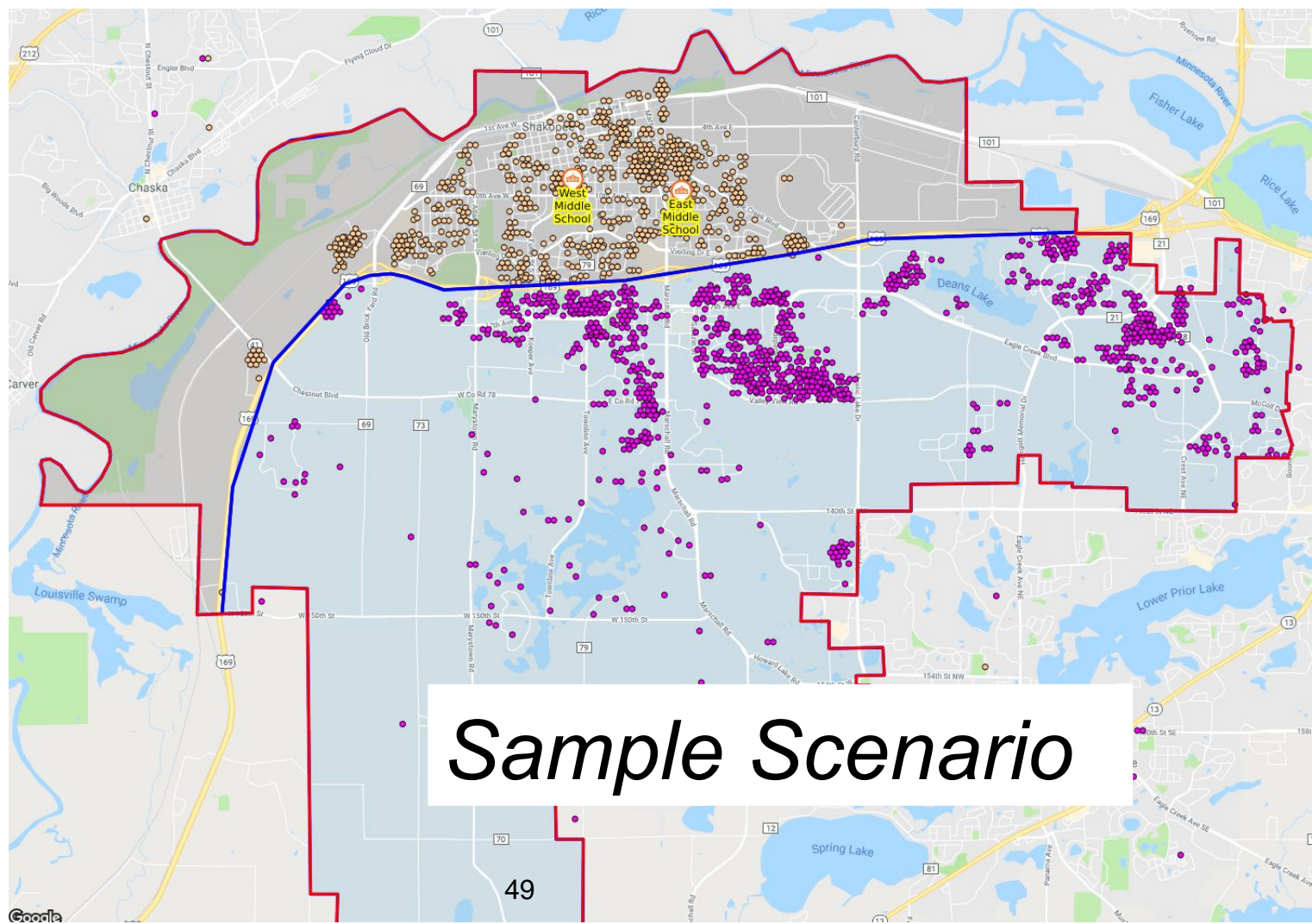
East	6th	7th	8th	Total
Year 1: 20-21	298	312	329	939
Year 2: 21-22	299	298	312	909
Year 3: 22-23	304	299	298	901
Year 4: 23-24	304	304	299	907
Year 5: 24-25	287	304	304	895
Year 6: 25-26	261	287	304	852

West	6th	7th	8th	Total
Y1: 20-21	260	302	316	878
Y2: 21-22	279	260	302	841
Y3: 22-23	244	279	260	783
Y4: 23-24	266	244	279	789
Y5: 24-25	283	266	244	793
Y6: 25-26	271	283	266	820

Difference	
Year 1	-61
Year 2	-68
Year 3	-118
Year 4	-118
Year 5	-102
Year 6	-32

Sample Scenario

#94 Scenario Map



#94 Scenario - Statistics

# 9 4		Total	Capacity	% Capacity	Open Seats	Max Range	% F/R	%SpEd	% EL
	East	1113	1044	107%	-69		23%	7.5%	4%
	West	712	1067	67%	355		62%	7.6%	13%
							39%	0.1%	9%

Number changing schools

	5	6	7
East	69	90	107
West	223	255	258

Sample Scenario

#94 Scenario - multi-year projections

#94

	Kdg	1st	2nd	3rd	4th	5th	Total
East MS	293	321	358	314	327	337	1950
West MS	217	227	207	217	237	221	1326
Total	510	548	565	531	564	558	3276

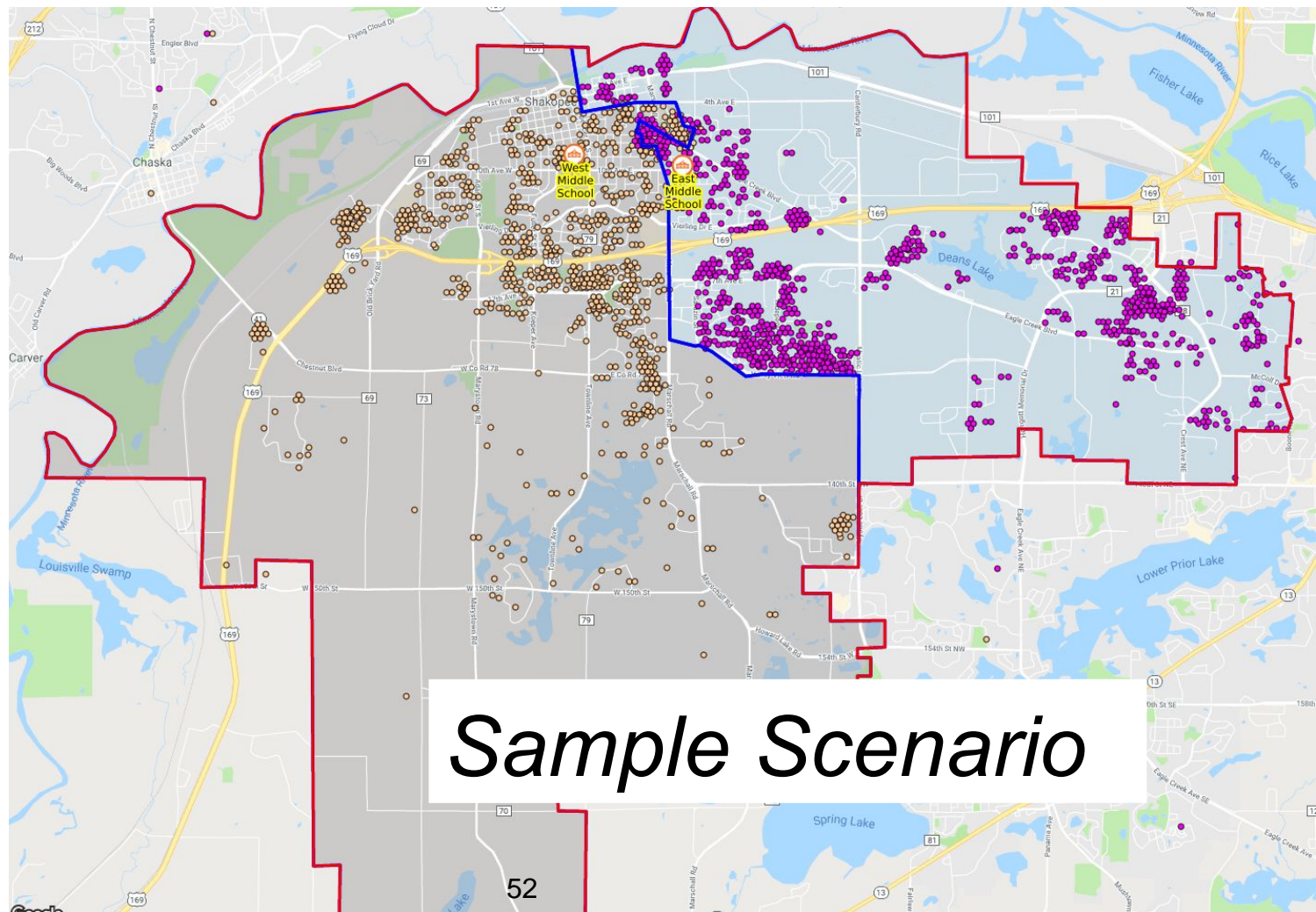
East	6th	7th	8th	Total
Year 1: 20-21	337	378	393	1108
Year 2: 21-22	327	337	378	1042
Year 3: 22-23	314	327	337	978
Year 4: 23-24	358	314	327	999
Year 5: 24-25	321	358	314	993
Year 6: 25-26	293	321	358	972

West	6th	7th	8th	Total
Y1: 20-21	221	236	252	709
Y2: 21-22	237	221	236	694
Y3: 22-23	217	237	221	675
Y4: 23-24	207	217	237	661
Y5: 24-25	227	207	217	651
Y6: 25-26	217	227	207	651

Difference	
Year 1	-399
Year 2	-348
Year 3	-303
Year 4	-338
Year 5	-342
Year 6	-321

Sample Scenario

#70 Scenario Map



Sample Scenario

#70 Scenario - Statistics

# 7 0		Total	Capacity	% Capacity	Open Seats	Max Range	% F/R	%SpEd	% EL
	East	958	1044	92%	86		35%	7.8%	7%
	West	865	1067	81%	202		42%	7.3%	7%
							7%	0.5%	0%

Number changing schools

	5	6	7
East	24	28	36
West	150	113	143

Sample Scenario

#70 - multi-year projections

#70

	Kdg	1st	2nd	3rd	4th	5th	Total
East MS	276	311	298	300	308	311	1804
West MS	246	255	281	246	273	253	1554
Total	501	548	563	529	568	565	3358

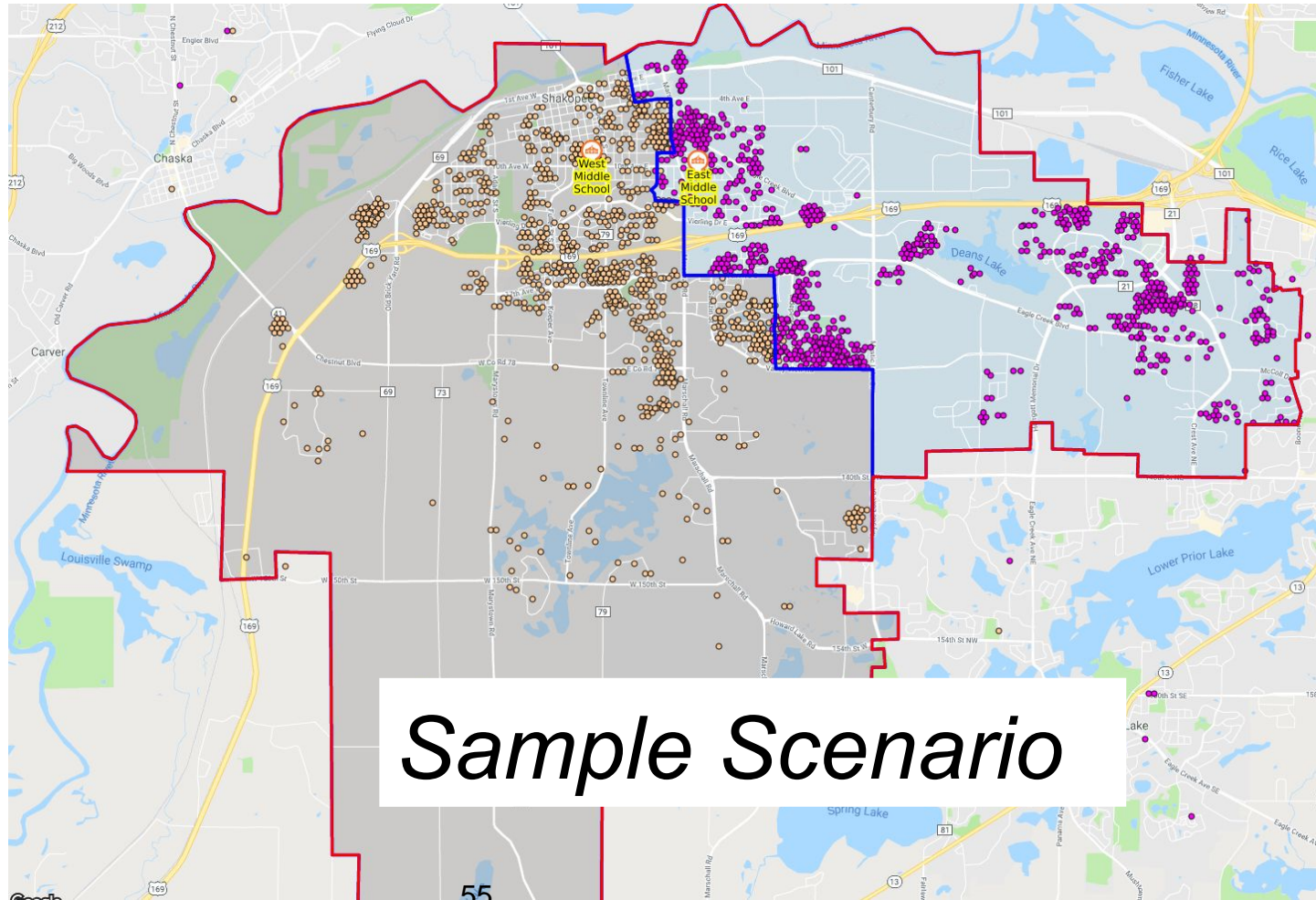
East	6th	7th	8th	Total
Year 1: 20-21	311	298	349	958
Year 2: 21-22	308	311	298	917
Year 3: 22-23	300	308	311	919
Year 4: 23-24	298	300	308	906
Year 5: 24-25	311	298	300	909
Year 6: 25-26	276	311	298	885

West	6th	7th	8th	Total
Y1: 20-21	253	316	296	865
Y2: 21-22	273	253	316	842
Y3: 22-23	246	273	253	772
Y4: 23-24	281	246	273	800
Y5: 24-25	255	281	246	782
Y6: 25-26	246	255	281	782

Difference	
Year 1	-93
Year 2	-75
Year 3	-147
Year 4	-106
Year 5	-127
Year 6	-103

Sample Scenario

#96 Scenario Map



#96 Scenario - Statistics

# 9 6		Total	Capacity	% Capacity	Open Seats	Max Range	% F/R	%SpEd	% EL
	East	858	1044	82%	186		36%	6.8%	7%
	West	965	1067	90%	102		40%	8.3%	7%
							4%	1.5%	0%

Number changing schools

	5	6	7
East	45	53	83
West	144	115	140

Sample Scenario

#96 Scenario-Multi-Year

#96

	Kdg	1st	2nd	3rd	4th	5th	Total
East MS	232	256	264	246	248	284	1530
West MS	278	295	303	289	319	280	1764
Total	510	551	567	535	567	564	3294

East	6th	7th	8th	Total
Year 1: 20-21	284	275	299	858
Year 2: 21-22	248	284	275	807
Year 3: 22-23	246	248	284	778
Year 4: 23-24	264	246	248	758
Year 5: 24-25	256	264	246	766
Year 6: 25-26	232	256	264	752

West	6th	7th	8th	Total
Y1: 20-21	280	339	346	965
Y2: 21-22	319	280	339	938
Y3: 22-23	289	319	280	888
Y4: 23-24	303	289	319	911
Y5: 24-25	295	303	289	887
Y6: 25-26	278	295	303	876

Difference	
Year 1	107
Year 2	131
Year 3	110
Year 4	153
Year 5	121
Year 6	124

Sample Scenario

Open Items

- **Intra-district transfers**
- **Open enrollments**
- **Roll-up by grade-level or all move at once, phase in plan**
- **Transportation**
- **Students with Siblings**
- **Childcare**
- **Communication plan**
- **Process for staff adjustments/moves,,Other factors**

Community presentations/feedback/information Nights

- Conferences: Table at Each elementary and Middle School
- Community presentations:
- Video posted:
- Articles published:
- Email blasts:
- Newsletter(s):
- Postcards:

Questions and Direction



AGENDA

CFTF Meeting
Wednesday, September 18, 2019
6:00 p.m. – 8:00 p.m.

1. Thoughts Since Last Meeting?
 - CFC Utilization/Terminology
2. Early Childhood Philosophy
 - Statistics (Enrollment, Market Share, Waiting List)
 - Future Needs/Deficiencies
3. Tour
 - Tour Download
4. Comparisons
 - In District
 - Neighboring Districts
5. Discussion
 - Key Takeaways/Conclusions
6. Information Requests

Next Meeting (s): Thursday, October 3, 2019, 6:00 p.m. – 8:00 p.m.
Tuesday, October 15, 2019, 6:00 p.m. – 8:00 p.m.
Monday, November 4, 2019, 6:00 p.m. – 8:00 p.m.
Tuesday, November 12, 2019, 6:00 p.m. – 8:00 p.m.



Superintendent: Mike Redmond
Finance Director: Jeffrey Priess

To: School Board

From: Jeff Priess

Date: September 23, 2019

Re: Preliminary Levy Approval (Taxes Payable 2020)

School Boards typically certify the preliminary levy at the “Maximum” level. The use of the term “Maximum” allows for any corrections/changes in levy totals between now and December’s final certification to be made without recertification. The final levy certification in December will require a specific dollar amount.

I have attached a power point that provides information relating to the proposed levy, estimated tax rates and estimated tax levels and comparisons from the prior year levy relative to (School District Taxes) only.



Shakopee Public Schools

Preliminary Levy Approval

**Taxes Payable 2020-
Funding for the 2020-21 school year**

September 23, 2019

Overview

Financing of public education in MN comes from a combination of state aid, federal allocations, locally generated fees

➤ *and:*

property taxes

School District Property Taxes

Made up of voter approved levies:

Operating Referendum, Capital Projects and Building Bond
Debt

and

Discretionary Levies:

For expenditures or levy limits in categories authorized in law-
LTFM (Long-term Facilities Maintenance)

Safe Schools

Building Lease

(Not all inclusive)

School District Funds

The district levies within three (3) funds	Proposed Levy	% of Total Levy
General Fund	\$15,986,815.03	40.33%
Community Education Fund	\$618,405.51	1.56%
Debt Service Fund	\$23,029,907.19	59.11%
Total	<u>\$39,635,127.73</u>	<u>100%</u>

Proposed Levy Change

Fund	Final Pay 2019 Levy	Proposed Pay 2020 Levy	Levy Change
General Fund	\$15,320,662.91	\$15,986,815.03	\$666,152.12
Community Education Fund	\$591,469.02	\$618,405.51	\$26,936.49
Debt Service Fund	\$22,576,015.51	\$23,029,907.19	\$453,891.68
Total	<u>\$38,488,147.44</u>	<u>\$39,635,127.73</u>	<u>\$1,146,980.29</u>

General Fund Levies

Category	Revenue Component(s)	Pay 19 Amount	Pay 20 Proposed
Voter approved:	Capital Projects (Rate * Tax Cap)	\$3,329,346.42	\$3,527,108.07
Legislative Formula Driven:	LTFM	\$1,836,071.64	\$1,991,849.29
Expenditure Limits:	Building Lease (Increase to ALC Lease)	\$1,677,428.89	\$1,993,889.45

Tax rate calculation-

NTC (Net Tax Capacity)

7

	Pay 19	Est. Pay 20
Tax Capacity	\$64,749,757	\$71,090,027
* less TIF	(\$1,657,341)	(\$2,001,680)
** less Fiscal Disp.	(\$9,387,669)	(\$10,068,548)
Net Tax Capacity. (1)	\$53,704,747	\$59,019,799
Tax Capacity Levy	\$31,929,721.00	\$33,083,968.81
less Fiscal Disp. Dist.	(\$3,501,731)	(\$3,757,403)
Net Tax Levy. (2)	\$28,427,990.00	\$29,326,565.81
Tax Rate. (2)/(1)	52.93%	49.69%

Tax rate calculation-

Referendum MV (Market Value)

	Pay 19	Est. Pay 20
Referendum Mkt Value	\$5,184,000,500	\$5,665,999,300
less TIF*		
less Fiscal Disp.		
Net RMV (1)	\$5,184,000,500	\$5,665,999,300
Market Value Tax Levy	\$6,558,426.44	\$6,551,158.92
less Fiscal Disp. Dist.	(\$837,477)	(\$756,185)
Net Mkt Levy (2)	\$5,720,949.44	\$5,794,973.92
Tax Rate. (1)/(2)	.11036%	.10228%

Residential Homestead (School Tax Examples)

Assume no increase in Market Value

ESTIMATE

Taxes Payable 2019

Tax Capacity Rate	52.93%
Ref Mkt Value Rate	0.11%

Taxes Payable 2020

Tax Capacity Rate	49.69%
Ref Mkt Value Rate	0.10%

Value	Tax Cap	Tax Amt	Value	Tax Cap	Tax Amt	\$Tax Incr	% Tax Incr
250,000	2,500	1,599	250,000	2,500	1,498	-101	-6.335%
375,000	3,750	2,399	375,000	3,750	2,247	-152	-6.335%
500,000	5,000	3,198	500,000	5,000	2,996	-203	-6.335%

Residential Homestead (School Tax Examples)

Assume 9% increase in Market Value

ESTIMATE

Taxes Payable 2019

Tax Capacity Rate	52.93%
Ref Mkt Value Rate	0.11%

Taxes Payable 2020

Tax Capacity Rate	49.69%
Ref Mkt Value Rate	0.10%

Value	Tax Cap	Tax Amt	Value	Tax Cap	Tax Amt	\$Tax Incr	% Tax Incr
250,000	2,500	1,599	272,500	2,725	1,633	34	2.095%
375,000	3,750	2,399	408,750	4,088	2,449	50	2.095%
500,000	5,000	3,198	545,000	5,450	3,265	67	2.095%

Board Action

Board approval of the preliminary tax levy at the maximum allowable for taxes payable in 2020.

Approval at maximum allowable provides the opportunity for minor calculation and or technical changes to be made without requiring subsequent School Board action

Board has scheduled the Truth-In-Tax hearing for December 9, 2019 prior to final levy certification.

Highlights of the Tentative Agreement with Health Assistants

(Additions to the contract are underlined and subtractions are ~~strike through~~)

Issue	Year One (2018-19)	Year Two (2019-20)
Wages	0%	\$.96 per hour
Health Insurance	No change	Family \$780/year increase
Total Settlement		4.22% - MSBA Calculation

The MSBA Method is used by the majority of school districts.

School District Policy Audit

	Policy Number	Policy Title	Originated	Last Revision	Last MSBA Update	1st Reading	2nd Reading
To-Do	504	Student Dress and Appearance	1995	9/21/2015	2018 June	9/23/2019	10/28/2019
To-Do	509	Enrollment of Nonresident Students	1995	9/21/2015	2018 June	9/23/2019	10/28/2019
To-Do	513	Student Promotion, Retention, and Program Design	1995	9/21/2015	2017 May	9/23/2019	10/28/2019
To-Do	529	Staff Notification of Violent Behavior by Students	1999	9/21/2015	2016 July	9/23/2019	10/28/2019
To-Do	530	Immunization Requirements	1999	9/21/2015	2018 June	9/23/2019	10/28/2019

Adopted: _____

MSBA/MASA Model Policy 504

Orig. 1995

Revised: _____

Rev. ~~2002~~ 2017

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
 2. Clothing that does not create a health or safety hazard.
 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 5. Any apparel or footwear that would damage school property.
- D. Headgear, including hats or head coverings, Hats are not allowed in the building

except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (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)

Adopted: _____

MSBA/MASA Model Policy 509

Orig. 1995

Revised: _____

Rev. ~~2016~~ 2017

509 ENROLLMENT OF NONRESIDENT STUDENTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education ~~(that enrollment form follows this policy).~~ and available on their website (education.mn.gov). Go to "Students and Families," then, under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. ~~Siblings of currently enrolled students, applications related to an approved integration and achievement plan, and children of the school district's staff must receive priority in the lottery. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:~~
1. the student's resident district does not operate a school building;
 2. the municipality is located partially or fully within the boundaries of at

least five school districts;

3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
 3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.
- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

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

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

Adopted: _____

MSBA/MASA Model Policy 513

Orig. 1995

Revised: _____

Rev. ~~2016~~ 2019

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 school 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 superintendent's decision shall be final.

C. Program Design

1. The superintendent, 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 the World's Best Workforce.

2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. 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.
- 3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school 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.
- 4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child’s ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child’s knowledge, skills, and abilities. The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
 Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

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 Ensurance of Preparatory and High School Standards)
 MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
 MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 529

Orig. 1999

Revised: _____

Rev. ~~2006~~ 2016

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals

outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described

in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. **MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. **PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. **TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: _____

MSBA/MASA Model Policy 530

Orig. 1999

Revised: _____

Rev. ~~2011~~ 2017

530 IMMUNIZATION REQUIREMENTS

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

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), stating affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a medical statement ~~from a physician or a public clinic which provides immunizations, stating affirming~~ that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement ~~of a physician or public clinic which administers immunizations~~. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent

or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a **physician's** signed **medical** statement **stating affirming** that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 3. review student health records to determine whether the required information has been provided; and
 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, C, and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district

also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

- Legal References:*** Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)
- Cross References:*** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Newsletter

September 2019

Model Policy Revisions

MSBA has completed its revisions of the Model Policies listed below to reflect statutory requirements that the Minnesota legislature enacted through the 2019 legislative session and other federal and state requirements.

Yellow highlighted Model Policies contain newly-updated revisions as of September 2019. Instructions are at the end of this newsletter.

Green highlighted Model Policies were revised and posted on the MSBA website in June 2019.

*Note: Model Policies 506, 603, 616, and 624 were revised in June and in September.

Statutory and Recommended Changes		
Model Policy Number	Model Policy Title	Summary of Changes
414	Mandated Reporting	Statutory change adds two crimes under the definition of 'sexual abuse'
419	Tobacco-Free Environment	Policy title change; statutory change adding electronic devices and definition of 'smoking'
421	Gifts to Employees and School Board Members	Adds definition of "financial interest"
510	School Activities	Adds language reflecting 2019 legislative action regarding student activity accounts and deletes outdated reference

Model Policy Number	Model Policy Title	Summary of Changes
516	Student Medication	Statutory change adds student possession and use of sunscreen
524	Internet Acceptable Use and Safety Policy	Updates social media references and revises references
532	Use of Peace Officers	Statutory change to dates of seclusion reports to MDE
534	Unpaid Meal Charges	Adds 2019 Minnesota Attorney General Opinion language
601	Curriculum and Instruction	Statutory change adding dyslexia screening and additional reporting requirements
603	Curriculum Development	Adds language regarding dyslexia screening
611	Home Schooling	Statutory change to add teacher's materials to the definition of 'textbook'
613	Graduation Requirements	Statutory changes revise Graduation Assessment Requirements (Art. V) and Graduation Credit Requirements (Art. VI). Legal References updated
615	Testing Accommodations, Modifications, and Exemptions for IEPS, Section 504 Plans, LEP Students	Updated URL for the "Procedures Manual for the Minnesota Assessments"
616	School District Accountability	Updated advisory committee provisions
618	Assessment of Achievement	Statutory changes required MDE Commissioner to create form regarding state assessments; district must post form

Model Policy Number	Model Policy Title	Summary of Changes
620	Credit for Learning	Statutory change deletes North Central Assn. of Colleges and Schools from 'eligible institution' definition
623	Mandatory Summer School Instruction	Adds dyslexia screening language
703	Annual Audit	Updates Minnesota Legal Compliance Audit Guide title
713	Student Activity Accounting	Student activity accounts must be under board control
720	Vending Machines	Updates sealed bid statutory requirement
721	Uniform Grant Guidance	Federal change increases two threshold levels under "Procurement Methods"
802	Obsolete Equipment	Statutory change expands potential recipients of surplus school computers and adds option to sell/give surplus school computers to 'qualifying students'

Non-substantive Changes

Model Policy Number	Model Policy Title	Summary of Changes
205	Open Meeting and Closed Meeting	<p>These changes reflect updates to the legal and cross references (including changes in statute numbers and/or names, new statutes, rules, or cases), changes to the notes within the policies, changes to accompanying forms, and minor corrections. The substance of the policy language is not affected.</p>
402	Disability Nondiscrimination	
404	Employment Background Checks	
423	Employee-Student Relationships	
424	License Status	
506	Student Discipline	
515	Protection and Privacy of Pupil Records	
523	Policies Incorporated	
530 FORM	Immunization Form and Instructions	
602	Organization of School Calendar and School Day	
624	Online Learning Options	
806 FORM	For Assistance in Drafting a Crisis Management Plan	
904	Distribution of Materials on School District Property by Nonschool Persons	

Instructions to access the Policy Manual online:

1. Please visit www.mnmsba.org.
2. Go to the Resources tab and select Policies
3. Log into the Members area (access is limited to Policy Services subscribers)
4. Access the MSBA/MASA Policy Reference Manual

Within the Policy Reference Manual, you may access, download, and search all of the policies. To download the entire Policy Reference Manual at once, click on the link labeled "Download the Entire Manual" and follow the dialog boxes that appear. A separate link for "Revision History" is also available to review or download redlined versions of the revisions and access a list of revised policies.

If you would prefer to receive the revised policies on CD or paper, please contact the MSBA office. Additional charges apply. These items are available to Policy Services subscribers only.

If you have questions about Policy Services, how to navigate the online Policy Reference Manual, or the content of the model policies, please contact Terry Morrow at (507) 934-8126 or (800) 324-4459 or by email at tmorrow@mnmsba.org

Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 2017

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the

circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor

negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been

purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 19-008 \(May 22, 2019\)](#)
[Dept. of Admin. Advisory Op. No. 19-006 \(April 9, 2019\)](#)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)
- Cross References:** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

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Rev. ~~2017~~ 2019

506 STUDENT DISCIPLINE

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

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all

students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate

regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from

indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices,

electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper

activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a

school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or

employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;

- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of

instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]

C. Procedures for Removal of a Student From a Class.

1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

D. Responsibility for and Custody of a Student Removed From Class.

1. *Designation of where student is to go when removed;*
2. *Designation of how student is to get to designated destination;*
3. *Whether student must be accompanied;*
4. *Statement of what student is to do when and while removed;*
5. *Designation of who has control over and responsibility for student after removal from class.*

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. *Specification of procedures;*
2. *Actions or approvals required such as notes, conferences, readmission plans.*

F. Procedures for Notification.

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
2. Actions or approvals required, such as notes, conferences, readmission plans.

G. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
- ~~2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and~~
- ~~3~~ 2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall

include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school

administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49.

The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be

made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students with Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety)

Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

MSBA/MASA Model Policy 610 (Field Trips)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2013

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who

are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of

those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2. Perform a supervisory or instructional task directly related to the student's

education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services

from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. **DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the

student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is

authorizing to be disclosed;

- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and

- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is

specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the

school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a

school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may

also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in ~~section 450b of Title 25~~ 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization

to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be

accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the

school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;

- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
- c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

- 5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

- 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
- 2. cannot be further disseminated to any other person except personnel of the

recruiting services of the armed forces.

- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information

under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be

attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has

ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district

amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion

thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing

education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)

18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
309 (2002)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect
or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside
Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 906 (Community Notification of Predatory
Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School
Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 602

Orig. 1995

Revised: _____

Rev. 2017

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the

calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher’s workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.

- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
~~Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results Oriented Charter School)~~
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Adopted: _____

MSBA/MASA Model Policy 624

Orig. 2003

Revised: _____

Rev. 2019

624 ONLINE LEARNING OPTIONS

[Note: The provisions of this policy substantially reflect the statutory requirements of Minn. Stat. § 124D.095, the Online Learning Option Act.]

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. An online learning provider must assist an online learning student whose family qualifies for education tax credit to acquire computer hardware and educational software for online learning purposes.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

[Note: The school district may itself offer digital learning to its enrolled students. Such digital learning does not generate online learning funds. To the extent digital learning is offered by the school district only to its enrolled students, it is not subject to the Minnesota Department of Education (MDE) reporting or review requirements unless the school district is a full-time online learning provider. See Minn. Stat. § 124D.095, Subd. 4(d) and (e).]

To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the home-schooled student or student's parent or guardian, provided that the school

district does not incur more than an incidental cost as a result of providing access electronically. See Minn. Stat. § 123B.42.]

III. DEFINITIONS

- A. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 120A.22, Subd. 4, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
2. The school district will receive and maintain information provided to it by online learning providers.
3. The online learning provider must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must

notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.

4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.

2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.
6. Weighted grades will also be applicable if the school district has adopted a policy to offer weighted grades.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1a (Curriculum; Electronic Components)
Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 904

Orig. 1995

Revised: _____

Rev. 2002

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "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, and lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school 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.

In order 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.

- G. “School activities” means any activity sponsored by the school 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, other theatrical productions, and in-school lunch periods.
- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always

prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous;
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 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 religion, 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. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such 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 school district'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 school district staff, use of school 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

If permission is granted pursuant to this policy for the distribution of any materials, 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 nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. 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.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school 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 school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
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](#), 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

**2019 Shakopee Public Schools
School Board Meeting Dates and other important dates**

Date	Time	Type of Meeting	Location
September 23, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
September 23, 2019	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
September 23, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
September 25, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
October 14, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
October 14, 2019	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
October 14, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
October 28, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
October 28, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
October 30, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
November 18, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
November 18, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
November 20, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
December 9, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
December 9, 2019	6:00PM	Truth in Taxation Hearing & School Board Business Meeting	District Office Board Room, 1200 Town Square
December 11, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square



Shakopee Public Schools 2019-20 School Calendar

August 2019	
August 19-22.....	New Teacher Fall Workshop
August 26-29.....	Teacher Fall Workshop

September 2019	
September 2.....	No School - Labor Day
September 3-4.....	Elementary Connect Days (Grades E-5)
September 3.....	Student 1st Day of School (Grades 6-12)
September 5.....	Student 1st Day of School (Grades E-5)
September 26.....	Student 2-Hour Early Release K-12

October 2019	
October 16.....	No School - Teacher Staff Development Day
October 17-18.....	No School - Fall Break

November 2019	
November 7	1st Quarter Ends
November 7.....	Student 2-Hour Early Release K-12
November 8.....	No School - Teacher Planning Day
November 27-29.....	No School - Thanksgiving Break

December 2019	
December 20.....	No School - Early Childhood Only (PD day)
December 23-Jan 1.....	No School - Winter Break

January 2020	
December 23-Jan 1.....	No School - Winter Break
January 20.....	No School - No Teachers - MLK, Jr. Day
January 23.....	1st Semester Ends
January 23.....	Student 2-Hour Early Release K-12
January 24.....	No School - Teacher Planning Day

February 2020	
February 14.....	No School - All Teacher Staff Development Day
February 17.....	No School - Presidents' Day Break

March 2020	
March 26.....	3rd Quarter Ends
March 26.....	Student 2-Hour Early Release K-12
March 27.....	No School - Teacher Planning Day
March 30-April 3.....	No School - Spring Break

April 2020	
March 30-April 3.....	No School - Spring Break

May 2020	
May 1.....	No School - Gr. 6-12 Teacher Staff Development Day
May 1.....	No School - Gr. E-5 Teachers Off
May 25.....	No School - Memorial Day

June 2020	
June 4.....	Student Last Day of School
June 5.....	Teacher Work Day
June 6.....	Graduation

August 2019				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020				
M	T	W	TH	F
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
M	T	W	TH	F
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10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	TH	F
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
M	T	W	TH	F
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13	14	15	16	17
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27	28	29	30	

May 2020				
M	T	W	TH	F
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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Key	
	No School - Students and Staff
	No School - Students
	First/Last Day of School
	Quarter/Semester Change
	Student Early Release 2-Hours before Dismissal