



**ROCK RIDGE PUBLIC SCHOOLS
1405 PROGRESS PARKWAY
VIRGINIA MN 55792**

**Regular Meeting
Monday, October 23, 2023 at 6:00 PM
Rock Ridge Administration Building, 1405 Progress Parkway,
Virginia, MN 55792**

AGENDA

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input.
4. CM Quarterly Presentation - NSE & Demo Quarterly Report. 3
 1. Consider approval of KA CM Contract Amendment #11. 44
5. Gilbert Abatement & Demo Bid Results Presentation and consideration of approval. 47
6. Consent Agenda:
 1. Approval of October 9, 2023 regular meeting minutes. 59
 2. Approval of volunteer coach for the 2023-2024 school year: Madison Lutzka (Girls Hockey).
 3. Approval of additional duty for the 2023-2024 school year for the following staff at Rock Ridge High School: Lunch Supervision Full Year (stipend of \$2,866 each) - Taryn Greiner, Kyle Hammer.
 4. Approval of hire of Kaitlin Winder for the Paraprofessional position at a rate of \$18.47/hour effective October 16, 2023.
 5. Approval of hire of Briana Negen for the Paraprofessional position at a rate of \$18.47/hour effective November 1, 2023.
 6. Approval of hire of Leah Ryan for the Junior High Speech Coach position with a stipend of \$1,500 effective December 1, 2023.
 7. Approval of hire of Chelsea Winans for the Long-Term Substitute Teacher position

(PES) with a salary of \$45,085 (Step A - BA) prorated effective January 2, 2024 through April 3, 2024.

8. Acceptance of resignation of Cindy Gulbranson from the Paraprofessional position effective October 9, 2023.

9. Acceptance of resignation of Matt Anderson from the Head Boys' Track & Field Coach position effective October 15, 2023.

10. Acceptance of resignation of Bethany Nygaard from the Paraprofessional position effective October 15, 2023.

11. Acceptance of resignation of Mike Koskela from the Paraprofessional position effective October 27, 2023.

12. Approval of out-of-state travel for the following staff members to the Regional Powerschool User Group Conference (PSUG) on November 5-7, 2023 in Madison, WI: Elisa Boe, Tricia Fierst, Robert Kreegier, Cierra Brelie.

7. Reports:

1. Treasurer's Report. 62

2. Laurentian Elementary Principal's Report.

3. Superintendent.

8. Policy 520: Student Surveys. 76

9. Policies: Third and Final Reading.

1. 504 Student Dress and Appearance. 82

2. 515 Protection and Privacy of Pupil Records. 90

10. Administration Items:

1. Consider approval of quote for new choir risers. 126

11. Meeting Announcements:

1. The next regular meeting will be Monday, November 9, 2023 at 6:00 PM at the Rock Ridge Administration Building, 1405 Progress Pkwy.

12. Adjournment.



Rock Ridge Public Schools: Quarterly Update – 23 OCT 2023



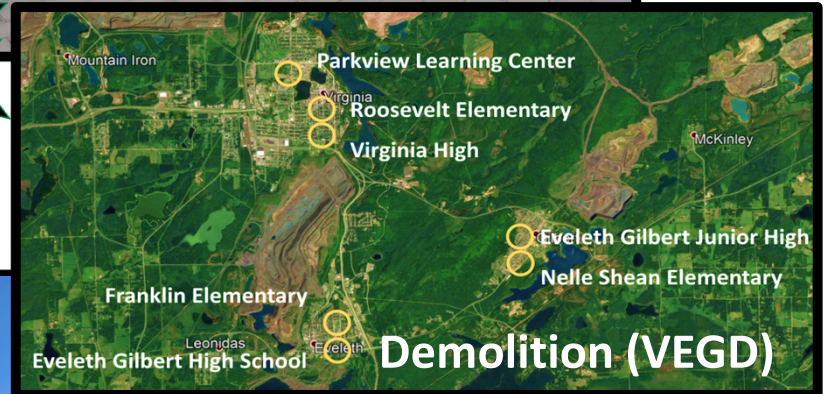
Rock Ridge High School (RRHS)



North Star Elementary School (NSE)



Laurentian Elementary School (LES)



Demolition (VEGD)



District Administration Building (DAB)
Upgrades



AGENDA



1. Review Overall “Core 4” Progress

- **Schedule** Update
- **Safety** Update
- **Quality** Update
- **Budget** Update

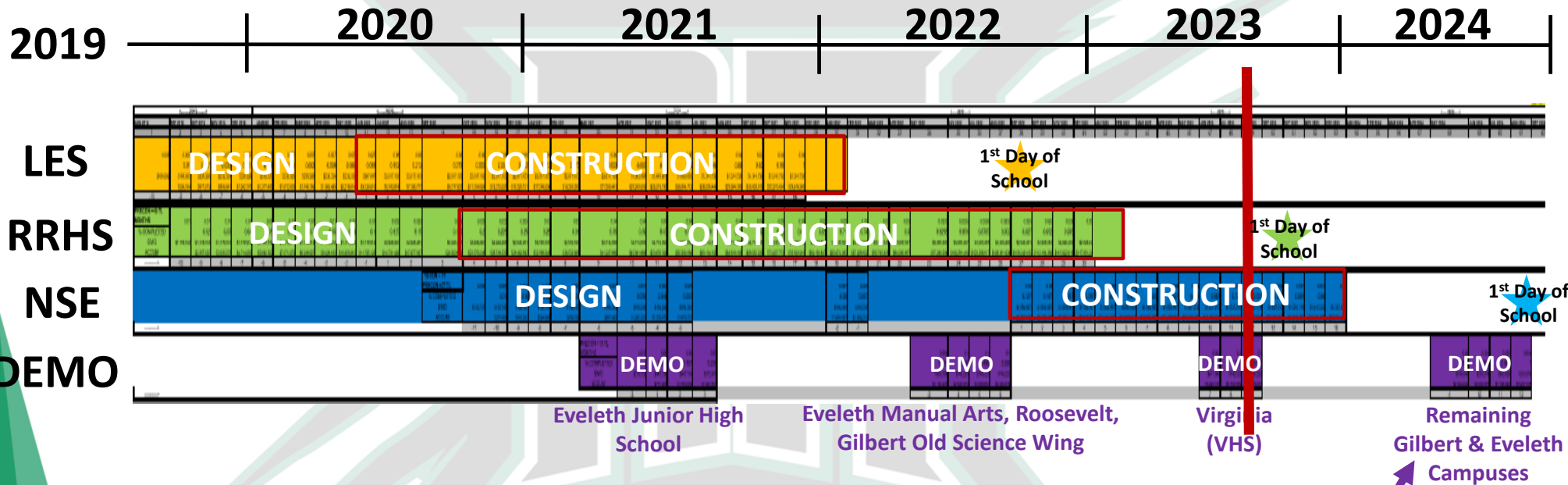
2. KA Contract Amendment #10 Presentation



SCHEDULE



MASTER SCHEDULE



- **100%** Complete Laurentian Elementary
- **100%** Complete Rock Ridge High School
- **65%** Complete North Star Elementary
- **99%** Complete Demolition Projects (thru Virginia Campus)*

*Scope Dependent on District Priorities



REMAINING WORK

Rock Ridge High School



- ~~1. Gym Floor Touch-Ups (April, 2023)~~
- ~~2. Stripe Running Track (May, 2023)~~
- ~~3. Install Fence Wind Screens at Baseball/Softball Fields (May, 2023)~~
- ~~4. Landscaping & Site Work Touchups (May, 2023)~~
- ~~5. Performing Arts Center – Final Programming of Lights (May, 2023)~~
- ~~6. Grandstands at Varsity Baseball & Varsity Softball RR-FFE (May, 2023)~~
- ~~7. Stadium Grandstand Scrim Finishes RR-FFE (May, 2023)~~
- ~~8. Video Board at Aquatics Center RR-FFE (May, 2023)~~
- ~~9. 11-Month Warranty Inspection – Site (August, 2023)~~
- ~~10. 11-Month Warranty Inspection – Envelope (September, 2023)~~
- 11. 11-Month Warranty Inspection – Building (December, 2023)**



SAFETY



SAFETY SUMMARY



Current Updates:

- ~**75** Workers/Day
- ~**10** District Contractors Active On-Site
- Zero (**0**) Additional Lost-Time Accidents
- Zero (**0**) OSHA Violations / Citations
- O.S.H.A. Consultation Program Ongoing
 - N.S.E. Consultation: 18 OCT, 2023



QUALITY



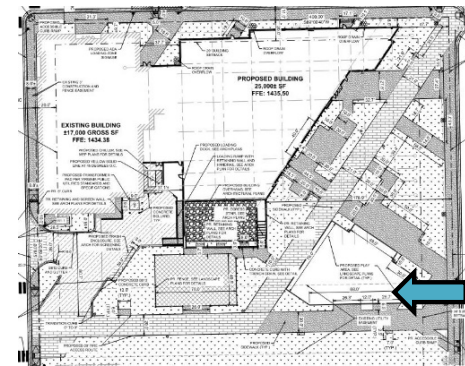
Cunningham

DEMOLITION PHOTO UPDATE



Malone/Annex & VHS Demo

Aerial
Photo
SEP 2023





VIRGINIA DEMO





VIRGINIA DEMO





VIRGINIA DEMO





VIRGINIA DEMO





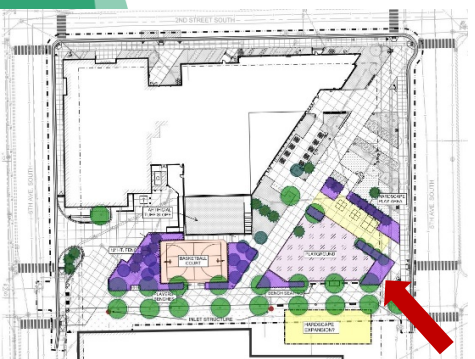
Cunningham

NORTH STAR ELEMENTARY PHOTO UPDATE

October
2023

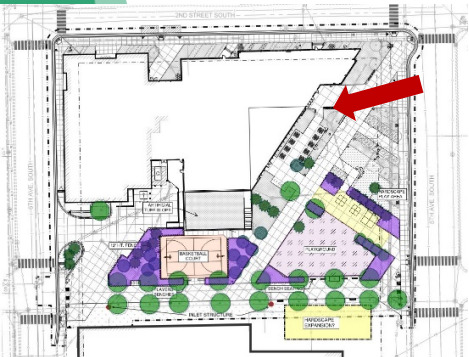


**EXTERIOR
(Front)**





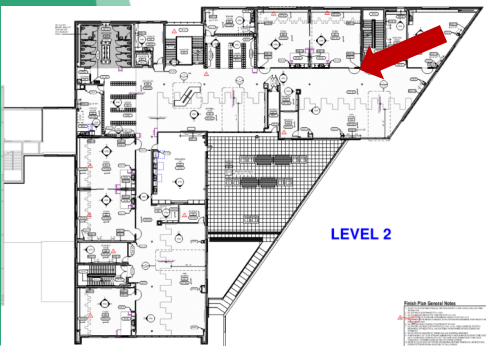
EXTERIOR MAIN ENTRY



October
2023



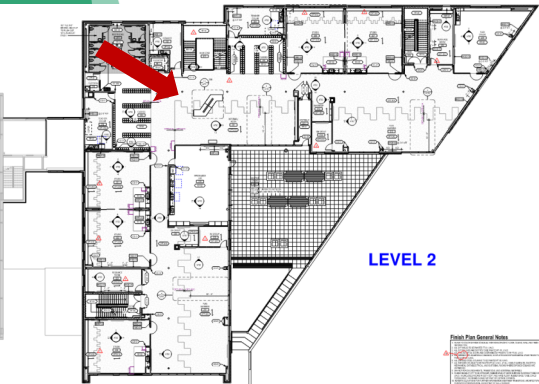
INFORMAL LEARNING



October
2023



MEDIA CENTER



LEVEL 2



MAIN COMMONS FROM ENTRY



October
2023



MAIN COMMONS BACK TO ENTRY



October
2023

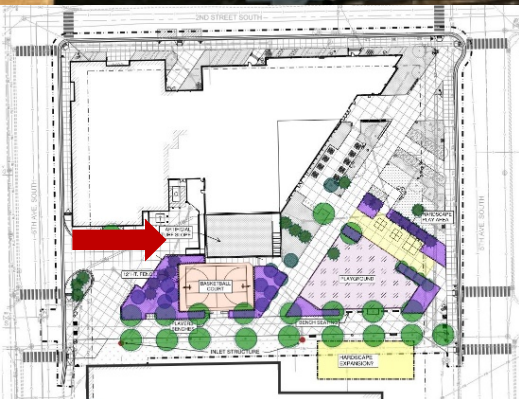




October
2023



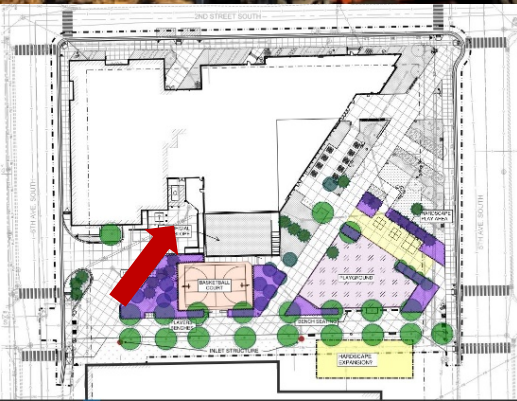
August
2023



October
2023



August
2023

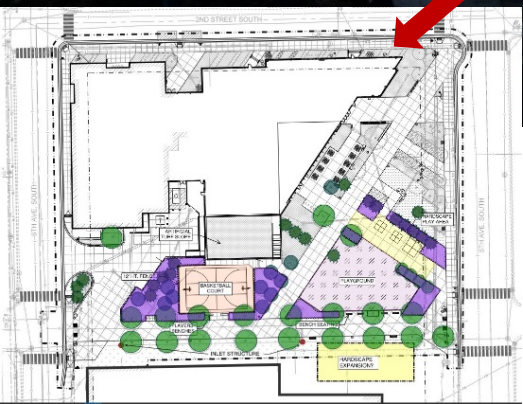




October
2023



August
2023

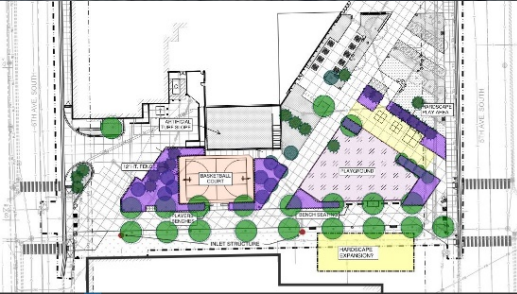




October
2023

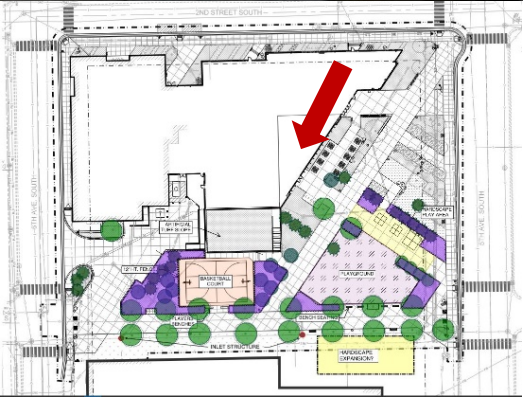
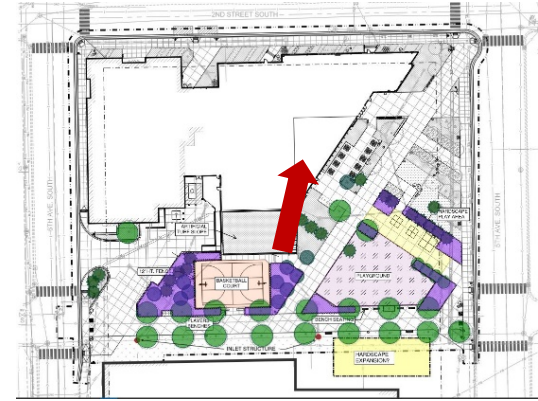


August
2023



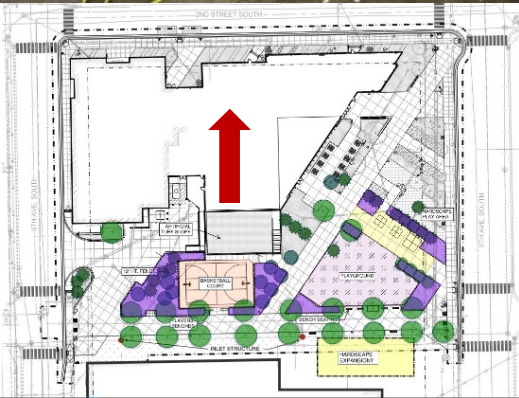
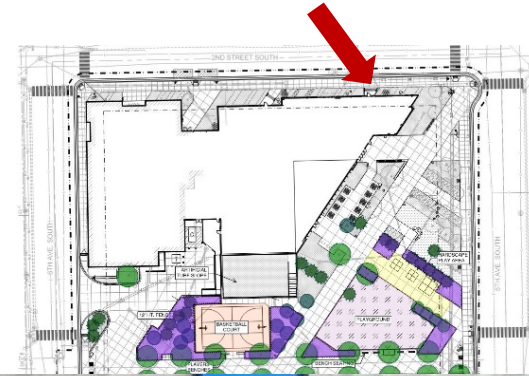


**October
2023**





October
2023





BUDGET



Laurentian Original	Laurentian Current	Laurentian Spent-to-Date	Laurentian Remaining
			\$ 656,701.78
34,000,000.00	\$ 33,343,298.22	\$ 33,343,298.22	\$ -
\$0.00	\$0.00		

Mech Upgrade PH2 Current	Mech Upgrade PH2 Spent-to-Date	Mech Upgrade PH2 Remaining
		\$ 1,359,390.00
\$ 1,359,390.00	\$ -	\$ 1,359,390.00
\$0.00		

RRHS Original	RRHS Current	RRHS Spent-to-Date	RRHS Remaining
			\$ 1,685,900.49
114,500,000.00	\$ 122,717,970.60	\$ 121,032,070.11	\$ 1,685,900.49
\$0.00	\$0.00		

Demolition Original	Demolition Current	Demolition Spent-to-Date	Demolition Remaining
			\$ 2,815,883.86
7,500,000.00	\$ 5,936,035.90	\$ 3,120,152.04	\$ 2,815,883.86
\$0.00	\$0.00		

North Star Original	North Star Current	North Star Spent-to-Date	North Star Remaining
			\$ 21,431,157.41
27,000,000.00	\$ 40,396,225.37	\$ 18,965,067.96	\$ 21,431,157.41
\$0.00	\$0.00		

MASTER BUDGET

Grand Total Current	Grand Total Spent-to-Date	Grand Total Remaining
\$ 215,766,207.09		
\$ 203,752,920.10	\$ 176,460,588.33	\$ 27,292,331.77
\$ 0.00		

DISTRICT HAS SPENT
87% OF ALL CURRENTLY-
ALLOCATED FUNDS FOR
THESE PROJECTS

North Star Elementary School

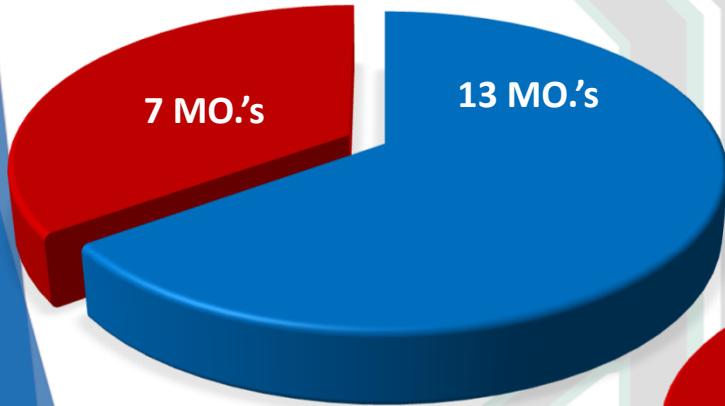
PROJECT BUDGET SUMMARY



SCHEDULE

Total Duration: 20 mo.

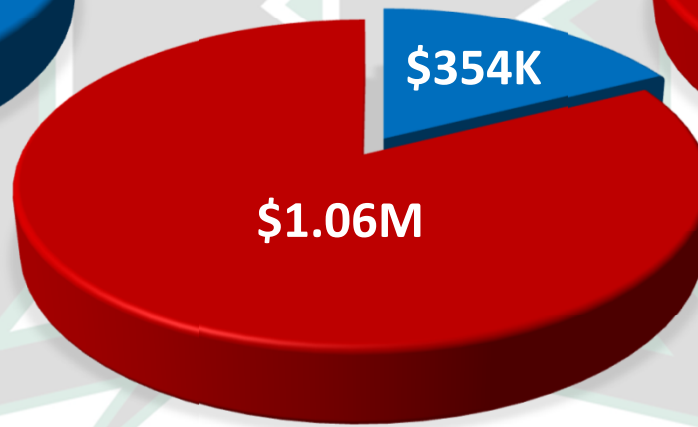
65%



47%

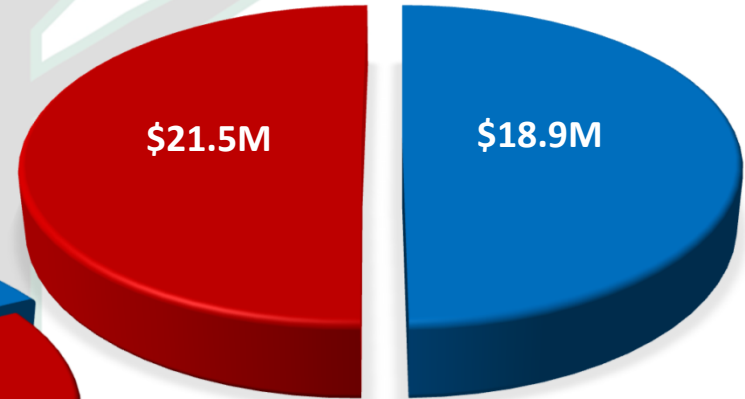
CONTINGENCY

Total Contingency: \$1.4M



EXPENDITURES

Total Budget: \$40.4M





Demolition Projects

PROJECT BUDGET SUMMARY

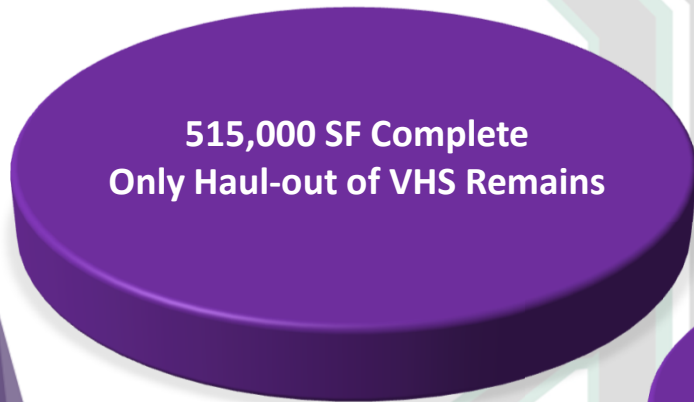
[Excluding Demolition of Gilbert JH / Nelle Sheen / EGSHS + Gym / Franklin Elementary]

SCHEDULE

Total Demolition: 515,000 SF **99%**

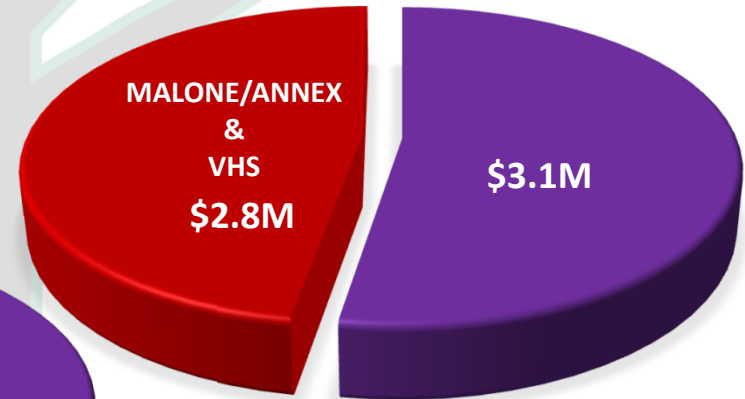
EXPENDITURES

Total Budget: \$5.9M



CONTINGENCY

Total Contingency: \$48k



DEMOLITION SCOPE:

- Potential unforeseen/concealed conditions (Example: hazardous materials, existing utilities, etc..)
- Unfunded Demolition: Gilbert JH, Nelle Sheen, EGSHS + Gym, Franklin Elementary



Demolition Projects

PROJECT BUDGET SUMMARY



Overall Budget Update

Costs To Date (thru Virginia Demo) :	\$5,919,408
<u>Remaining Gilbert Demo:</u>	<u>\$1,998,179</u>
New Total (If Gilbert Approved Today):	\$7,917,587



Demolition Projects

PROJECT BUDGET SUMMARY



Overall Demo Changes To Date

• Eveleth Junior High School	(\$25,992)
• Manual Arts Building	(\$44,860)
• Virginia Campus	\$329,812 (NO destructive investigation possible)
• <u>Gilbert Science Wing</u>	<u>(\$41,748)</u>
TOTAL	\$217,212



KA Contract Amendment #11



Review of CM Contract Amendment #11



KA Contract Amendment #11 Contract Amendment History



- \$178,500,000
 - Original referendum amount
- 1. \$190,000,000 (CM Amendment #01)
 - +\$11.5M of: bond interest, school board contributions, fundraising, capital fund, ERATE, & deferred maint. commitments
- 2. \$190,500,000 (CM Amendment #02)
 - +\$500k of fundraising commitments & a General Conditions budget refinement
- 3. \$190,900,000 (CM Amendment #03)
 - +\$400k of fundraising commitments & a General Conditions budget refinement
- 4. \$191,500,000 (CM Amendment #04)
 - Added Fundraising Commitments, ESSER Funding, & Real Estate Sale Proceeds
- 5. \$192,950,000 (CM Amendment #05)
 - Added Fundraising Commitments (\$300k), School Funding (\$500k), & Deferred Maintenance/Taconite Funding (\$700k)
- 6. \$193,300,828 (CM Amendment #06)
 - Added Fundraising Commitments (\$360k)
- 7. \$198,000,828 (CM Amendment #07)
 - Added Funding From IRRRB to North Star (\$4.7M)
- 8. \$198,302,597 (CM Amendment #08)
 - Added Funding From Deferred Maint. For District Admin Building & Wrestling Area Work (\$302K)
- 9. \$198,302,597 (CM Amendment #09)
 - No Changes to Total Referendum Funding – Budget Finalization of Rock Ridge High School project
- 10. \$201,402,597 (CM Amendment #10)
 - Added funding from IRRRB (\$3.1M)
- 11. \$203,752,920 (CM Amendment #11)
 - 1. Added funding from Additional Bond (\$2.35M)



KA Contract Amendment #11 Contract Amendment Summary



- **Total ADD amount of appx. \$186,391.56**
 1. General Conditions –: **+\$35,022.40**
 - Budget Refinement to match project progressions
 - 100% returned if/when unspent
 2. Site Services –: **\$82,320**
 - Budget Refinement to match project progressions
 - 100% returned if/when unspent
 3. Reimbursable Expenses: **\$35,849.59**
 - Budget Refinement to match project progressions
 - 100% returned if/when unspent
 4. CM Fee – : **+\$33,199.57**
 - Contractual 2% of total currently-recorded Cost of the Work



23-Oct-23

	CM Amendment #10 (AUG 2023)	CM Amendment #11 (OCT 2023)	Net Change	Remarks
ISD#2909 Rock Ridge Public Schools - Grand Total				
KA General Conditions	\$ 5,154,750.15	\$ 5,189,772.55	\$ 35,022.40	1. Net amendment change of appx. \$186,391.56 - Primarily due to the additional funding received from the IRRRB & additional Bond, which was infused into the Demo, North Star, & RR Mech PH2 Projects.
KA Site Services	\$ 7,081,115.78	\$ 7,163,435.78	\$ 82,320.00	
KA Reimbursables	\$ 1,257,956.73	\$ 1,293,806.32	\$ 35,849.59	
KA Construction Manager Fee (Constructor)	\$ 3,293,586.51	\$ 3,326,786.08	\$ 33,199.57	
Grand Total (Breakouts #01 - #04)	\$ 16,787,409.17	\$ 16,973,800.73	\$ 186,391.56	
Breakout #01: Laurentian Elementary School (formerly Eveleth-Gilbert Elementary School)				
KA General Conditions	\$ 715,137.51	\$ 715,137.51	\$ -	1. No Adjustments on this Amendment. 2. Project is complete.
KA Site Services	\$ 1,549,833.00	\$ 1,549,833.00	\$ -	
KA Reimbursables	\$ 222,447.55	\$ 222,447.55	\$ -	
KA Construction Manager Fee (Constructor)	\$ 531,245.73	\$ 531,245.73	\$ -	
Subtotal Breakout #01	\$ 3,018,663.79	\$ 3,018,663.79	\$ -	
Breakout #02: Rock Ridge High School				
KA General Conditions	\$ 3,228,725.88	\$ 3,228,725.88	\$ -	1. No Adjustments on this Amendment. 2. Project is complete.
KA Site Services	\$ 3,840,645.70	\$ 3,840,645.70	\$ -	
KA Reimbursables	\$ 762,846.18	\$ 762,846.18	\$ -	
KA Construction Manager Fee (Constructor)	\$ 2,019,563.27	\$ 2,019,563.27	\$ -	
Subtotal Breakout #02	\$ 9,851,781.03	\$ 9,851,781.03	\$ -	
Breakout #03: Structural Demolition Projects (through VHS demo)				
KA General Conditions	\$ 20,000.00	\$ 20,000.00	\$ -	1. CM Fee & Reimbursables adjustment, due to increased demo scope at VHS, which increased construction costs.
KA Site Services	\$ 311,942.08	\$ 311,942.08	\$ -	
KA Reimbursables	\$ 54,533.00	\$ 70,834.99	\$ 16,301.99	
KA Construction Manager Fee (Constructor)	\$ 103,394.75	\$ 109,099.32	\$ 5,704.57	
Subtotal Breakout #03	\$ 489,869.83	\$ 511,876.39	\$ 22,006.56	
Breakout #04: North Star Elementary School (formerly Virginia Elementary School)				
KA General Conditions	\$ 1,190,886.76	\$ 1,211,886.76	\$ 21,000.00	1. CM Fee & General Conditions adjustments, due to increased funding from the IRRRB, for additional site work under VHS and other misc. added scope items.
KA Site Services	\$ 1,378,695.00	\$ 1,378,695.00	\$ -	
KA Reimbursables	\$ 218,130.00	\$ 218,130.00	\$ -	
KA Construction Manager Fee (Constructor)	\$ 639,382.76	\$ 640,222.76	\$ 840.00	
Subtotal Breakout #04	\$ 3,427,094.52	\$ 3,448,934.52	\$ 21,840.00	
Breakout #05: RRPS District Admin Building Mechanical Upgrade - Phase 2				
KA General Conditions	\$ -	\$ 14,022.40	\$ 14,022.40	1. New Project added to the referendum via additional Bond money.
KA Site Services	\$ -	\$ 82,320.00	\$ 82,320.00	
KA Reimbursables	\$ -	\$ 19,547.60	\$ 19,547.60	
KA Construction Manager Fee (Constructor)	\$ -	\$ 26,655.00	\$ 26,655.00	
Subtotal Breakout #05	\$ -	\$ 142,545.00	\$ 142,545.00	

KA
Contract



Amendment #11

Contract Amendment Details



Conclusion & Discussion



Questions?

Board Approval?

***REQUESTING VOTE TO APPROVE KRAUS-ANDERSON'S
CM CONTRACT AMENDMENT #11 FOR \$186,391.56***



Current Referendum Projects Status



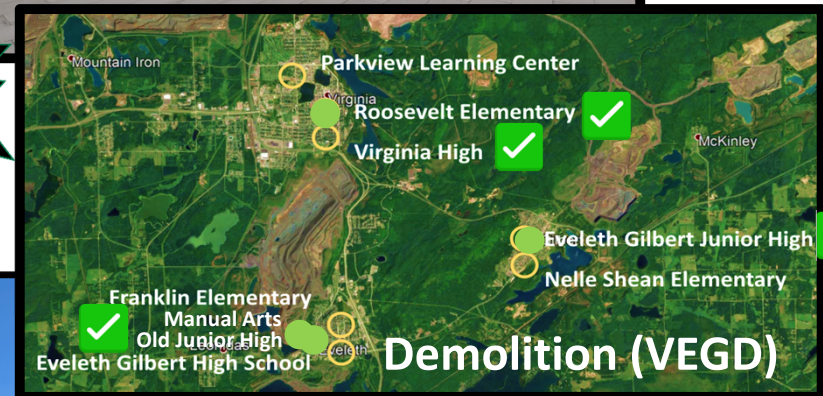
Rock Ridge High School (RRHS)



North Star Elementary School (NSE)



Laurentian Elementary School (LES)



Demolition (VEGD)



District Administration Building (DAB)
Upgrades

~3 of ~4 YEARS
COMPLETE!

REFERENDUM WORK IS
87% COMPLETE!



Miscellaneous Updates



Orthopaedic Associates

- 02 OCT Started Seeing Patients

District Admin Building Mech. Upgrades Phase 1

- JAN 2024 Complete ERU's (rest is complete & running)

District Admin Building Mech. Upgrades Phase 2

- ~~17 AUG~~ ~~Bids are Due~~
- ~~28 AUG~~ ~~Present to Board for Approval~~
- 02 OCT – 29 DEC Fall/Winter Construction (Mech Room Prep)
- APR-MAY 2024 Spring Construction (AHUs & Exterior Work)



THANK YOU!

**#FIERCELY
UNITED**



**#ROCKRIDGE
RISING**

GO WOLVERINES!

**CONTRACT AMENDMENT NO. 10 TO
CONSTRUCTION MANAGER AGREEMENT**

THIS AMENDMENT TO CONSTRUCTION MANAGER AGREEMENT is made this **23rd day of October, 2023** by Rock Ridge Public Schools – ISD 2909 ("Owner") and Kraus-Anderson Construction Company ("Construction Manager").

WITNESSETH THAT WHEREAS:

A. Owner and Construction Manager are parties to that certain **Standard Form of Agreement Between Owner and Construction Manager as Adviser** dated **December 12, 2018** (the "Contract") with respect to construction management on various construction projects for the Owner (the "Projects").

B. Owner and Construction Manager now desire to amend the Contract.


NOW, THEREFORE, in consideration of the foregoing recitals and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby amend the Contract and agree as follows.

1. Section 11.1.2 shall be amended such that the Construction Manager's Preconstruction and Construction Phase Basic Site Services ("Site Services"), Reimbursable Expenses, and Fee shall be fixed as a lump sum for the projects as follows, and as shown on Exhibit A attached hereto, for the following Projects:
 - a. Laurentian Elementary School (Eveleth-Gilbert Elementary School)
 - b. Rock Ridge High School (Career Academy High School)
 - c. Structural Demolition Projects
 - d. North Star Elementary School (Virginia Elementary School)

Exhibit A contains assumptions based upon the total Cost of the Work and scheduled duration for each of the Projects. Should these assumptions be exceeded, the Construction Manager shall be entitled to an equitable adjustment of its Site Services, Reimbursable Expenses, General Conditions, and Fee.

2. Except as modified herein, the Contract shall remain in full force according to its terms.
3. This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original and all of which counterparts, taken together, shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page of this document by facsimile or other generally accepted electronic means shall be effective as delivery of a manually executed counterpart of this document.

4. The contract dollar amount change is a **INCREASE** of **\$186,391.56**, distributed as follows:

 KRAUS-ANDERSON®				23-Oct-23
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ISD#2909 Rock Ridge Public Schools - Grand Total				
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KA Site Services	\$ 1,549,833.00	\$ 1,549,833.00	\$ -	
KA Reimbursables	\$ 222,447.55	\$ 222,447.55	\$ -	
KA Construction Manager Fee (Constructor)	\$ 531,245.73	\$ 531,245.73	\$ -	
Subtotal Breakout #01	\$ 3,018,663.79	\$ 3,018,663.79	\$ -	
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KA Site Services	\$ 1,378,695.00	\$ 1,378,695.00	\$ -	
KA Reimbursables	\$ 216,130.00	\$ 216,130.00	\$ -	
KA Construction Manager Fee (Constructor)	\$ 639,382.76	\$ 640,222.76	\$ 840.00	
Subtotal Breakout #04	\$ 3,427,094.52	\$ 3,448,934.52	\$ 21,840.00	
Breakout #05: RRRS District Admin Building Mechanical Upgrade - Phase 2				
KA General Conditions	\$ -	\$ 14,022.40	\$ 14,022.40	1. New Project added to the referendum via additional Bond money.
KA Site Services	\$ -	\$ 82,320.00	\$ 82,320.00	
KA Reimbursables	\$ -	\$ 19,547.60	\$ 19,547.60	
KA Construction Manager Fee (Constructor)	\$ -	\$ 26,655.00	\$ 26,655.00	
Subtotal Breakout #05	\$ -	\$ 142,545.00	\$ 142,545.00	

IN WITNESS WHEREOF, the parties hereto have executed this **Amendment No. 11** to Construction Manager Agreement as of the date first set forth above. The undersigned further acknowledges that he or she is authorized to enter into this Amendment on behalf of the party designated below.

ROCK RIDGE PUBLIC SCHOOLS – ISD
2909

Dated: _____, 2023

By: _____

Title: _____

KRAUS-ANDERSON CONSTRUCTION
COMPANY

Dated: _____, 2023

By: _____

Title: _____



KRAUS-ANDERSON®

Gilbert Demo

Gilbert School Campus Demolition and Abatement Bid Results October 23rd, 2023





KRAUS-ANDERSON®

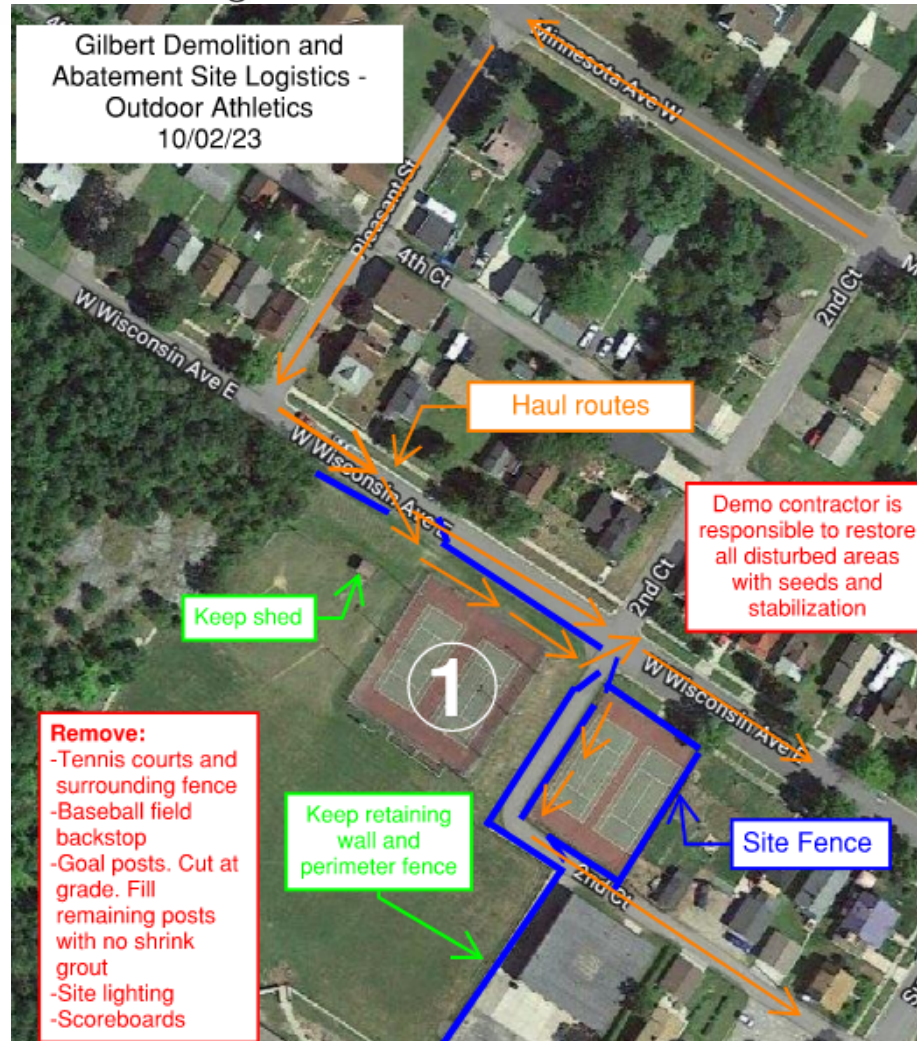
Gilbert Demo

Bottom Line Up Front:



GREAT news

\$210,821 UNDER BUDGET





MILESTONE SCHEDULE

- | | |
|--------------------------------------|---|
| • 28 SEP 2023: | Pre-bid meeting and walk-through |
| • 10 OCT 2023: | Gilbert Demo and Abatement Bid Opening |
| • 23 OCT 2023: | School Board Approval |
| • 30 OCT 2023 - 19 JAN 2024 (12wks): | Abatement of Hazardous Materials |
| • 22 JAN 2024 - 12 APR 2024 (12wks): | Demolition Work |



Veit Co.
\$778,000

Landwehr
\$987,000

Rachel Contracting
\$1,188,788

\$209,000

**02-A
Demolition
and
Site Restoration**



Mavo Systems
\$649,700

*Bid irregularity – did not acknowledge addendum 02

Abatetek
\$675,000

*Bid irregularity – did not use updated bid form sent in addendum 02

VCI Environmental
\$702,968.00

\$25,300

**02-B
Hazardous
Material
Abatement**



KRAUS-ANDERSON®

Gilbert Demo

Keller Fence
\$59,600

*Bid irregularity – did not attend pre-bid meeting

**32-D
Temporary
Fence**



Gilbert Bids

WS #	Work Scope Description	Low Bid - Base	Low Bidder Name	# of Bids	2nd Low Bidder	2nd Low Number	Difference between low & 2nd #	REMARKS
02-A	Demo	\$ 777,800.00	Veit	2	Landwehr	\$ 987,000	\$ (209,200)	
02-B	Abatement	\$ 649,700.00	Mavo	2	AbateTek	\$ 675,000	\$ (25,300)	
32-D	Fence	\$ 59,600.00	Keller Fence	1	N/A	\$ -	\$ 59,600	Bid irregularity - did not attend mandatory pre-bid meeting
		\$ -		1		\$ -	\$ -	
		\$ -		2		\$ -	\$ -	
		\$ -		2		\$ -	\$ -	
		\$ -		3		\$ -	\$ -	
		\$ -						
	Subtotal:	\$ 1,487,100.00						
	General Conditions, Contingency:	\$ 471,899.00						
	Fee	\$ 39,180						
	Total:	\$ 1,998,179						

\$2,200,000 – Budget (\$12/SF)
-\$1,998,179 – Actual (\$11/SF)
\$ 210,821 – Under budget difference



2022 vs. 2023 Gilbert Bidding Comparison

2022:	\$1,637,160
2023:	<u>\$1,487,100 (*added scope items)</u>
Difference:	\$ 150,060 SAVINGS

***Tennis courts, site lighting, goal posts, scoreboard, etc.**



KRAUS-ANDERSON®

Gilbert Demo

Questions?



KRAUS-ANDERSON®

Gilbert Demo

**Board approval for the Gilbert
Campus Demolition and Abatement
bid packages?**

**OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, OCTOBER 9, 2023, 6:00 P.M.**

**ROCK RIDGE ADMINISTRATION BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792
MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

Members Present:

Bill Addy Tim Riordan
Nicole Culbert-Dahl John Uhan

Brandi Lautigar Lisa Westby

Members Absent:

Pollyann Sorcan

Other Staff Present:

Dr. Noel Schmidt, Superintendent
Willie Spelts, School to Work
Engagement/Fundraising Coordinator
Sheena Stefanich, Parkview Principal
Scott Manni, North Star Principal

- I. Chair ADDY called the regular meeting to order at 6:00 P.M.
- II. **APPROVE AGENDA:**
Motion to **approve the agenda** made by RIORDAN, seconded by LAUTIGAR.
- A. ADDY removed *4.6 Approval of hire of Jennifer Rebholz for the Paraprofessional position at a rate of \$18.47/hour effective October 9, 2023* due to candidate declining position.
- B. Motion passed unanimously.
- III. **RECOGNITION OF VISITORS AND VISITOR INPUT:** Cassandra Hainey – Policy 520 Student Surveys, Samantha Pappenfuss-Krage – Policy 520 Student Surveys, Matt Krage – Policy 520 Student Surveys, John Uhan – Visitor Input (reminding and encouraging everyone to come to school board meetings to speak or ask questions).
- IV. **CONSENT AGENDA:**
Motion to **approve the Consent Agenda as amended** made by CULBERT-DAHL, seconded by UHAN. Motion passed unanimously.
- A. Approval of September 25, 2023 regular meeting minutes.
- B. Approval of hire of Ellen Perrault for the Paraprofessional (NSE) position at a rate of \$18.47/hour effective September 5, 2023.
- C. Approval of hire of Janice Pedersen for the Early Childhood Aide position at a rate of \$16.65/hour effective October 2, 2023 through May 17, 2024.
- D. Approval of hire of Joseph Drobnick for the Custodian/General Maintenance/Grounds/Driver position at a rate of \$24.25/hour effective October 3, 2023.
- E. Approval of hire of Jasmine Dragon for the Paraprofessional position at a rate of \$18.47/hour effective October 6, 2023.
- F. Approval of hire of Parker Lalonde for the Technology Support Level I position at a rate of \$21.72/hour effective October 9, 2023.
- G. Approval of hire of DeEtta Annala for the Early Childhood Aide (LES) position at a rate of \$16.65/hour effective October 13, 2023.
- H. Approval of transfer of Amanda Wenneson, Paraprofessional, Laurentian to North Star Elementary effective October 6, 2023.
- I. Approval of transfer of Ellen Perrault, Paraprofessional, from North Star to Laurentian Elementary effective October 9, 2023.
- J. Acceptance of resignation of Ashley Anderson from the Paraprofessional position effective September 22, 2023.
- K. Acceptance of resignation of Andrew Tikkanen from the LEO's Club Assistant Advisor position effective October 3, 2023.
- L. Acceptance of resignation of Kirsten Dahl from the Paraprofessional position effective October 13, 2023.

- M. Approval of reduction of schedule for Katie Niskanen, Paraprofessional, to working only Mondays and Tuesdays effective September 25, 2023.

V. **REPORTS:**

- A. Motion to **approve the payment of the bills** made by UHAN, seconded by RIORDAN. Motion passed unanimously.
- B. Principal Sheena Stefanich provided an update on the events going on at Parkview Elementary.
- C. Supt. Schmidt provided information about class sizes of each grade level at each elementary as well as class sizes for First Semester classes at RRHS. He discussed the Gilbert School Campus and that an interested party recently walked through the building and then decided to pass. He also mentioned the Do-Bid Auction that is now live for bidding on excess school items. Supt. Schmidt provided insight to the purchase of social skills and emotional regulation materials. Director Westby had asked at a previous meeting who the materials were intended for. Dr. Schmidt said the curriculum was purchased by Rock Ridge special education teachers to meet their students' needs. He discussed that research was done in an anatomy table similar to the *Anatomage Table* that the board approved for purchase. This lesser expensive model is made in Russia and there were some foreseeable issues with communications, software updates, and repairs/parts. Finally, he acknowledged the "thank you" letter from the Iron Range Rotary for a donation of a Rock Ridge gift basket used as an auction item at the recent Chili Cook-Off.

VI. **POLICIES - SECOND READING:**

- A. Motion to **approve the second reading of 504 Student Dress and Appearance** made by UHAN, seconded by CULBERT-DAHL. Motion passed unanimously.
- B. Motion to **approve the second reading of 515 Protection and Privacy of Pupil Records** made UHAN, seconded by WESTBY. Motion passed unanimously.
- C. Motion to **change the wording of 520 Student Surveys back to MSBA Model Policy** made by LAUTIGAR, seconded by RIORDAN. Motion passed 4-2 with CULBERT-DAHL and WESTBY voting NO.

VII. **ADMINISTRATION:**

- A. Motion to **approve the quote for the "Rock Ridge Ninja Experience" to be constructed in the new North Star Elementary School** made by UHAN, seconded by CULBERT-DAHL. Motion passed unanimously.
- B. Motion to approve the **Facilities Use Agreement 2022-2023 for the Tennis For All facilities in the amount of \$9,600** made by RIORDAN, seconded by LAUTIGAR. Motion passed unanimously.
- C. Director UHAN was nominated by the board to join the advisory group for the City of Eveleth.
- D. Motion to **approve the request from the City of Gilbert for decorative lights outside of Nelle Shean as well as the remaining historical markers** made by ADDY, seconded by CULBERT-DAHL. Motion passed unanimously.
- E. Motion to **approve the request from the Virginia Area Historical Society for items listed in request (Benjamin Franklin picture, 1942 City of Virginia map, Canterbury Tales 16 foot picture, King Lear print, "Civil Way Party" Battle, 1908 L. Bliss, First Place trophy/picture, and "A Gloomy Day" by Yoshida)** made by LAUTI, seconded by RIORDAN. Motion passed unanimously.
- F. Motion to **approve the request from the Virginia Area Historical Society to obtain for the historical society the business documents that are left over in the Gilbert school vault** made by WESTBY, seconded by UHAN. Motion passed unanimously.

VIII. **MEETING ANNOUNCEMENTS** were made.

- IX. Motion to **go into Closed Session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b) to engage in discussions with the School Board's legal counsel about pending or**

threatened litigation related to the property at 1404 Progress Pkwy, Eveleth, MN 55734. The Board of Directors seeks legal advice on its options related to acquiring this property, the District Attorney's analysis of the same, and the District's options for responding to potential claims made by WESTBY, seconded by LAUTIGAR. Motion passed unanimously. Regular meeting closed at 7:05 P.M. Closed Session started at 7:08 P.M.

- X. Motion to **come out of Closed Session** made by RIORDAN, seconded by LAUTIGAR. Regular meeting resumed at 7:53 P.M.
- XI. Motion to **approve the Resolution Authorizing and Directing The Acquisition of Certain Real Property For Use As A School Facility Through the Exercise of Eminent Domain** made by UHAN, seconded by CULBERT-DAHL. Roll call vote. Motion passed 5-1 with WESTBY voting NO.
- XII. **ADJOURNMENT:** Meeting adjourned at 7:55 P.M.

CHAIR - BILL ADDY

CLERK – BRANDI LAUTIGAR

October 23, 2023

offered the following resolution and moved for its adoption.

RESOLVED, By the Board of Education of Independent School District #2909 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

<u>CHECK NO.</u>	<u>VENDOR</u>	<u>UFARS CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12299	CONSOLIDATED COMMUNICATIONS	E 01 005 606 000 000 320	Comm Telephone	\$1,449.15
12299 Total				<u>\$1,449.15</u>
12300	MDE-MCIS	E 01 302 211 000 000 394	Pmt/Oth Agncy/Ed Pur	\$1,825.00
12300 Total				<u>\$1,825.00</u>
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Label Tape Replacement	\$14.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	RETURN	\$54.00
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Motivational Animal Stickers / 500 Incentive L	\$11.87
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Swingline Stapler, Desktop Stapler, 25 Sheet C	\$24.82
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Logitech Wireless Touch K400r USB Compact Ke	\$34.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Amazon Basics Matte Finish Tape with Deskto	\$18.92
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Sticky Notes 3x3 Inches Bulk 28 Pack 2800 Shee	\$67.96
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Post-it Super Sticky Notes, 24 Note Pads, 3x3 ir	\$39.98
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	24 Pack) Sticky Notes 3x3 in Post Bright Stickle	\$32.54
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	PEN PATROL Pen Holder Set of 10 Adhesive S	\$14.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	PEN PATROL Pen Holder Set of 10 Adhesive S	\$14.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	3pcs Telescopic Teachers Pointers, Extendable F	\$10.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Paper Mate Gel Pens InkJoy Pens, Medium Poi	\$11.58
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	EasyPAG 5 Pockets Mesh Wall File Holder Offic	\$22.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Upgraded Magnetic Blocks Tough Tiles STEM T	\$19.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	The Ultimate Classroom Calendar Pocket Chart	\$12.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	ONEDONE Punch Cards (Pack of 200) Reward Pu	\$12.85
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Scotch Thermal Laminator Combo Pack, Include	\$60.91
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	8 Greenery Calming Corner Classroom Posters I	\$19.59
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	50 Pieces Calm Stickers Anxiety Sensory Sticke	\$9.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Toysmith Pin Art Fidget 3D Distraction Office G	\$12.83
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Scotch Thermal Laminating Pouches, 100 Pack I	\$15.98
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	ORSEN 2 Pack LCD Writing Tablet for Kids, Colo	\$13.58
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Rolling Office Paper Organizer	\$38.59
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Balance Board Kids	\$49.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	cotch Transparent Tape, 3/4 in x 1296 in, 6 Box	\$17.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Really Good Stuff-666021-Plastic Mesh Basket	\$178.90
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Scotch Sure Start Shipping Packaging Tape, 1.:	\$13.79
12301	AMAZON CAPITAL SERVICES INC	E 01 300 240 000 000 430	https://www.amazon.com/gp/product/B08QVV	\$22.98
12301	AMAZON CAPITAL SERVICES INC	E 01 300 240 000 000 430	https://www.amazon.com/gp/product/B0BZMN	\$23.99
12301	AMAZON CAPITAL SERVICES INC	E 01 300 240 000 000 430	https://www.amazon.com/gp/product/B0C1L4F	\$17.99
12301	AMAZON CAPITAL SERVICES INC	E 01 300 240 000 000 430	https://www.amazon.com/gp/product/B0C1KKI	\$17.99
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Amazon Basics Two-Pocket Letter Folder, 25 se	\$11.72
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Freight	\$6.99
12301	AMAZON CAPITAL SERVICES INC	E 01 300 240 000 000 430	https://www.amazon.com/McKesson-Bed-Pillov	\$82.17
12301	AMAZON CAPITAL SERVICES INC	E 01 005 110 000 000 401	HP 125A Cyan, Magenta, Yellow Toner Cartridg	\$445.78
12301	AMAZON CAPITAL SERVICES INC	E 01 300 810 000 000 410	Double Sided Tape	\$47.94
12301	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	RETURN	\$22.00
12301 Total				<u>\$1,553.13</u>

12302	ARROW AUTO GLASS & SUPPLY CO	E	01	112	810	000	000	350	Trim Adhesive	\$46.96
12302 Total										<u>\$46.96</u>
12303	AT & T MOBILITY	E	01	005	690	000	000	320	TABLETS	\$73.23
12303 Total										<u>\$73.23</u>
12304	BEDARD-PARKER SEAN	E	01	300	294	703	000	305	OFFICIAL	\$208.00
12304 Total										<u>\$208.00</u>
12305	BISS LOCK INC	E	01	005	810	000	000	401	Dup Keys	\$39.00
12305 Total										<u>\$39.00</u>
12306	BRISKI MELISSA	E	01	300	296	704	000	305	OFFICIAL	\$270.00
12306	BRISKI MELISSA	E	01	300	296	704	000	305	OFFICIAL	\$130.00
12306 Total										<u>\$400.00</u>
12307	CASEY JERRY S	E	01	300	296	706	000	305	OFFICIAL	\$122.00
12307 Total										<u>\$122.00</u>
12308	CENTURY LINK	E	01	005	605	000	311	320	PHONE	\$99.30
12308	CENTURY LINK	E	01	005	605	000	311	320	UTILITIES	\$99.30
12308 Total										<u>\$198.60</u>
12309	CHRISTENSEN PARTS	E	03	005	760	000	720	350	Blower Motor Resistor	\$51.44
12309	CHRISTENSEN PARTS	E	03	005	760	000	720	401	Misc Parts & Supplies	\$52.43
12309 Total										<u>\$103.87</u>
12310	CULLIGAN WATER CONDITIONING	E	01	302	810	000	000	350	Commercial softener rental	\$39.00
12310 Total										<u>\$39.00</u>
12311	ECOLAB	E	01	118	810	000	000	350	Pest Control	\$230.25
12311 Total										<u>\$230.25</u>
12312	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	\$188.00
12312	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	331	UTILITIES	\$1,415.95
12312	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	\$1,043.00
12312	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	331	UTILITIES	\$531.95
12312	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	\$705.00
12312	EVELETH PUBLIC UTILITIES	E	01	101	810	000	000	330	UTILITIES	\$251.75
12312	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	331	UTILITIES	\$524.55
12312	EVELETH PUBLIC UTILITIES	E	01	116	810	000	000	331	UTILITIES	\$239.05
12312	EVELETH PUBLIC UTILITIES	E	03	005	760	000	720	330	UTILITIES	\$130.50
12312	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	331	UTILITIES	\$94.00
12312	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	331	UTILITIES	\$59.90
12312 Total										<u>\$5,183.65</u>
12313	FIDELDY BRYAN	E	01	300	296	704	000	305	OFFICIAL	\$361.00
12313 Total										<u>\$361.00</u>
12314	GILBERT WATER & LIGHT DEPT	E	01	005	810	000	000	332	UTILITIES	\$65.53
12314	GILBERT WATER & LIGHT DEPT	E	03	005	760	000	720	330	UTILITIES	\$241.05
12314	GILBERT WATER & LIGHT DEPT	E	01	100	810	000	000	330	UTILITIES	\$524.64
12314	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	\$66.19
12314	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	\$341.84
12314	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	\$244.22
12314 Total										<u>\$1,483.47</u>
12315	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Acrylic Sheet	\$11.98
12315	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Shelf Bracket	\$9.56
12315	GRANDE ACE HARDWARE	E	01	300	810	000	000	350	Coupler	\$6.83
12315	GRANDE ACE HARDWARE	E	01	300	810	000	000	350	Plumber Supplies	\$39.85
12315	GRANDE ACE HARDWARE	E	01	300	810	000	000	410	Drill Bits	\$74.40
12315	GRANDE ACE HARDWARE	E	01	300	810	000	000	410	Drill Bits	\$30.38
12315	GRANDE ACE HARDWARE	E	01	300	810	000	000	350	Glass & Tile Bit	\$12.59
12315	GRANDE ACE HARDWARE	E	01	300	810	000	000	350	Hasp/ Padlock	\$10.98
12315 Total										<u>\$196.57</u>

12316	HILLYARD / HUTCHINSON	E	01	300	810	000	000	410	Dispensers	\$3,587.28
12316 Total										<u>\$3,587.28</u>
12317	HUDL	E	01	300	292	000	000	820	Hudl AD Package-	\$9,400.00
12317 Total										<u>\$9,400.00</u>
12318	JOHNSON CONTROLS FIRE PROTECTION LP	E	01	300	810	000	000	350	Maint- Repair loose connection in battery	\$1,073.00
12318 Total										<u>\$1,073.00</u>
12319	L & M SUPPLY INC	E	01	116	810	000	000	350	Custodial Supplies	\$28.97
12319	L & M SUPPLY INC	E	01	300	810	000	000	350	Fasteners	\$2.18
12319	L & M SUPPLY INC	E	03	005	760	000	720	350	Fasteners	\$1.74
12319 Total										<u>\$32.89</u>
12320	MADISON NATIONAL LIFE	B	01	215	003				LIFE	\$1,637.70
12320	MADISON NATIONAL LIFE	B	01	215	004				LTD	\$2,734.34
12320	MADISON NATIONAL LIFE	B	01	215	003				LIFE	\$1,637.70
12320	MADISON NATIONAL LIFE	B	01	215	004				LTD	\$2,734.34
12320	MADISON NATIONAL LIFE	B	01	215	003				LIFE	\$1,652.24
12320	MADISON NATIONAL LIFE	B	01	215	004				LTD	\$2,619.72
12320	MADISON NATIONAL LIFE	B	01	215	003				LIFE	\$1,773.61
12320	MADISON NATIONAL LIFE	B	01	215	004				LTD	\$2,920.16
12320 Total										<u>\$17,709.81</u>
12321	MANICK LINDA	E	01	300	296	704	000	305	OFFICIAL	\$317.00
12321 Total										<u>\$317.00</u>
12322	MEDSUPPLY	E	01	300	240	000	000	430	MSBBT1 Basic Bath Towels	\$25.32
12322	MEDSUPPLY	E	01	300	240	000	000	430	MSCFT1 Classic Face Towels	\$12.48
12322	MEDSUPPLY	E	01	300	240	000	000	430	MSPC1 Pillow Cases	\$18.33
12322	MEDSUPPLY	E	01	300	240	000	000	430	MSFKS1 Fitted Knitted Sheets	\$102.67
12322	MEDSUPPLY	E	01	300	240	000	000	430	MSFLATS1 Flat Sheets	\$64.16
12322	MEDSUPPLY	E	01	300	240	000	000	430	Freight	\$35.00
12322 Total										<u>\$257.96</u>
12323	MENARDS	E	01	116	810	000	000	350	Duracell Batteries	\$60.76
12323	MENARDS	E	01	302	810	000	000	350	Plumber Supplies	\$19.67
12323	MENARDS	E	01	302	810	000	000	350	Plumber Supplies	\$44.29
12323	MENARDS	E	01	302	810	000	000	350	CREDIT	\$40.35
12323	MENARDS	E	01	300	810	000	000	350	Spring Snap	\$2.89
12323	MENARDS	E	01	116	810	000	000	420	Supplies	\$56.27
12323	MENARDS	E	01	116	810	000	000	420	Custodial Supplies	\$83.96
12323	MENARDS	E	03	005	760	000	720	350	Flex Seal Spray	\$29.74
12323	MENARDS	E	01	005	810	000	000	401	Dust Pan	\$13.99
12323 Total										<u>\$351.92</u>
12324	METRO SALES INC	E	01	101	203	000	000	386	Copier Maint 114241	\$85.06
12324	METRO SALES INC	E	01	101	203	000	000	386	Copier 110328	\$58.76
12324	METRO SALES INC	E	01	101	203	000	000	386	Copier 118611	\$60.00
12324 Total										<u>\$203.82</u>
12325	MIDWEST BUS PARTS INC	E	03	005	760	000	720	350	Lower Ent Door	\$168.75
12325 Total										<u>\$168.75</u>
12326	MINER'S INC	E	01	116	203	000	000	401	OPEN HOUSE COOKIES-400	\$157.00
12326	MINER'S INC	E	01	116	203	000	000	401	WATER-200	\$31.71
12326 Total										<u>\$188.71</u>
12327	MINNESOTA POWER	E	01	116	810	000	000	331	UTILITIES	\$3,907.57
12327	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$421.04
12327	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$2,271.75
12327	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$3,324.57
12327	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$21.45
12327	MINNESOTA POWER	E	03	005	760	000	720	330	UTILITIES	\$206.29

12327	MINNESOTA POWER	E	03	005	760	000	720	330	UTILITIES	\$50.07
12327	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$17.72
12327	MINNESOTA POWER	E	01	116	810	000	000	331	UTILITIES	\$18.54
12327	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$20.92
12327 Total										<u>\$10,259.92</u>
12328	MN ENERGY RESOURCES CORP	E	01	300	810	000	000	440	UTILITIES	\$14.59
12328 Total										<u>\$14.59</u>
12329	NORTHERN MN DENTAL INC	B	01	215	002				23OCT DENTAL	\$3,760.40
12329 Total										<u>\$3,760.40</u>
12330	O'DAY EQUIPMENT LLC	E	03	005	760	000	720	350	Garage Supplies	\$25.36
12330 Total										<u>\$25.36</u>
12331	OTSO ARTWORKS LLC	E	04	500	560	000	321	311	Youth Volleyball Shirts	\$217.44
12331	OTSO ARTWORKS LLC	E	04	500	560	000	321	311	Youth Volleyball Jerseys	\$173.03
12331	OTSO ARTWORKS LLC	E	04	500	560	000	321	311	youth Volleyball Jerseys	\$811.20
12331	OTSO ARTWORKS LLC	E	04	500	560	000	321	311	Youth Track Shirts	\$175.00
12331	OTSO ARTWORKS LLC	E	04	500	560	000	321	311	youth Track Shirts	\$250.00
12331 Total										<u>\$1,626.67</u>
12332	OZDEMIR HAZI	E	01	300	294	703	000	305	OFFICIAL	\$131.00
12332 Total										<u>\$131.00</u>
12333	PERKIO NATHANIEL A	E	01	300	294	701	000	305	OFFICIAL	\$45.00
12333 Total										<u>\$45.00</u>
12334	POWLESS KEY	E	01	300	294	703	000	305	OFFICIAL	\$199.00
12334 Total										<u>\$199.00</u>
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Bus Parts & Supplies	\$96.41
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Shop Towels	\$56.97
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Absorbant Pads	\$108.75
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Def Fluid	\$135.60
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Nitrile Gloves	\$15.58
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Shop Towel	\$18.99
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Batteries	\$569.85
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Def Fluid	\$135.60
12335	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	350	Batteries	\$569.85
12335 Total										<u>\$1,707.60</u>
12336	RANGE PAPER CORPORATION	E	01	112	810	000	000	410	Custodial Supplies	\$1,333.19
12336	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$1,553.79
12336 Total										<u>\$2,886.98</u>
12337	SANDBERG DEEANN	E	01	300	296	704	000	305	OFFICIAL	\$318.00
12337 Total										<u>\$318.00</u>
12338	SAVELA DAWN	E	01	300	296	704	000	305	OFFICIAL	\$270.00
12338 Total										<u>\$270.00</u>
12339	SCAIA MELISSA	E	01	300	296	704	000	305	OFFICIAL	\$270.00
12339 Total										<u>\$270.00</u>
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-416830-792 Block and clamp	\$341.57
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-432884-792 jeweler's saw	\$896.45
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-432935-792 saw blades size 2	\$62.59
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-432929-792 saw blades size 0	\$62.59
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-444188-792 file set	\$123.57
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-1051242-792 snips	\$56.62
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	-48902-792 alphabet and number stamp set	\$56.56
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-444224-792 pliers set	\$415.30
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-411421-792 copper sheet metal 12x12	\$239.56
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-447650-792nu gold metal 12x12	\$230.37
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-243156-792 aluminum sheets 6x9 18Ga	\$42.16

12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-447653-792 Nu Gold wire 18ga	\$121.83
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-1006259-792 brass wire	\$55.92
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-447629-792 copper wire 16ga	\$49.40
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-567265-792 copper tooling foil	\$80.95
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-2023197-792 pony beads	\$25.57
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-053928-792 white paper ream	\$153.56
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-376316-792 blenders	\$30.44
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	2100982 pencils 144	\$70.00
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	9-455156-792 wire 20ga	\$122.43
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	Freight	\$12.67
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	401	2005630 - Large Wall Post it Notes	\$185.44
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	401	084839 - Scissors	\$38.85
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	401	1298144 - Highlighters	\$38.97
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	401	008742 - Markers	\$32.40
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	401	1354157 - glue sticks	\$48.60
12340	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	401	245788 - colored pencils	\$20.20
12340 Total										<u>\$3,614.57</u>
12341	SIMEK'S FARM	E	01	101	201	000	000	430	KINDERGARTEN	\$300.00
12341	SIMEK'S FARM	E	01	101	203	000	000	401	KINDERGARTEN	\$337.00
12341 Total										<u>\$637.00</u>
12342	SUMDOG, INC	E	01	101	203	000	000	401	Sumdog subscription- math	\$195.00
12342 Total										<u>\$195.00</u>
12343	TEACHERS ON CALL	E	01	101	203	000	000	305	Subs-Laurentian	\$335.01
12343	TEACHERS ON CALL	E	01	116	203	000	000	305	Subs- North Star	\$418.77
12343	TEACHERS ON CALL	E	01	112	203	000	000	305	Subs- Parkview	\$167.50
12343	TEACHERS ON CALL	E	01	112	203	000	000	305	Subs- RRHS	\$843.99
12343	TEACHERS ON CALL	E	01	101	203	000	000	305	Subs- Laurentian	\$1,172.56
12343	TEACHERS ON CALL	E	01	116	203	000	000	305	Subs-North Star	\$1,172.56
12343	TEACHERS ON CALL	E	01	112	203	000	000	305	Subs- Parkview	\$167.51
12343	TEACHERS ON CALL	E	01	112	203	000	000	305	Subs- RRHS	\$2,200.15
12343 Total										<u>\$6,478.05</u>
12344	TRACY STEVEN	E	01	300	296	704	000	305	OFFICIAL	\$201.00
12344 Total										<u>\$201.00</u>
12345	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Custodial Supplies	\$1,144.60
12345	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Custodial Supplies	\$1,281.39
12345 Total										<u>\$2,425.99</u>
12346	ZUPETZ JEFF	E	01	300	296	704	000	305	OFFICIAL	\$169.30
12346	ZUPETZ JEFF	E	01	300	296	704	000	305	OFFICIAL	\$130.00
12346 Total										<u>\$299.30</u>
12347	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone	\$332.28
12347 Total										<u>\$332.28</u>
12348	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	333		\$46.50
12348	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332		\$97.50
12348	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	334		\$110.87
12348 Total										<u>\$254.87</u>
12349	MN DEPT OF LABOR & INDUSTRY	E	01	112	810	000	000	350	Repairs Maint Serv	\$10.00
12349 Total										<u>\$10.00</u>
12350	NEXTERA COMMUNICATIONS	E	01	117	810	000	000	320		\$37.81
12350	NEXTERA COMMUNICATIONS	E	03	005	760	000	720	320		\$75.61
12350	NEXTERA COMMUNICATIONS	E	02	005	770	000	701	320		\$37.81
12350	NEXTERA COMMUNICATIONS	E	01	302	810	000	000	320		\$37.81
12350	NEXTERA COMMUNICATIONS	E	01	300	211	000	000	320		\$75.61
12350	NEXTERA COMMUNICATIONS	E	01	112	203	000	000	320		\$37.81

12350	NEXTERA COMMUNICATIONS	E	01	005	810	000	000	320		\$425.32
12350	NEXTERA COMMUNICATIONS	E	01	005	606	000	000	320		\$141.78
12350	NEXTERA COMMUNICATIONS	E	01	005	020	000	000	320		\$37.81
12350	NEXTERA COMMUNICATIONS	E	04	500	505	000	321	320		\$37.81
12350 Total										<u>\$945.18</u>
12351	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone	\$603.29
12351 Total										<u>\$603.29</u>
12352	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone	\$4,711.70
12352 Total										<u>\$4,711.70</u>
12353	A W KUETTEL & SONS INC	E	06	116	870	000	000	520	Bldg Improvements	\$24,054.00
12353	A W KUETTEL & SONS INC	E	06	116	870	000	000	520	Bldg Improvements	\$50,632.15
12353 Total										<u>\$74,686.15</u>
12354	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$1,499.00
12354	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$840.00
12354	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$1,280.00
12354	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$99.00
12354	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$297.00
12354	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$258.00
12354	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$1,311.00
12354 Total										<u>\$5,584.00</u>
12355	AMAZON CAPITAL SERVICES INC	E	01	300	260	000	000	460	Textbooks Workbooks	\$1,885.00
12355	AMAZON CAPITAL SERVICES INC	E	01	300	260	000	000	460	Textbooks Workbooks	\$65.00
12355	AMAZON CAPITAL SERVICES INC	E	01	300	260	000	000	460	Textbooks Workbooks	\$1,425.06
12355	AMAZON CAPITAL SERVICES INC	E	01	112	203	000	000	401	General Supplies	\$16.55
12355	AMAZON CAPITAL SERVICES INC	E	01	112	203	000	000	460	Textbooks Workbooks	\$206.00
12355	AMAZON CAPITAL SERVICES INC	E	01	005	606	000	000	430	Instruct Supplies	\$943.80
12355	AMAZON CAPITAL SERVICES INC	E	01	300	214	038	000	401	General Supplies	\$127.87
12355	AMAZON CAPITAL SERVICES INC	E	01	116	203	000	000	460	Textbooks/Workbooks	\$15.87
12355	AMAZON CAPITAL SERVICES INC	E	01	112	201	000	000	430	Instruct Supplies	\$104.93
12355	AMAZON CAPITAL SERVICES INC	E	01	300	710	000	000	401	General Supplies	\$313.94
12355	AMAZON CAPITAL SERVICES INC	E	01	300	710	000	000	401	General Supplies	\$75.99
12355	AMAZON CAPITAL SERVICES INC	E	01	300	255	000	000	430	Instruct Supplies	\$898.45
12355	AMAZON CAPITAL SERVICES INC	E	01	300	256	000	000	460	Textbooks Workbooks	\$71.86
12355	AMAZON CAPITAL SERVICES INC	E	01	300	211	000	000	401	General Supplies	\$99.00
12355	AMAZON CAPITAL SERVICES INC	E	01	005	030	000	000	460	Textbooks/Workbooks	\$21.93
12355	AMAZON CAPITAL SERVICES INC	E	06	300	870	000	000	311	Prof Tech Services	\$85.95
12355	AMAZON CAPITAL SERVICES INC	E	01	300	710	000	000	401	General Supplies	\$384.86
12355	AMAZON CAPITAL SERVICES INC	E	01	300	710	000	000	401	General Supplies	\$31.83
12355 Total										<u>\$6,773.89</u>
12356	ANATOMAGE INC	E	06	300	870	000	000	530	Equipment	\$115,635.00
12356 Total										<u>\$115,635.00</u>
12357	ANTTILA ROSE	E	01	300	296	704	000	305	Consulting Fees	\$130.00
12357 Total										<u>\$130.00</u>
12358	APG MEDIA OF MN	E	01	005	010	000	000	380		\$2,549.45
12358	APG MEDIA OF MN	E	04	500	560	000	321	311		\$1,327.00
12358 Total										<u>\$3,876.45</u>
12359	APPLE INC	E	01	005	606	000	000	401	AS PER ATTACHED PROPOSAL NUMBER 211137	\$4,395.00
12359 Total										<u>\$4,395.00</u>
12360	ARROWHEAD REGIONAL COMPUTING CONSOR	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	\$270.00
12360 Total										<u>\$270.00</u>
12361	ATK ENTERPRISES INC	E	06	116	870	000	000	520	Bldg Improvements	\$56,791.68
12361 Total										<u>\$56,791.68</u>

12362	BAUMAN JEANNINE	E	01	300	361	000	428	366	Travel	\$312.22
12362 Total										<u>\$312.22</u>
12363	BEN'S STRUCTURAL FABRICATION INC	E	06	116	870	000	000	520	Bldg Improvements	\$47,500.00
12363 Total										<u>\$47,500.00</u>
12364	BIALKE ALYSON MARIE	E	04	701	590	000	350	311	Prof Tech Services	\$1,280.00
12364 Total										<u>\$1,280.00</u>
12365	BRYSON III BILL	E	04	500	560	000	321	430	Instruct Supplies	\$50.00
12365 Total										<u>\$50.00</u>
12366	BSN SPORTS LLC	E	06	300	870	000	000	530	Equipment	\$5,507.45
12366	BSN SPORTS LLC	E	06	300	870	000	000	530	Equipment	\$1,102.43
12366 Total										<u>\$6,609.88</u>
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$100.00
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$39.00
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$120.00
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$22.00
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$195.00
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$100.00
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$22.00
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$100.00
12367	CASEY JERRY S	E	01	300	296	706	000	305	Consulting Fees	\$22.00
12367 Total										<u>\$720.00</u>
12368	CEV	E	01	300	260	000	000	460	AS PER ATTACHED QUOTE: Q-25457	\$1,500.00
12368 Total										<u>\$1,500.00</u>
12369	CHRISTENSEN PARTS	E	03	005	760	000	720	350	Repairs Maint Serv	\$18.68
12369 Total										<u>\$18.68</u>
12370	CHRISTIANSSEN ISAAC	E	01	300	270	000	000	430	Instruct Supplies	\$101.51
12370 Total										<u>\$101.51</u>
12371	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees	\$195.00
12371	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees	\$100.00
12371	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees	\$100.00
12371	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees	\$100.00
12371 Total										<u>\$495.00</u>
12372	COMPANION CORPORATION	E	01	116	620	000	000	305		\$1,594.67
12372	COMPANION CORPORATION	E	01	300	620	000	000	305		\$2,433.97
12372	COMPANION CORPORATION	E	01	101	620	000	000	305		\$2,433.97
12372	COMPANION CORPORATION	E	01	112	620	000	000	305		\$1,930.39
12372 Total										<u>\$8,393.00</u>
12373	COSTIN GROUP INC	E	01	005	010	000	000	311	Prof Tech Services	\$3,500.00
12373 Total										<u>\$3,500.00</u>
12374	DALCO	E	01	112	810	000	000	410	Custodial Supplies	\$1,399.22
12374	DALCO	E	01	112	810	000	000	410	Custodial Supplies	\$157.00
12374	DALCO	E	01	112	810	000	000	350	Repairs Maint Serv	\$778.44
12374	DALCO	E	01	112	810	000	000	350	Repairs Maint Serv	\$439.25
12374	DALCO	E	01	112	810	000	000	350	Repairs Maint Serv	\$29.10
12374	DALCO	E	01	112	810	000	000	350	Repairs Maint Serv	\$585.15
12374	DALCO	E	01	112	810	000	000	350	Repairs Maint Serv	\$302.08
12374	DALCO	E	01	112	810	000	000	350	Repairs Maint Serv	\$22.35
12374 Total										<u>\$3,712.59</u>
12375	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$165.00
12375	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$180.00
12375 Total										<u>\$345.00</u>
12376	DISTINGUISHED TROPHY	E	01	300	294	715	000	430	Instruct Supplies	\$206.28
12376 Total										<u>\$206.28</u>

12377	E SPECIAL NEEDS	E	01	112	411	000	740	433	AS PER ATTACHED QUOTE NO. 58212	\$3,492.20
12377 Total										<u>\$3,492.20</u>
12378	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$10,669.00
12378 Total										<u>\$10,669.00</u>
12379	EMC INSURANCE COMPANIES	E	03	005	760	000	720	340		\$4,131.05
12379	EMC INSURANCE COMPANIES	E	01	005	940	000	000	340		\$33,987.57
12379	EMC INSURANCE COMPANIES	E	01	005	940	000	000	341		\$2,097.93
12379 Total										<u>\$40,216.55</u>
12380	ENDRESEN SOUND COMPANY	E	01	300	810	000	000	350	Repairs Maint Serv	\$678.00
12380 Total										<u>\$678.00</u>
12381	EVAN-MOOR EDUCATIONAL PUBLISHERS	E	01	116	407	000	740	433	AS PER ATTACHED	\$217.92
12381	EVAN-MOOR EDUCATIONAL PUBLISHERS	E	01	116	407	000	740	433	Freight	\$6.99
12381 Total										<u>\$224.91</u>
12382	GRANDE ACE HARDWARE	E	01	005	810	000	000	420	Repair Supplies	\$16.74
12382 Total										<u>\$16.74</u>
12383	GREAT LAKES HOTEL SUPPLY COMPANY	E	06	300	870	000	000	520	Bldg Improvements	\$65,648.76
12383 Total										<u>\$65,648.76</u>
12384	HARBOR CITY MASONRY INC	E	06	300	870	000	000	520	Bldg Improvements	\$75,777.29
12384	HARBOR CITY MASONRY INC	E	06	116	870	000	000	520	Bldg Improvements	\$35,974.51
12384 Total										<u>\$111,751.80</u>
12385	HENRY SCHEIN INC	E	01	300	292	000	000	401	General Supplies	\$145.06
12385	HENRY SCHEIN INC	E	01	300	292	000	000	401	General Supplies	\$71.36
12385	HENRY SCHEIN INC	E	01	300	292	000	000	401	General Supplies	\$89.84
12385	HENRY SCHEIN INC	E	01	300	292	000	000	401	General Supplies	\$325.70
12385 Total										<u>\$631.96</u>
12386	HILL KRISTY	E	04	500	560	000	321	430	Instruct Supplies	\$575.14
12386 Total										<u>\$575.14</u>
12387	HOGLUND BUS CO INC	E	03	005	760	000	720	420	Repair Supplies	\$117.78
12387 Total										<u>\$117.78</u>
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$45.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$165.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$300.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$45.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12388	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
12388 Total										<u>\$1,055.00</u>
12389	HOUGHTON MIFFLIN HARCOURT	E	01	101	203	000	000	460	AS PER ATTACHED PROPOSAL #008845208	\$2,668.94
12389	HOUGHTON MIFFLIN HARCOURT	E	01	116	203	000	000	460	AS PER ATTACHED PROPOSAL #008845208	\$1,034.48
12389	HOUGHTON MIFFLIN HARCOURT	E	01	112	203	000	000	460	AS PER ATTACHED PROPOSAL #008845208	\$1,034.48
12389 Total										<u>\$4,737.90</u>
12390	HUNT ELECTRIC CORPORATION	E	06	116	870	000	000	520	Bldg Improvements	\$325,280.00
12390	HUNT ELECTRIC CORPORATION	E	06	300	870	000	000	311	Prof Tech Services	\$210,445.91
12390 Total										<u>\$535,725.91</u>
12391	IMSE	E	01	005	640	000	316	311	AS PER ATTACHED QUOTE #252922	\$1,500.00
12391	IMSE	E	01	112	216	000	401	430	AS PER ATTACHED QUOTE #249584	\$784.80
12391	IMSE	E	01	005	030	000	000	460	AS PER ATTACHED QUOTE #257336	\$259.95
12391 Total										<u>\$2,544.75</u>

12392	INFINITY ONLINE	E	01	300	690	000	000	390	Pmt Educ Pur MN Dist	\$1,750.00
12392 Total										<u>\$1,750.00</u>
12393	INTER CITY OIL INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$6,078.28
12393 Total										<u>\$6,078.28</u>
12394	ISD #97	E	01	300	296	704	000	364	Entry Fees/Student Travel	\$250.00
12394 Total										<u>\$250.00</u>
12395	ISMIL CHRIS	E	01	300	294	702	000	430	Instruct Supplies	\$79.98
12395	ISMIL CHRIS	E	01	300	296	702	000	430	Instruct Supplies	\$79.98
12395	ISMIL CHRIS	E	01	300	296	702	000	364		\$236.25
12395	ISMIL CHRIS	E	01	300	294	702	000	364		\$236.25
12395 Total										<u>\$632.46</u>
12396	JOHNSON ADAM	E	01	300	294	701	000	305	Consulting Fees	\$100.00
12396 Total										<u>\$100.00</u>
12397	JOHNSON CONTROLS INC	E	01	300	810	000	000	350	Repairs Maint Serv	\$717.50
12397 Total										<u>\$717.50</u>
12398	KARICH BRIAN	E	01	300	296	704	000	305	Consulting Fees	\$130.00
12398	KARICH BRIAN	E	01	300	296	704	000	305	Consulting Fees	\$34.00
12398 Total										<u>\$164.00</u>
12399	KIPPLEY MIKE	E	01	300	296	702	000	364	Entry Fees/Student Travel	\$21.13
12399 Total										<u>\$21.13</u>
12400	KLEUSCH LYLE	E	01	300	294	701	000	305	Consulting Fees	\$60.00
12400	KLEUSCH LYLE	E	01	300	294	701	000	305	Consulting Fees	\$100.00
12400	KLEUSCH LYLE	E	01	300	294	701	000	305	Consulting Fees	\$20.00
12400 Total										<u>\$180.00</u>
12401	KOWALSKI TERRI	E	01	300	230	000	000	460	Textbooks Workbooks	\$37.00
12401 Total										<u>\$37.00</u>
12402	KRAGE SAMANTHA	E	01	005	107	050	000	401	General Supplies	\$83.69
12402 Total										<u>\$83.69</u>
12403	KRUSE KEITH	E	03	005	750	000	720	311	Prof Tech Services	\$75.00
12403	KRUSE KEITH	E	03	005	760	000	720	350	Repairs Maint Serv	\$210.00
12403 Total										<u>\$285.00</u>
12404	KUSH-JEFFERY SHANON	E	04	500	580	000	325	430		\$49.00
12404	KUSH-JEFFERY SHANON	E	04	500	580	000	325	401		\$18.44
12404	KUSH-JEFFERY SHANON	E	04	500	580	046	325	430	Instructional Supply	\$94.99
12404	KUSH-JEFFERY SHANON	E	04	500	582	000	344	366	Travel	\$31.44
12404 Total										<u>\$193.87</u>
12405	KY INTERPRETING SERVICES INC	E	01	116	405	000	740	399	Spec Purchased Services	\$10,100.00
12405 Total										<u>\$10,100.00</u>
12406	L & M SUPPLY INC	E	01	300	255	045	000	430	Instructional Supply	\$57.98
12406	L & M SUPPLY INC	E	01	300	255	045	000	430	Instructional Supply	\$30.98
12406	L & M SUPPLY INC	E	01	300	255	045	000	430	Instructional Supply	\$284.91
12406	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$67.94
12406	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$113.88
12406 Total										<u>\$555.69</u>
12407	LAMINATION DEPOT	E	01	112	203	000	000	401	SKU: S15G251, TRU-LAM 1.5 MIL STANDARD R	\$197.88
12407 Total										<u>\$197.88</u>
12408	MACNEIL ENVIRONMENTAL INC	E	03	005	750	000	720	311	Prof Tech Services	\$1,290.00
12408 Total										<u>\$1,290.00</u>
12409	MAVO SYSTEMS INC	E	06	116	870	000	000	520	Bldg Improvements	\$520,608.55
12409 Total										<u>\$520,608.55</u>
12410	MCDONALD TOM	E	01	300	294	701	000	305	Consulting Fees	\$100.00
12410 Total										<u>\$100.00</u>

12411	MENARDS	E	01	300	255	045	000	430	Instructional Supply	\$6.99
12411	MENARDS	E	04	500	582	000	344	430	Instructional Supply	\$99.96
12411	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$377.04
12411	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$161.88
12411	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$139.32
12411	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$135.02
12411	MENARDS	E	01	300	255	045	000	430	Instructional Supply	\$47.72
12411	MENARDS	E	04	500	582	000	344	401	General Supplies	\$4.38
12411	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$406.32
12411	MENARDS	E	01	300	255	045	000	430	Instructional Supply	\$134.61
12411	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$1,794.14
12411	MENARDS	E	03	005	760	000	720	420	Repair Supplies	\$20.88
12411	MENARDS	E	01	300	255	045	000	430	Instructional Supply	\$256.03
12411	MENARDS	E	01	300	255	045	000	430	Instructional Supply	\$59.99
12411 Total										<u>\$3,644.28</u>
12412	MESABI SIGN CO INC	E	01	116	203	007	000	430	Instruct Supplies	\$330.00
12412 Total										<u>\$330.00</u>
12413	METRO SALES INC	E	05	005	850	000	302	386	Computer and Tech Hdwr Rental	\$5,711.21
12413 Total										<u>\$5,711.21</u>
12414	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$956.15
12414	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$1,449.35
12414	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$486.37
12414	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$360.06
12414	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$414.13
12414 Total										<u>\$3,666.06</u>
12415	MINER'S INC	E	04	500	580	000	325	401	General Supplies	\$59.91
12415	MINER'S INC	E	04	500	580	000	325	401	General Supplies	\$12.75
12415	MINER'S INC	E	01	300	214	038	000	401	General Supplies	\$9.17
12415	MINER'S INC	E	01	300	214	038	000	401	General Supplies	\$23.83
12415	MINER'S INC	E	01	005	690	000	510	366	Travel	\$64.05
12415 Total										<u>\$169.71</u>
12416	MINNEAPOLIS OXYGEN COMPANY	E	01	300	255	000	000	430	Instruct Supplies	\$134.25
12416 Total										<u>\$134.25</u>
12417	MINNESOTA ENERGY RESOURCES	E	01	005	810	000	000	440	Fuel For Buildings	\$98.43
12417 Total										<u>\$98.43</u>
12418	MINNESOTA TELECOMMUNICATIONS	E	02	005	770	000	701	320		\$222.39
12418	MINNESOTA TELECOMMUNICATIONS	E	01	302	810	000	000	320		\$222.39
12418	MINNESOTA TELECOMMUNICATIONS	E	01	300	211	000	000	320		\$444.78
12418	MINNESOTA TELECOMMUNICATIONS	E	01	117	810	000	000	320		\$222.39
12418	MINNESOTA TELECOMMUNICATIONS	E	01	112	203	000	000	320		\$222.39
12418	MINNESOTA TELECOMMUNICATIONS	E	01	005	810	000	000	320		\$3,409.98
12418	MINNESOTA TELECOMMUNICATIONS	E	01	005	606	000	000	320		\$815.43
12418	MINNESOTA TELECOMMUNICATIONS	E	01	005	020	000	000	320		\$222.39
12418	MINNESOTA TELECOMMUNICATIONS	E	01	101	203	000	000	320		\$850.00
12418	MINNESOTA TELECOMMUNICATIONS	E	03	005	760	000	720	320		\$595.00
12418	MINNESOTA TELECOMMUNICATIONS	E	01	101	203	000	000	320		\$850.00
12418	MINNESOTA TELECOMMUNICATIONS	E	04	500	505	000	321	320		\$222.39
12418	MINNESOTA TELECOMMUNICATIONS	E	03	005	760	000	720	320		\$1,408.47
12418	MINNESOTA TELECOMMUNICATIONS	R	01	005	000	000	000	099	Miscellaneous	\$5,559.00
12418 Total										<u>\$15,267.00</u>
12419	MN STATE HIGH SCHOOL LEAGUE	E	01	300	292	000	000	401	General Supplies	\$230.00
12419 Total										<u>\$230.00</u>

12420	MULCAHY NICKOLAUS LLC	E	06	116	870	000	000	520	Bldg Improvements	\$369,052.06
12420 Total										<u>\$369,052.06</u>
12421	NASCO	E	01	112	212	000	000	430	AS PER ATTACHED	\$513.34
12421	NASCO	E	01	101	240	000	000	430	AS PER ATTACHED	\$526.06
12421 Total										<u>\$1,039.40</u>
12422	OMERZA TIM	E	01	300	294	701	000	305	Consulting Fees	\$60.00
12422	OMERZA TIM	E	01	300	294	701	000	305	Consulting Fees	\$61.00
12422	OMERZA TIM	E	01	300	294	701	000	305	Consulting Fees	\$100.00
12422	OMERZA TIM	E	01	300	294	701	000	305	Consulting Fees	\$61.00
12422 Total										<u>\$282.00</u>
12423	PBL WORKS	E	01	005	640	000	316	366	Travel	\$57,200.00
12423 Total										<u>\$57,200.00</u>
12424	PERKIO NATHANIEL A	E	01	300	294	701	000	305	Consulting Fees	\$60.00
12424 Total										<u>\$60.00</u>
12425	PETERSON COMPANIES INC	E	06	300	870	000	000	510	Site Prep	\$6,400.00
12425 Total										<u>\$6,400.00</u>
12426	PETERSON LINDA E	E	04	701	590	000	350	311	Prof Tech Services	\$2,380.00
12426 Total										<u>\$2,380.00</u>
12427	POHAKI LUMBER CO	E	05	300	850	052	302	520	Bldg Improvements	\$18.94
12427	POHAKI LUMBER CO	E	05	300	850	052	302	520	Bldg Improvements	\$4,147.09
12427	POHAKI LUMBER CO	E	05	300	850	052	302	520	Bldg Improvements	\$2,068.74
12427	POHAKI LUMBER CO	E	05	300	850	052	302	520	Bldg Improvements	\$524.83
12427 Total										<u>\$6,759.60</u>
12428	POPE MICHAEL	E	01	300	294	701	000	305	Consulting Fees	\$100.00
12428	POPE MICHAEL	E	01	300	294	701	000	305	Consulting Fees	\$45.00
12428 Total										<u>\$145.00</u>
12429	RADKO IRON & SUPPLY INC	E	01	300	255	045	000	430	Instructional Supply	\$293.12
12429 Total										<u>\$293.12</u>
12430	RAM	B	01	215	270				Payroll Deductions-WC	\$7,861.86
12430 Total										<u>\$7,861.86</u>
12431	RANGE COOPERATIVE INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$1,138.08
12431 Total										<u>\$1,138.08</u>
12432	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	101	203	000	000	401		\$39.32
12432	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	112	407	000	740	433		\$9.14
12432	RANGE OFFICE SUPPLY & EQUIP.CO	B	01	130	000					\$57.45
12432	RANGE OFFICE SUPPLY & EQUIP.CO	E	02	005	770	000	701	401		\$32.93
12432	RANGE OFFICE SUPPLY & EQUIP.CO	E	04	500	581	000	344	430		\$266.46
12432	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	250	000	000	434	Instruct Supplies	\$80.00
12432	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	230	000	000	434		\$4.34
12432	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	215	000	000	434		\$116.76
12432	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	005	690	000	510	401	General Supplies	\$174.61
12432 Total										<u>\$781.01</u>
12433	RATWIK ROSZAK & MALONEY	E	01	005	150	000	000	311	Prof Tech Services	\$22.50
12433 Total										<u>\$22.50</u>
12434	RED CEDAR STEEL ERECTORS INC	E	06	116	870	000	000	520	Bldg Improvements	\$3,415.25
12434 Total										<u>\$3,415.25</u>
12435	RI MECHANICAL INC	E	06	116	870	000	000	520	Bldg Improvements	\$377,135.49
12435 Total										<u>\$377,135.49</u>
12436	ROCK RIDGE HIGH SCHOOL ACTIVITY FUND	E	01	005	020	000	000	401	General Supplies	\$300.00
12436 Total										<u>\$300.00</u>
12437	SCAIA TODD	E	01	300	296	704	000	305	Consulting Fees	\$130.00
12437 Total										<u>\$130.00</u>

12438	SCHOOL NURSE SUPPLY	E	04	701	590	000	350	401	AS PER ATTACHED	\$643.23
12438 Total										<u>\$643.23</u>
12439	SCHOOL SPECIALTY LLC	E	01	300	211	000	000	430	Instruct Supplies	\$44.18
12439 Total										<u>\$44.18</u>
12440	SHERWIN WILLIAMS	E	05	300	850	052	302	520	Bldg Improvements	\$444.08
12440 Total										<u>\$444.08</u>
12441	SHI	E	01	300	257	000	000	456	AS PER ATTACHED QUOTATION # 23961202	\$1,050.00
12441 Total										<u>\$1,050.00</u>
12442	SODREN BRIAN	E	01	300	294	702	000	364	Entry Fees/Student Travel	\$63.31
12442 Total										<u>\$63.31</u>
12443	SQUIRES, WALDSPURGER & MACE PA	E	01	005	150	000	000	311	Prof Tech Services	\$344.50
12443 Total										<u>\$344.50</u>
12444	ST GERMAIN'S CABINET INC	E	06	116	870	000	000	520	Bldg Improvements	\$28,500.00
12444 Total										<u>\$28,500.00</u>
12445	TEACHERS ON CALL	E	04	500	581	000	344	305		\$1,285.20
12445	TEACHERS ON CALL	E	01	101	420	000	740	307		\$1,106.70
12445	TEACHERS ON CALL	E	01	300	420	000	740	307		\$1,082.90
12445	TEACHERS ON CALL	E	01	116	420	000	740	307		\$547.40
12445	TEACHERS ON CALL	E	01	112	420	000	740	307		\$1,737.40
12445	TEACHERS ON CALL	E	04	500	581	000	344	305		\$1,279.25
12445	TEACHERS ON CALL	E	01	101	420	000	740	307		\$690.20
12445	TEACHERS ON CALL	E	01	300	420	000	740	307		\$1,071.00
12445	TEACHERS ON CALL	E	01	116	420	000	740	307		\$981.75
12445	TEACHERS ON CALL	E	01	112	420	000	740	307		\$1,886.15
12445 Total										<u>\$11,667.95</u>
12446	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$130,246.09
12446	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$11,672.65
12446 Total										<u>\$141,918.74</u>
12447	TODD SIGNS	E	06	300	870	000	000	311	Prof Tech Services	\$5,000.00
12447	TODD SIGNS	E	06	300	870	000	000	311	Prof Tech Services	\$4,875.00
12447 Total										<u>\$9,875.00</u>
12448	TRANSFINDER	E	03	005	760	000	720	305	Cons Fee/Fee For Srv	\$3,725.00
12448 Total										<u>\$3,725.00</u>
12449	TRIMARK INDUSTRIAL	E	01	300	255	000	000	430	Instruct Supplies	\$159.36
12449	TRIMARK INDUSTRIAL	E	01	300	255	000	000	430	Instruct Supplies	\$202.50
12449 Total										<u>\$361.86</u>
12450	TURNBULL MICHAEL S	E	01	300	296	704	000	305	Consulting Fees	\$130.00
12450	TURNBULL MICHAEL S	E	01	300	296	704	000	305	Consulting Fees	\$77.00
12450 Total										<u>\$207.00</u>
12451	TWIN CITIES HARDWARE	E	01	112	810	000	000	350	Repairs Maint Serv	\$40.27
12451 Total										<u>\$40.27</u>
12452	TWIN CITY ACOUSTICS INC	E	06	300	870	000	000	520	Bldg Improvements	\$71,771.23
12452 Total										<u>\$71,771.23</u>
12453	UNITED GLASS INC	E	06	116	870	000	000	520	Bldg Improvements	\$112,851.45
12453 Total										<u>\$112,851.45</u>
12454	UNITED TRUCK BODY	E	03	005	760	000	720	420	Repair Supplies	\$787.72
12454 Total										<u>\$787.72</u>
12455	VIGER SANDRA	E	01	005	640	000	316	366	Travel	\$44.40
12455 Total										<u>\$44.40</u>
12456	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	331	Electricity	\$4,929.90
12456	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334	Garbage	\$82.20
12456	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	333		\$63.60
12456	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	332		\$91.75

12456	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440		\$9.00
12456	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	333		\$102.60
12456	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	332		\$65.50
12456	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	331		\$111.37
12456	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	440		\$10.79
12456	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	334		\$538.50
12456	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	333		\$151.35
12456	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	332		\$76.75
12456	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	331		\$2,616.58
12456	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	440		\$103.97
12456 Total										<u>\$8,953.86</u>
12457	VISSER DARREN	E	01	300	294	701	000	305	Consulting Fees	\$100.00
12457 Total										<u>\$100.00</u>
12458	W A FISHER COMPANY	E	01	005	020	000	000	401	General Supplies	\$30.00
12458	W A FISHER COMPANY	E	01	005	020	000	000	401	General Supplies	\$40.00
12458	W A FISHER COMPANY	E	01	005	020	000	000	401	General Supplies	\$1,662.50
12458	W A FISHER COMPANY	E	01	005	020	000	000	401	General Supplies	\$185.00
12458	W A FISHER COMPANY	E	04	500	560	000	321	311	Prof Tech Services	\$495.00
12458 Total										<u>\$2,412.50</u>
12459	WETZEL JAY	E	01	300	294	701	000	305	Consulting Fees	\$100.00
12459 Total										<u>\$100.00</u>
12460	WINTER MARK	E	01	005	107	050	000	366	Travel	\$255.47
12460 Total										<u>\$255.47</u>
12461	CITY OF VIRGINIA	E	05	005	850	042	302	335	Short Term Lease	\$9,600.00
12461 Total										<u>\$9,600.00</u>
12462	DOLLAMUR LP	E	01	300	294	711	000	430		\$3,000.00
12462	DOLLAMUR LP	R	01	005	000	000	000	099		\$3,500.00
12462 Total										<u>\$6,500.00</u>
12463	A W KUETTEL & SONS INC	E	06	116	870	000	000	520	Bldg Improvements	\$103,337.49
12463	A W KUETTEL & SONS INC	E	06	116	870	000	000	520	Bldg Improvements	\$156,095.64
12463 Total										<u>\$259,433.13</u>
12464	ABSOLUTE FIRE PROTECTION INC	E	06	116	870	000	000	520	Bldg Improvements	\$10,222.00
12464 Total										<u>\$10,222.00</u>
12465	ARNQUIST CARPETSPLUS COLORTILE	E	06	116	870	000	000	520	Bldg Improvements	\$117,176.81
12465 Total										<u>\$117,176.81</u>
12466	HARBOR CITY MASONRY INC	E	06	116	870	000	000	520	Bldg Improvements	\$72,200.00
12466 Total										<u>\$72,200.00</u>
12467	HUNT ELECTRIC CORPORATION	E	06	116	870	000	000	520	Bldg Improvements	\$422,928.60
12467 Total										<u>\$422,928.60</u>
12468	MULCAHY NICKOLAUS LLC	E	06	116	870	000	000	520	Bldg Improvements	\$14,962.50
12468	MULCAHY NICKOLAUS LLC	E	06	116	870	000	000	520	Bldg Improvements	\$256,437.77
12468 Total										<u>\$271,400.27</u>
12469	NORTHERN DOOR & HARDWARE INC	E	06	116	870	000	000	520	Bldg Improvements	\$38,074.40
12469 Total										<u>\$38,074.40</u>
12470	RED CEDAR STEEL ERECTORS INC	E	06	116	870	000	000	520	Bldg Improvements	\$22,686.00
12470 Total										<u>\$22,686.00</u>
12471	RJ MECHANICAL INC	E	06	116	870	000	000	520	Bldg Improvements	\$354,884.23
12471 Total										<u>\$354,884.23</u>
12472	ST GERMAIN'S CABINET INC	E	06	116	870	000	000	520	Bldg Improvements	\$19,000.00
12472 Total										<u>\$19,000.00</u>
12473	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$55,438.20
12473	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$224,200.00
12473 Total										<u>\$279,638.20</u>

12474	UNITED GLASS INC	E	06	116	870	000	000	520	Bldg Improvements	\$33,791.50
12474 Total										<u>\$33,791.50</u>
12475	WELLS CONCRETE PRODUCTS COMPANY INC	E	06	116	870	000	000	520	Bldg Improvements	\$2,000.00
12475 Total										<u>\$2,000.00</u>
290904	PAYROLL 10/13/23									\$863,015.30
	OASDI									\$50,994.04
	MEDICARE									\$12,058.58
	PERA									\$22,161.95
	TRA									\$48,643.31
	TSA MATCH									\$4,390.19
									TOTAL DISBURSEMENTS & PAYROLL	<u>\$5,919,705.60</u>

Seconded by

that the above resolution be adopted.

Resolution adopted October 23, 2023.

Clerk

Chairperson



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: July 27, 2020

Revised: January 9, 2023

520 STUDENT SURVEYS

I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses

to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.

- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student's parent;
 - 2. mental and psychological problems of the student or the student's family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections

IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that

are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other post-secondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;
Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and
Process)



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: September 28, 2020

Revised: November 14, 2022

Revised: _____

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 Policy 413.~~

- ~~5. Any apparel or footwear that would damage school property.~~
- ~~D. Headgear, including hats or head coverings, are not allowed in the building except with the approval of the building principal (e.g., 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, (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:**—Policy 413 (Harassment and Violence)
Policy 506 (Student Discipline)
Policy 525 (Violence Prevention)~~

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

For the past year, the Minnesota School Boards Association (MSBA) has engaged in a deep review of Model Policy 504—Student Dress and Appearance.

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

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

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

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

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

The Minnesota legislature passed two laws in 2023 that are relevant to dress codes. **These changes are highlighted below.**

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

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

I. PURPOSE

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

The school board is encouraged to draft a purpose statement that reflects the school district's mission and goals.

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards.

As school boards create a school dress code, they often encounter challenges related to subjective terms—such as appropriate, suitable, or community standards—that can be vague and can vary from one person's interpretation to another. School boards may choose to provide more explicit provisions, such as are presented below.

- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

Unlike Paragraph A above, Paragraph B focuses upon potential effects upon learning, discipline, and safety as it balances students' right to express themselves. The standards stated in Paragraph B draw upon the U.S. Supreme Court decision in *Tinker v. Des Moines Independent Community School District* and subsequent decisions (see Legal References below).

- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 - 1. does not injure people or damage property;

2. does not materially and substantially disrupt or interfere with the educational process or classwork;
3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
4. does not involve substantial disorder or invasion of the rights of others.

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

Across the nation, school boards have been encouraged to reconsider rules regarding hats and other headwear. In recent years, Minnesota school districts have developed a range of policies regarding hats and related headgear. Some districts have chosen to maintain a prohibition. Others have created grade/building specific rules. Some boards have permitted hats while prohibiting hoods.

A school board could choose to direct school building-level administration to work with staff, students, and others to develop building-specific rules regarding headwear.

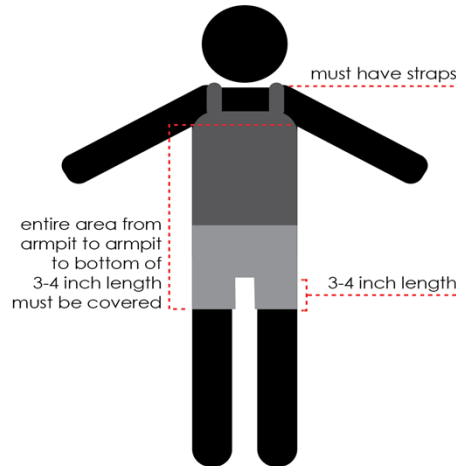
6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

In 2023, the Minnesota legislature enacted the CROWN Act, which adds Subparagraph 6 to the protections under the Minnesota Human Rights Act.

C. Student clothing may not include the following:

1. **Option 1:** Students may not wear inappropriate clothing.
Option 2: Extremely brief garments and see-through garments may not be worn.

Option 3: Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



MSBA is grateful to the Roanoke County Public Schools (Virginia) for its permission to incorporate this image in Model Policy 504.

The previous Model Policy 504 prohibited “inappropriate” clothing and then presented a short list of examples. Creating a comprehensive, clear definition of “inappropriate” clothing presents significant challenges, as does reliance upon a small list of examples of “inappropriate” clothing.

MSBA encourages school boards to consider moving away from “appropriate” standards to an approach that focuses upon impacts upon other students and the educational process. A school board may decide to focus upon the prohibition upon clothing that “materially and substantially disrupts or interferes with” the educational process and related standards set out in Article II.B above rather than invoking a general ‘inappropriate’ standard.

MSBA understands that school boards may wish to establish expectations regarding clothing that covers one’s body. To this end, MSBA offers some examples a school board could adapt or adopt. Other options can be considered.

Subparagraphs 2-4 below could be retained regardless of how a school board chooses to proceed under Subparagraph 1.

2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act,

or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.

Subparagraph 2 seeks to encourage understanding of the ways in which expression through clothing can communicate messages that create harm or a hostile learning environment for others.

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

Paragraph D confirms the right that students possess to express themselves within the general standards established in this policy. A school board could choose to combine this with Subparagraph 2 above.

III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian

student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

In 2023, the Minnesota legislature enacted the second sentence in Paragraph C above.

- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
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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: Policy 413 (Harassment and Violence)
Policy 506 (Student Discipline)
Policy 525 (Violence Prevention)



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: July 27, 2020

Revised: January 10, 2022

Revised: January 23, 2023

Revised: _____

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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 United States Code section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota 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 automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, 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, videoconference, satellite, Internet, or other electronic and telecommunications 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

1. “Directory information,” under federal law, means information contained in an education record of a student that 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:

- ~~1a.~~ a student’s social security number;
- ~~2b.~~ 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;
- ~~3c.~~ 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;
- ~~4d.~~ personally identifiable data which references religion, race, color, social position, or nationality; ~~or~~
- ~~5e.~~ 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; or

f. the name, address, and telephone number of the student's parent(s).

2. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

[Note: The federal definition includes all of the types of information specifically referenced as directory information. The federal definition applies to information requests by military recruiting officers, as set out in Article XI below.

The Minnesota definition imposes additional restrictions upon the types of information that may be designated 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 who 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 that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education record. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record; and
 - (2) used only as a personal memory aid;

- (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) 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, 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 are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that 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 created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

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

H. Juvenile Justice System

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

I. 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;

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; or
4. Perform a task directly related to responding to a request for data.

J. 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.

K. 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.

L. 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.

M. Responsible Authority

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

N. 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.

O. 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.

P. 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.

Q. 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 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy 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 Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 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, 20 United States Code section 7917, 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 Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that 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 United States Code section 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 Minnesota Statutes section 260B.171, subdivision 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 Minnesota Statutes section 260B.171, subdivision 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;

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; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 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-Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.

3. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

[Note: This section became effective on the day following final enactment (May 19, 2023). Beginning on the effective date, a student's personal contact information subject to this section must be treated as private educational data under Minnesota Statutes, section 13.32, regardless of whether that contact information was previously designated as directory information under Minnesota Statutes, section 13.32, subdivision 5].

~~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. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall 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.
 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 Minnesota Statutes sections 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.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

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 Minnesota Statutes Chapter 260E, 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 Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, 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 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 Minnesota Statutes section 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, Minnesota Statutes section 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, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), 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; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), 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, building principal, in writing by October 1st 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 United States Code section 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.

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 Code of Federal Regulations section 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 section 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, that 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 Code of Federal Regulations section 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. United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.
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 Minnesota Statutes, chapter 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 the superintendent of schools.
- 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 U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

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 superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
[Minn. Stat. § 13.32, Subd. 5 \(Directory Information\)](#)
Minn. Stat. § 13.393 (Attorneys)
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 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, subs. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
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)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
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, 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 417 (Chemical Use and Abuse)
Policy 506 (Student Discipline)
Policy 519 (Interviews of Students by Outside Agencies)
Policy 520 (Student Surveys)
Policy 711 (Video Recording on School Buses)
Policy 722 (Public Data Requests)
Policy 906 (Community Notification of Predatory Offenders)

MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Choir Riser Purchase

Quote #1: StageRight Alla Breve Choral Risers

\$19,300.00

This is the preferred quote.

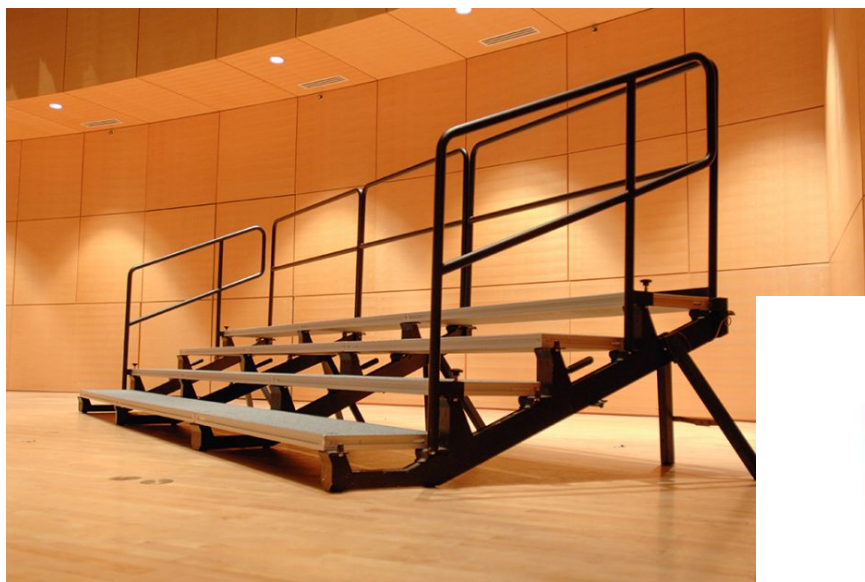
These are the premiere choral risers available on the market. They are of the highest quality, and they are durable and strong. They are slightly cheaper than the Wenger brand, and a lot more user friendly.

The storage space needed for these risers is a fraction of the Wenger brand. All seven sets store neatly on two rollings carts which will fit perfectly in our back storage hallway. The two carts will take up 2.5' x 12' of floorspace. The carts will fit easily into an elevator so they can be moved and used in any space. The carts are also a safer storage system that eliminates the potential that the risers could tip over.

No part of this choir riser system weighs more than 33 pounds making it much easier to set up and handle by one person.

Each section has a weight bearing capacity of 2240 pounds.

Their design gives a sleek, clean, and professional look on stage.



Quote #2: Wenger Signature Choral Risers

\$20,678.78

Wenger is the premiere company for all types of music, theatre, and performance equipment. Most of the equipment in the Rock Ridge Music Department is made by Wenger. Their choral risers are similar in quality to the StageRight brand.

The storage space for these risers is significantly higher. Each set (when stored) has a footprint of 2.5' x 6'. All seven sets would take up a lot of needed storage space.

Each set weighs 316 pounds, though no lifting is required due to the casters. If they need to be moved out of the performing arts center for any reason, this weight may cause an issue with transportation.

Each section has a weight bearing capacity of over 2300 pounds.



Quote #3: Stage Drop 4-level Tapered Choral Risers \$11,920.44

While these are the cheaper option, these risers are heavy, take up a lot of storage space, and are labor intensive to set up.

Each set weighs 206 pounds which must be lifted to move and set up.

Each set requires a 2' x 6' footprint for storage. All seven sets would take up a significant amount of storage space.

They are safe and sturdy, but this company does not have the same warranty or guarantees provided by StageRight and Wenger.





495 Pioneer Parkway
 Clare, MI 48617
 Phone: 800-438-4499
 Fax: 989-386-3500
 www.stageright.com

Quote for Rock Ridge High School - MN
 Quote: 18506
 Revision: 2
 Offer Valid Through: 11/4/23
 Proposed by: Rick Roe
 Phone: (800) 438-4499
 Email: rroe@stageright.com

Quote Reference Number: 18506

Address Information

Bill To:

Rock Ridge High School - MN
 411 South 5th Avenue
 Virginia, Minnesota 55792
 United States

Ship To:

Rock Ridge High School - MN
 411 South 5th Avenue
 Virginia, Minnesota 55792
 United States

Contact Buying: Matt Krage
Phone: 218-749-5437
Email: matt.krage@rrps.org

Contact Shipping: Matt Krage
Phone: 218-749-5437
Email: matt.krage@rrps.org

Terms and Conditions

Payment Terms: Net 30 Days

Rock Ridge High School - Alla Breve Riser-100323

Products

Description	Part Number	Qty	Price	Ext Price
Alla Breve Choral Riser, 7-Section (Capacity 112-140) with Gray Carpet/Blac	340074	1	\$18,250.00 USD	\$18,250.00 USD

Services

Description	Qty	Price	Ext Price
-------------	-----	-------	-----------

Additional Charges/Credits

Description	Qty	Price	Ext Price
Shipping & Freight	1	\$1,050.00 USD	\$1,050.00 USD

Alternates

Description	Part Number	Qty	Price	Ext Price
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Products Total: \$18,250.00 USD
 Services Total: \$0.00 USD
 Additional Charges/Credits Total: \$1,050.00 USD
 Alternates Total: \$0.00 USD
***Net Total: \$19,300.00 USD**

Quote Comments

Specific Terms

Quoted price does not include any State and/or Local Taxes unless specified in the quotation

*Quoted Net Total does not include Alternate items; Ask for a quote revision after approving or rejecting Alternates to see an updated Net Total
Within five business days from receipt of order, an order acknowledgement will be sent to confirm your order and provide a scheduled ship date. It will also contain important information regarding the processing and delivery of your order. Contact StageRight immediately if you do not receive your order confirmation.

Lead time is estimated and varies based on manufacturing capacity. Actual ship date will be determined at placement of order. Shipping rates are subject to change. Freight Terms: FOB Clare - MI

StageRight collects tax in the following states: AL AZ AR CA CO DC FL GA HI IN MA MI MN NE NV NJ NM NY PA TN TX WA WI

A tax exempt certificate must be provided at time of order placement or sales tax will be added to the order.

These can be forwarded to the following email address: taxexemptions@rogersgrp.com

All Labor and costs associated with docking, unloading, transferring or set up of the equipment and removal of debris are not included unless specified in the quotation

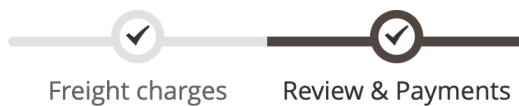
Configured parts or part numbers ending in '-Custom' will have a production suffix added to the part number upon sales order creation and may appear different on invoices

Visa - Mastercard - American Express and Discover Accepted

Order Authorization

Date

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Payment Method

Credit Card

My billing and shipping address are the same

Matthew Krage
 1403 Progress Parkway
 Virginia, Minnesota 55792
 United States
 2187801949
 EDIT



Order Comment

PLACE ORDER

Apply Discount Code ∨

Order Summary

Cart Subtotal	\$19,438.00
Freight Charges	\$1,085.47
Freight Charges - Freight	
Tax	\$155.31

Order Total \$20,678.78

8 Items in Cart ∧

	Signature Choral Risers	
7		\$18,669.00
∨		
	Signature Choral Riser ...	
1		\$769.00

! Freight charges are for shipment via parcel carrier (when applicable) or common carrier with tailgate delivery. Tailgate delivery will require you to unload the items from the tailgate, move the items into your facility and complete any assembly or installation. Contact your Wenger representative if you wish to request pricing for elevated delivery and installation services.

Order online or call StageDrop at 1-800-887-8243

Matt's Account Help 7 Your Cart



Search for Products...

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- ✓ Free Shipping on Most Stage Kits
- ✓ Responsive Sales Team
- ✓ PO's Accepted & Financing Available

Deals | Portable Stages | Choral Risers | Truss | Ramps | Skirts & Drapes | Furniture | Inspiration

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Free Shipping on most stage bundles & portable stage orders over \$2900!*

Your Shopping Cart - 7 Item(s) \$11,920.44



National Public Seating TransPort 4-Level Tapered Choral Riser and Guard Rail Bundle
#TPR72BUN4

Price Each: \$1,702.92

\$11,920.44

7

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[Empty Cart](#)

[Save Cart](#)

SUBTOTAL

\$11,920.44

Estimate Your Shipping Cost:

ZIP Code:

[Go](#)

Estimated Total: