

School Board Study Session
Monday, October 24, 2022 4:00 PM

District Office Conference Room, Room 164
Austin High School
401 3rd Ave. NW
Austin, MN 55912

Agenda

1. Call to Order/Roll Call
Speaker(s): Vice-chairperson Young
2. Approval of agenda - Action
Speaker(s): Vice-chairperson Young
3. Overview and request approval of tax abatement request from Bigelow & Lennon Construction for property located at Lot 19, Block 1, Nature Ridge 3rd (PIN 34.468.0190) - Action
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
4. Overview and request approval of tax abatement request from New Horizon Homes LLC for property located at Lot 5, Block 1, Nature Ridge 2nd (PIN 34.467.0050) - Action
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
5. Overview and request approval of tax abatement request from New Horizon Homes LLC for property located at Lot 4, Block 2, Nature Ridge Third (PIN #34.468.0240) - Action
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
6. Overview of STAR assessment
Speaker(s): Director of Information Services Corey Haugen
7. Discussion on the continuation of the tax abatement program
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
8. Discussion on mental health and equity
Speaker(s): Board member Don Leathers
9. Policy review
Speaker(s): Vice-chairperson Young
 - 9.A. Policy 724 - Tax Abatement Policy
 - 9.B. Policy 205 - Open Meetings and Closed Meetings
 - 9.C. Policy 206 - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - 9.D. Policy 208 - Development, Adoption and Implementation of Policies
 - 9.E. Policy 209 - Code of Ethics
 - 9.F. Policy 210 - Conflict of Interest - School Board Members
 - 9.G. Policy 213 - School Board Committees
 - 9.H. Policy 305 - Policy Implementation
 - 9.I. Policy 406 - Public and Private Personnel Data
10. Adjournment

HOUSING TAX ABATEMENT APPLICATION

(Application Period 8-1-16 through 12-31-2019)

Property Owner / Applicant: Bigelow & Lennon Construction
Current Address: 211 1st St SW Byron, MN 55920
Telephone: 507-775-7068 E-Mail: jill@bigelowlennon.com

Has applicant ever defaulted on property taxes? Yes No *If Yes, provide details on separate page(s).*
Are property taxes current? Yes No

Proposed Project: New Construction Replacement of housing unit
Project Type: Single Family Duplex Multi-family

Project Address: XXXX 18th St NE Austin, MN 55912

Project Legal Description: Lot 19, Blk 1 Nature Ridge 3rd

Parcel Number: 34.468.0190 Estimated Project Valuation: \$437,000.00

Applicant Statement:

(Please provide a statement as to why you are requesting an abatement of property taxes.)

To continue to build new homes for future residents of Mower County.

Attach building plans, site map, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement.)

I / We as applicant(s) for the Housing Tax Abatement certify that no construction has begun or will begin prior to the taxing authority's decision on my/our application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

I / We as applicant(s) for the Housing Tax Abatement submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded following full payment of real estate taxes due annually.

Construction Certification

Jill Bigelow
Signature Date

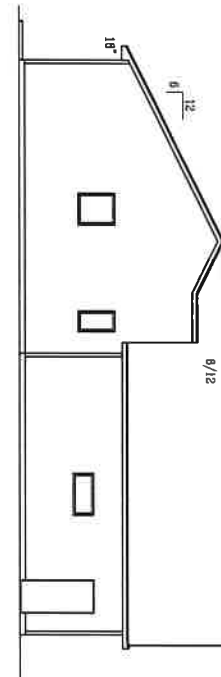
Jill Bigelow
Signature of Applicant(s) Date

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

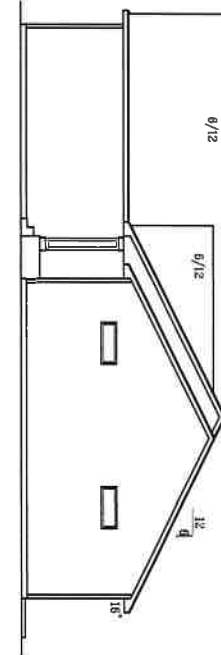
Mower County Date: _____
 City or Township of _____ Date: _____
School District of _____ Date: _____

Disclaimer: Each taxing entity makes its own decision on approval or denial of application for tax abatement. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax abatement offer will be automatically terminated. Building cannot start until such time as all taxing entities have approved and written authorization is provided.

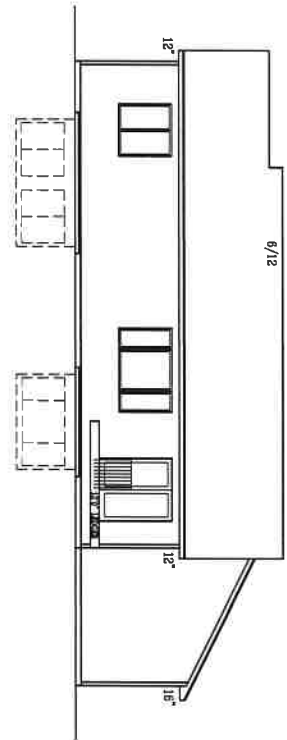
Please submit completed applications to: Mower County Administration
201 1st Street NE, Suite 9, Austin MN 55912
507-437-9549
Office Hours: M-F 8 a.m. – 4:30 p.m.



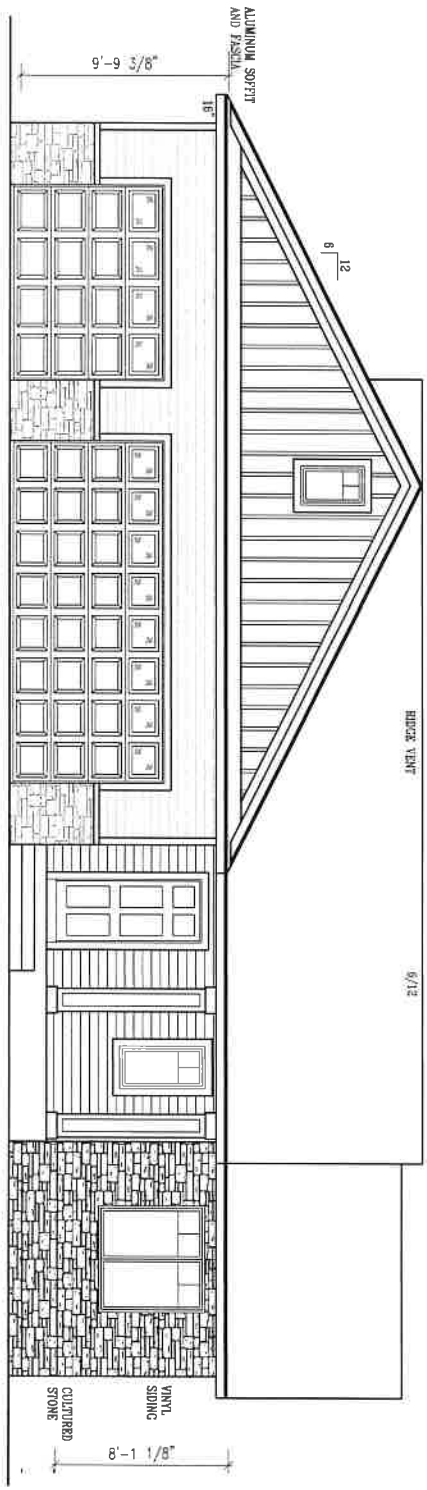
LEFT ELEVATION
SCALE 1/8"=1'-0"



RIGHT ELEVATION
SCALE 1/8"=1'-0"



REAR ELEVATION
SCALE 1/8"=1'-0"



FRONT ELEVATION
SCALE 1/4"=1'-0"

DATE	09-26-22	BY	B.B.
SCALE	1/4"=1'-0"	PROJECT	NATURE RIDGE THIRD @19-1
OWNER	2213565	CONTRACTOR	BIGELOW HOMES
NOTED			

CONTRACTOR:
BIGELOW HOMES

OWNER:
NATURE RIDGE THIRD @19-1

These drawings have been prepared using information provided by the customer/contractor who is solely responsible for the accuracy of the information provided. The drawings are not a substitute for permit drawings prepared by a contractor or architect and may not meet applicable state and local building codes which can vary widely. These plans are intended as a guide for owners who are knowledgeable about normal construction standards and local codes. The architect is not responsible for construction. Before starting construction, the customer should consult with a contractor or architect to determine if the drawings need to be changed to comply with applicable building codes or regulations. 2.1. Structural requirements. 2.2. Building standards specific to project or project site. Consult local building officials to determine if a building permit is required. The customer is responsible for obtaining all necessary permits, licenses, inspections, deficiencies, and/or construction, or aspects of the drawings.

Acknowledged by _____ Date _____

Customer/Contractor Signature _____ Date _____

**PROGRESSIVE PLAN
DESIGN LLP**

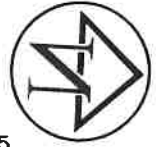
RESIDENTIAL ARCHITECTURE
714 County RD 3 NE Byron MN, 56020
(807-775-6777) progressiveplanllp@gmail.com

PROGRESSIVE PLAN DESIGN LLP

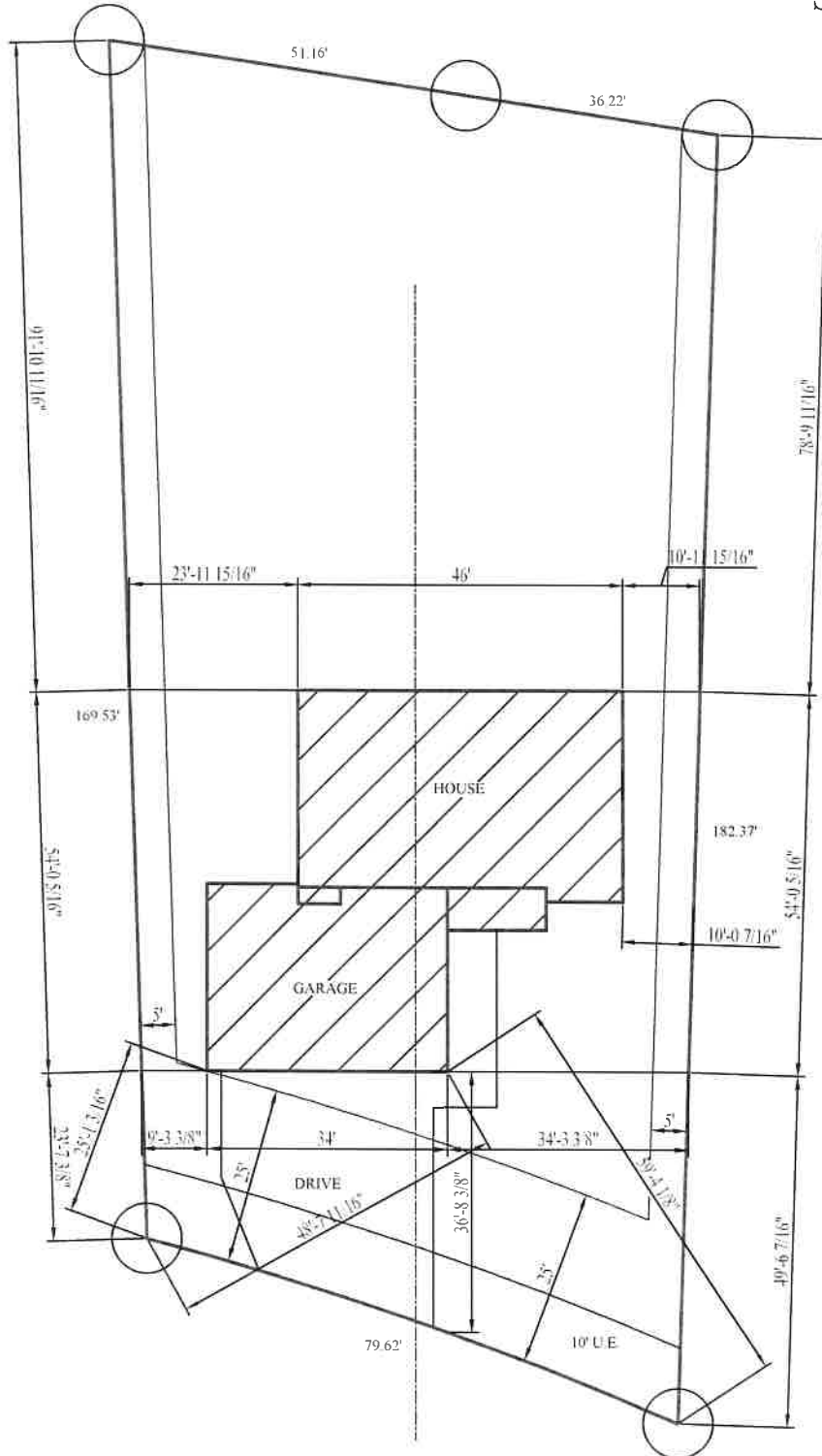
RESIDENTIAL ARCHITECTURE
714 CO. RD. 3 N.W. Byron, MN 55920
(507)775-8677

LOT, #19 BLK. #1
SUBDIVISION: NATURE RIDGE THIRD
CITY: AUSTIN STATE: MN

CONTRACTOR: BIGELOW HOMES
CUSTOMER: N.R. MOD. #19-1 #2213365



SCALE: 1" = 25'



PURCHASE AGREEMENT

RECEIVED OF Bigelow & Lennon Construction, LLC the sum of \$500.00 as earnest money in part payment for the purchase of property in Mower County, Minnesota, described as:

Lot 19, Block 1, Nature Ridge Third in Outlot D and Outlot 3, Nature Ridge and Northeast Quarter of the Southeast Quarter of Section 35, Township 103 North, Range 18 West, Austin, Mower County, Minnesota.

LEGAL TO GOVERN, all of which property the undersigned has this day sold to the buyer for the sum of \$46,900.00, which the buyer agrees to pay as follows: Earnest money \$500.00 and \$46,400.00 cash when the buyer obtains the construction loan but not later than September 1, 2022. Seller will defer \$10,000.00 of the purchase price until the spec home is sold by buyer herein and buyer will sign a Promissory Note for 10,000.00 with no interest to accrue.

The real estate taxes due and payable in the year 2022 shall be prorated as of the date of closing. The real estate taxes due and payable in the year 2023 and thereafter shall be paid by the buyer.

Any special terms, conditions or representations, not readily determined by actual inspection are to appear on the reverse side of this contract.

Subject to performance by the buyer, the seller agrees to execute and deliver a Warranty Deed conveying a marketable title to said premises subject only to the following exceptions: (a) Building regulations, zoning laws, ordinances, state and federal regulations, (b) Restrictions relating to use or improvement of premises not subject to unreleased forfeiture, (c) Reservation of any minerals or mineral rights to the State of Minnesota. Utility Easements. Subject to rights of tenants, if any.

Seller certifies that there are no wells or septic system on said property.

To the best of Seller's knowledge, there are no hazardous substances or underground storage tanks except herein noted: NONE.

Seller is not aware of any methamphetamine production that has occurred on the property.

The seller further agrees to deliver possession not later than September 1, 2022 PROVIDED THAT ALL THE CONDITIONS OF THIS AGREEMENT HAVE BEEN COMPLIED WITH. Closing date shall be on or before September 1, 2022.

The Seller shall at its sole cost and expense provide Buyer with a current Commitment from a title insurer acceptable to Buyer for issuance of an Owner's Title Insurance Policy (the "Title Commitment"). Buyer shall be allowed twenty (20) days after receipt of the Title Commitment for examination and the making of any objections thereto, such objections (exclusive of any of the Permitted Title Exceptions) to be made in writing or deemed to be waived. If any objections are so made, Seller shall be allowed sixty (60) days after receipt of such objections to make title marketable. If title is not marketable and is not made to within said sixty (60) days of

this Agreement, Buyer may either (i) waive the uncured title defect and proceed with this transaction; (ii) terminate this Agreement by written notice to Seller, whereupon the Earnest Money shall be returned to Buyer and the parties shall be relieved of all further liability under this Agreement; (iii) exclude from this Agreement in writing the portions of the Property affected by the uncured title defect and proceed with this Agreement as to the remainder of the Property, with appropriate adjustment in the Purchase Price. If the title to the Property is found marketable or is made so within said time, and this Agreement is terminated by Seller in accordance with Minnesota Statutes Section 559.21, all Earnest Money shall be retained by Seller as liquidated damages.

- (1) The following shall be Permitted Title Exceptions:
 - (a) Easements of record which do not interfere with the Buyer's intended use of the Property.
 - (b) Reservations of minerals or mineral rights by the State of Minnesota.
 - (c) Building, zoning and subdivision laws and regulations provided the Property and its current use are in compliance with the same.
 - (d) The lien of real estate taxes which are payable by Buyer pursuant to the terms and conditions of this Agreement.

- (2) The following shall not be Permitted Encumbrances:
 - (a) Any mortgage now of record against the Property.
 - (b) Judgments or liens not satisfied at or before Closing.
 - (c) Real estate taxes and special assessments which are the responsibility of Seller pursuant to the terms and conditions of this Agreement.

Buyer has a general willingness to take title subject to the listed Permitted Title Exceptions subject to the other provisions of this Agreement and to an examination of title based upon the Minnesota Title Standards and upon Minnesota law.

Buyer also reserves the right to evaluate the Permitted Title Exceptions in the light of Buyer's intended uses and enjoyment of the Property. Buyer shall have until the end of the period for stating Title Objections under subparagraph B above to make the evaluation and determine if these title issues will affect Buyer's intended use and enjoyment of the Property. If Buyer, in Buyer's sole discretion, determines that these title issues will adversely affect Buyer's intended use and enjoyment of the Property, Buyer may declare this Purchase Agreement void by timely notice to Seller, neither party shall be liable for damages hereunder to the other, and earnest money shall be refunded to Buyer. If the period for stating Title Objections passes without Buyer's declaring that these title issues will adversely affect Buyer's intended use and enjoyment of the Property, then, subject to Seller's covenant to deliver a good and marketable title of record, Buyer shall take title subject to all Permitted Title Exceptions.

By delivery of the foregoing documents to Purchaser, Seller shall be deemed to have represented that all such documents and information are to Seller's Knowledge true, correct and complete.

Buyer shall pay for the cost of an Owner's Title Insurance Policy.

I hereby agree to sell/purchase the said property for the price and upon the terms above mentioned, and subject to all conditions herein expressed.

Dated this 17th day of July, 2021.

**NATURE RIDGE PROPERTIES OF
AUSTIN CO., Seller**

By 
Paul V. Sween, Its Manager

**BIGELOW & LENNON
CONSTRUCTION, LLC, Buyer**

By 
Jerome A. Bigelow, Its President

**THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER AND
SELLER. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN
APPROPRIATE PROFESSIONAL.**

F:\SFMSFM PVS DICTATION\89122 PURCHASE AGREEMENT Lot 19, Block 1, Nature Ridge 3rd - 7-13-21.docx

HOUSING TAX ABATEMENT APPLICATION

(Application Period 8-1-16 through 12-31-2022)

Property Owner / Applicant: New Horizon Homes LLC – Jon Blaine

Current Address: 25388 670th St. Kasson Mn, 55944

Telephone: 507-250-3069

E-Mail: Newhorizonhomes.jon@gmail.com

Has applicant ever defaulted on property taxes? Yes No *If Yes, provide details on separate page(s).*

Are property taxes current? Yes No

Proposed Project: New Construction Replacement of housing unit

Project Type: Single Family Duplex Multi-family

Project Address: 2107 14th Ave NE – Austin

Project Legal Description: Lot 5 Block 1 - Nature Ridge Second

Parcel Number: 34.467.0050

Estimated Project Valuation: \$ 495,000.00

Applicant Statement:
(Please provide a statement as to why you are requesting an abatement of property taxes.)

Buyers would like to take advantage of the tax abatement program for new construction.

Attach building plans, site map, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement or include a copy of the purchase agreement.)

I / We as applicant(s) for the Housing Tax Abatement certify that **no construction** has begun or will begin **prior to the taxing authority's decision** on my/our application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

Jon Blaine 09-30-22

Construction
Certification

Signature of Applicant(s) Date

I / We as applicant(s) for the Housing Tax Abatement submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded following full payment of real estate taxes due annually.

Jon Blaine 09-30-22

Signature of Applicant(s) Date

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Mower County

Date: _____

City or Township of _____

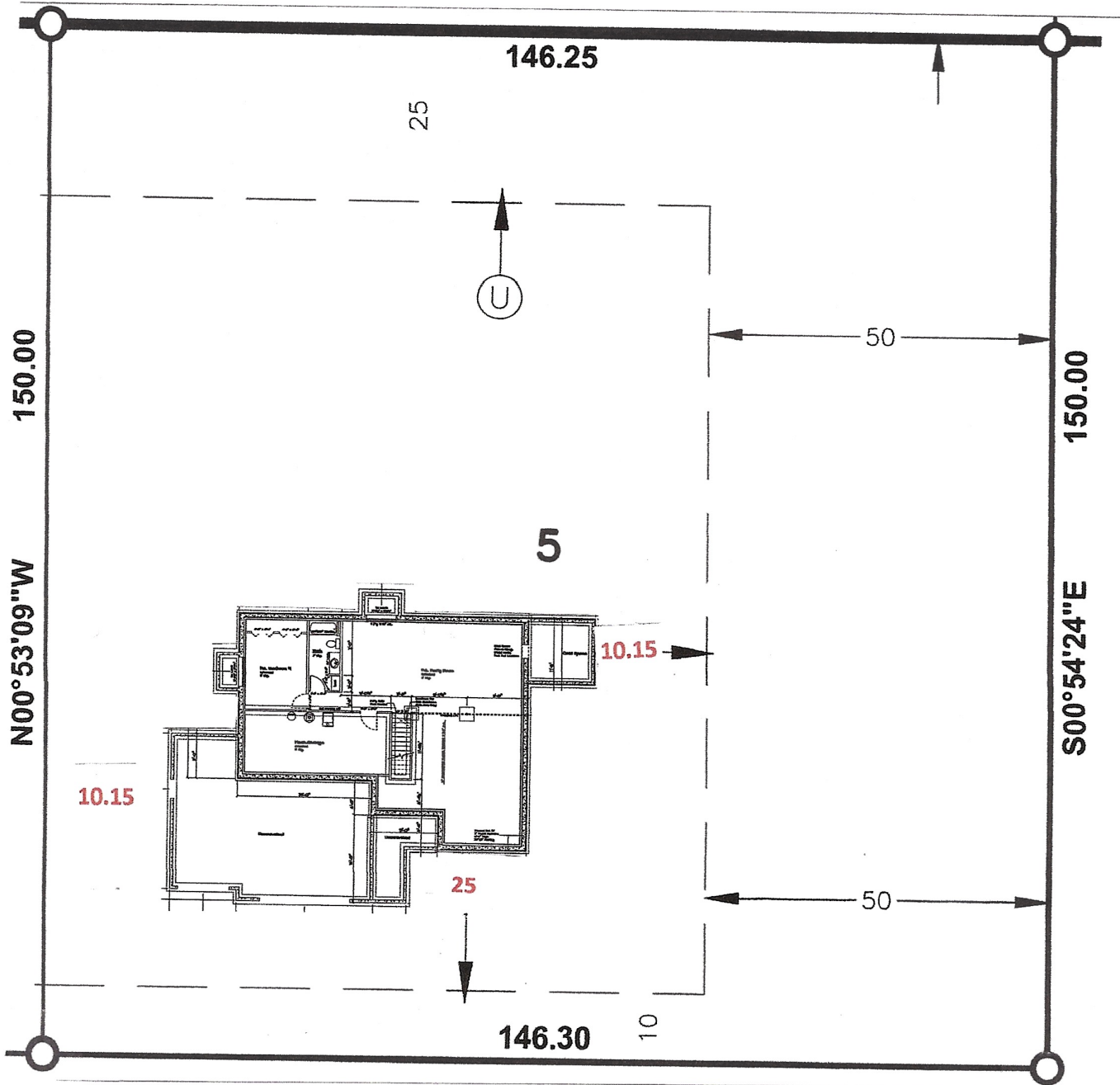
Date: _____

School District of _____

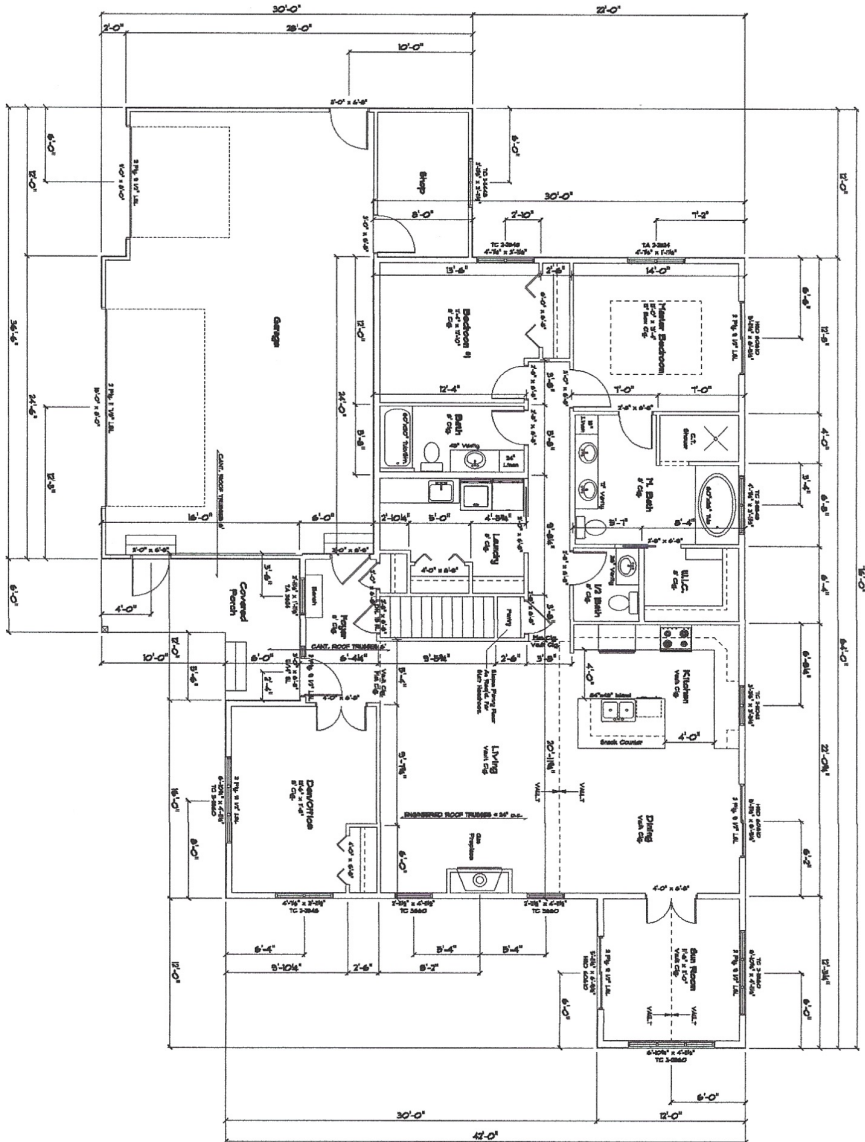
Date: _____

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Office Hours: M-F 8 a.m. – 4:30 p.m.
deniseb@co.mower.mn.us



2107 14TH AVE NE – LOT 5 BLOCK 1 – NATURE RIDGE SECOND



Preliminary Main Floor Plan
 1004 Sq. Ft. Living
 1416 Sq. Ft. Deck/Porch
 1800 Sq. Ft. Total

GENERAL NOTES:
 1. ALL DIMENSIONS ARE TO FINISH UNLESS NOTED OTHERWISE.
 2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 3. ALL DIMENSIONS ARE TO CENTER UNLESS NOTED OTHERWISE.
 4. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 5. ALL DIMENSIONS ARE TO CENTER UNLESS NOTED OTHERWISE.
 6. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 7. ALL DIMENSIONS ARE TO CENTER UNLESS NOTED OTHERWISE.

A3
 11/14/14

**NEW HORIZON HOMES
 TEVAY**

DESIGN PHASE
 PROJECT # 17972
 DATE 8/10/14
 DRAWN BY [Name]
 CHECKED BY [Name]
 APPROVED BY [Name]

RED ARROW
 1000 WEST CENTER
 SUITE 100
 DENVER, CO 80202

HOUSING TAX ABATEMENT APPLICATION

(Application Period 8-1-16 through 12-31-2022)

Property Owner / Applicant: New Horizon Homes LLC – Jon Blaine

Current Address: 25388 670th St. Kasson Mn, 55944

Telephone: 507-250-3069

E-Mail: Newhorizonhomes.jon@gmail.com

Has applicant ever defaulted on property taxes? Yes No *If Yes, provide details on separate page(s).*

Are property taxes current? Yes No

Proposed Project: New Construction Replacement of housing unit

Project Type: Single Family Duplex Multi-family

Project Address: 1304 18th St. NE - Austin

Project Legal Description: Lot 4 Block 2 – Nature Ridge Third

Parcel Number: 34.468.0240

Estimated Project Valuation: \$395,000.00

Applicant Statement:

(Please provide a statement as to why you are requesting an abatement of property taxes.)

Builder would like to take advantage of the tax abatement program for future buyers of this new construction.

Attach building plans, site map, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement or include a copy of the purchase agreement.)

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Jon Blaine

09-30-22

*Construction
Certification*

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Jon Blaine

09-30-22

Signature of Applicant(s)

Date

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Mower County

Date: _____

City or Township of _____

Date: _____

School District of _____

Date: _____

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201 1st Street NE, Suite 9, Austin MN 55912
507-437-9549
Office Hours: M-F 8 a.m. – 4:30 p.m.
deniseb@co.mower.mn.us



STAR Assessments Introduction

October 24, 2022



Assessment	KG	1	2	3	4	5	6	7	8	9	10	11	12
STAR Early Literacy [^]	● ● ●	● ● ●											
STAR CBM-ORF	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●						
STAR CBM-P.M. Tools Reading/Mathematics	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●				
STAR Reading [^]		● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
STAR Math [^]		● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●	● ● ●
CogAT: Cognitive Abilities Test			●		●		●						
ACCESS for EL's [^]	■	■	■	■	■	■	■	■	■	■	■	■	■
MCA & MTAS: [^] Reading				★	★	★	★	★	★		★		
MCA & MTAS: [^] Mathematics				★	★	★	★	★	★			★	
MCA & MTAS: [^] Science						★			★	← ★ →			
NAEP [^] (National Assessment of Ed Programs)					●				●				●
ACT [^]												●	

★ - Required for federal and state accountability. Developed and administered by the state of MN (includes MCA's and SpEd Assessments).

■ - Required for English Learners for federal Title III accountability. Used as exit criterion for state funding.

● ● ● - Denotes universal test administrations that occur multiple times per year (Fall, Winter, Spring).

● ● ● - Denotes targeted (specific students) test administrations that occur multiple times per year (Fall, Winter, Spring).

[^] - Not required annually, but through specific selection processes.



Benchmarking Windows 22-23

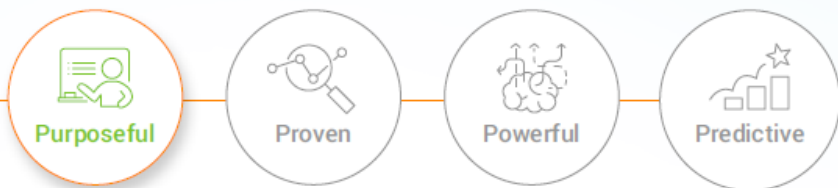
Screening Period Name	Start Date	Duration (in weeks)
Fall – Traditional	09/06/22 – 09/23/22	3
Winter – Traditional	12/05/23 – 12/22/23	3
Spring - Traditional	05/08/23 – 05/26/23	3

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

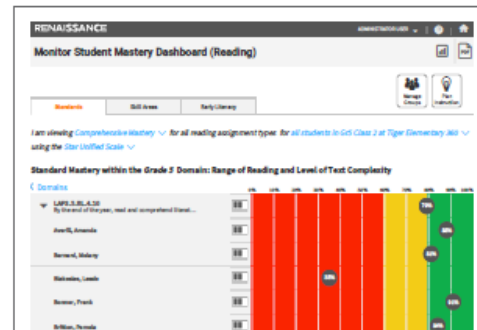
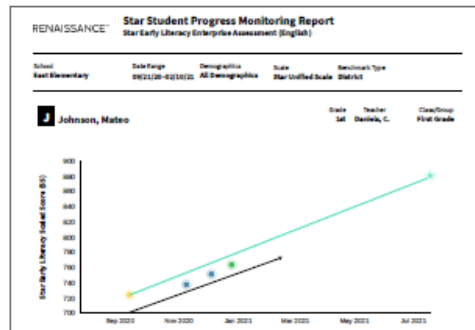
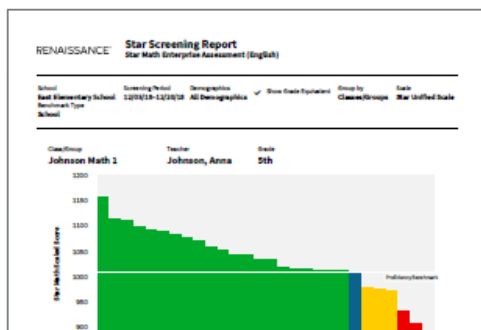
DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S1 End Date: 01/13/2023



The data and insight you need to answer all your assessment questions



Screening

Which students are meeting school, district, or state benchmarks and which may need additional support?

Forecasting performance on summative tests

How are students likely to perform on state assessments, the ACT, and SAT?

Progress monitoring

What's a reasonable goal and are students on track to achieve it?

Growth

Are students growing enough?

Standards mastery

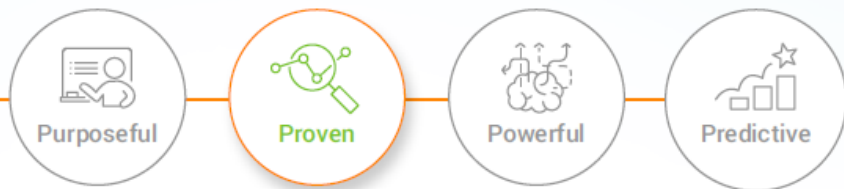
How well are students mastering standards and skills?

Instructional planning with Focus Skills™

Which skills are students ready to learn and how can I more easily differentiate instruction?



What are Focus Skills?
Watch this short video
to find out!



Accurate, trustworthy data based on research so you can confidently make decisions



85

STATE APPROVALS

The only assessments so widely trusted



MORE THAN

1/3

of schools nationwide rely on Star



2.8

BILLION

Data points guide the development of Star



100+

Studies show Star strongly correlates with other achievement tests



1,000,000

Star Assessments were administered remotely in Spring 2020



Cutting-edge learning science delivers maximum impact in minimal time



Target instruction with Focus Skills tied to your state learning standards—click the image below to explore the Focus Skills for your state.



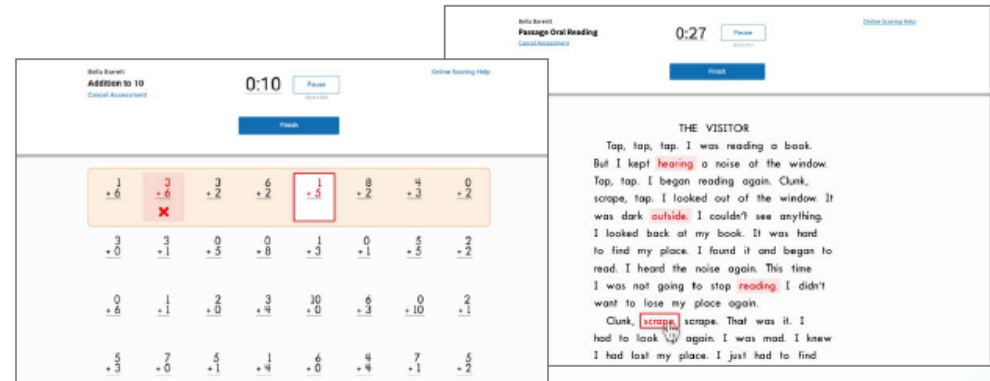
Computer-adaptive technology and research-based learning progressions connect assessment and instruction in less than 20 minutes of testing time.

More power with Star CBM

New Star Curriculum-based Measures (CBM) directly assess the building blocks of reading and math for an in-depth understanding of student development.

Star Reading CBM grades K–6

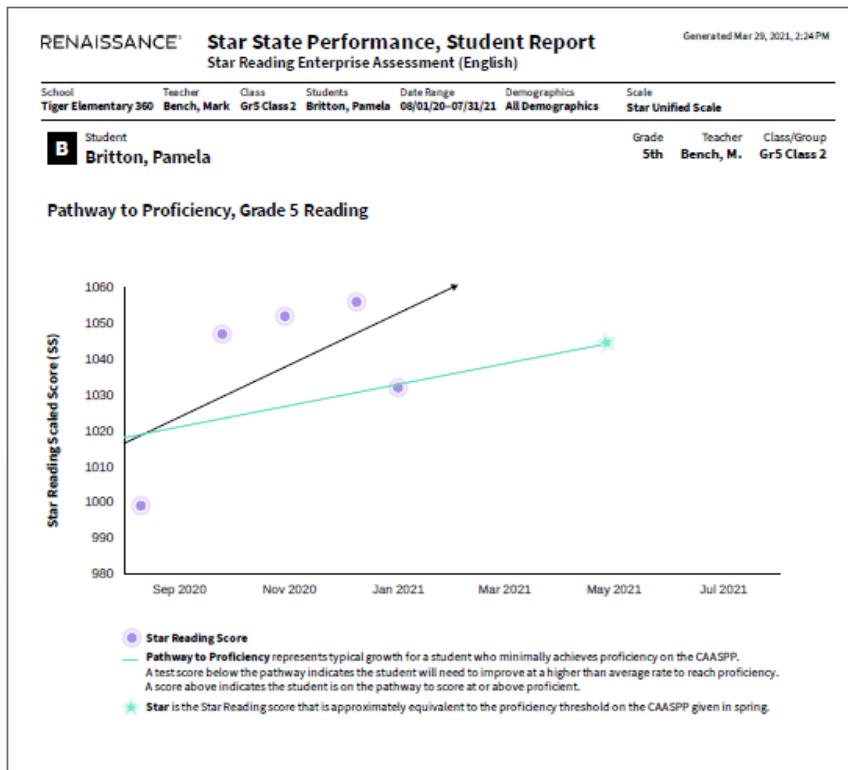
Star Math CBM grades K–3



+1	+3	+3	+6	+1	+8	+4	0
+6	+6	+2	+2	+5	+2	+3	+2
0	X						
+3	+3	0	0	+3	0	+5	+2
+0	+1	+5	+8	+3	+1	+5	+2
+0	+1	+2	+3	+0	+6	+0	+1
+5	+7	+5	+1	+6	+4	+7	+5
+3	+0	+1	+4	+0	+4	+1	+2



Knowing how students are likely to perform gives you time to pivot instruction



Track students' performance toward state benchmarks and college entrance exam success. **Statistically linked to each state's summative test, the ACT, and the SAT**, Star Assessments are highly accurate predictors of student performance.

Benchmark linking between Star Assessments and college entrance exams makes it easy for students, parents, and teachers to see how their students stack up, as early as sixth grade.

Purposes

- STAR360 helps you answer questions about your students' growth and achievement!



STAR Adaptive Assessments (CAT)

RENAISSANCE Star Reading®



12/34 Kenneth Dukes [Stop Test]

Leslie curled up in a chair on the porch. She closed her eyes and tuned into her surroundings. She smiled at the familiar sounds of her neighbor rustling his newspaper and the floorboards creaking beneath his rocker. She laughed as the neighborhood boys roared by on their bicycles. The rattle-tat of the cart pinned to the spokes of their wheels added a beat to the music of the street.

How does the author's use of sensory detail affect the story?

- 1 The sounds help the reader imagine the neighborhood.
- 2 The music is too loud and bothers Leslie.
- 3 The creaking noises give it a mysterious mood.

RENAISSANCE Star Math®

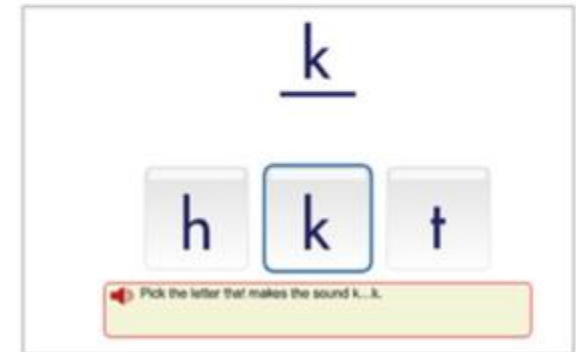


3 [Stop Test]

$2 + 3 = \underline{\quad}$

- A 2
- B 3
- C 4
- D not given

RENAISSANCE Star Early Literacy®



k

h k t

Pick the letter that makes the sound k...k.

- Items test skills in five key reading domains
- 34 items
- Designed for students in grades 1 through 12
- Can be given to kindergarten students who have basic reading skills

- Items test skills in four broad math domains
- 34 items
- Designed for students in grades 1 through 12
- Can be given to kindergarten students who have basic reading and math skills

- Star Early Literacy items assess skills within three domains (including early numeracy)
- 27 items
- Designed for students in pre-K through 3rd grade
- For beginning readers who do not yet read independently or need early-literacy skills assessed



STAR Unified Scale

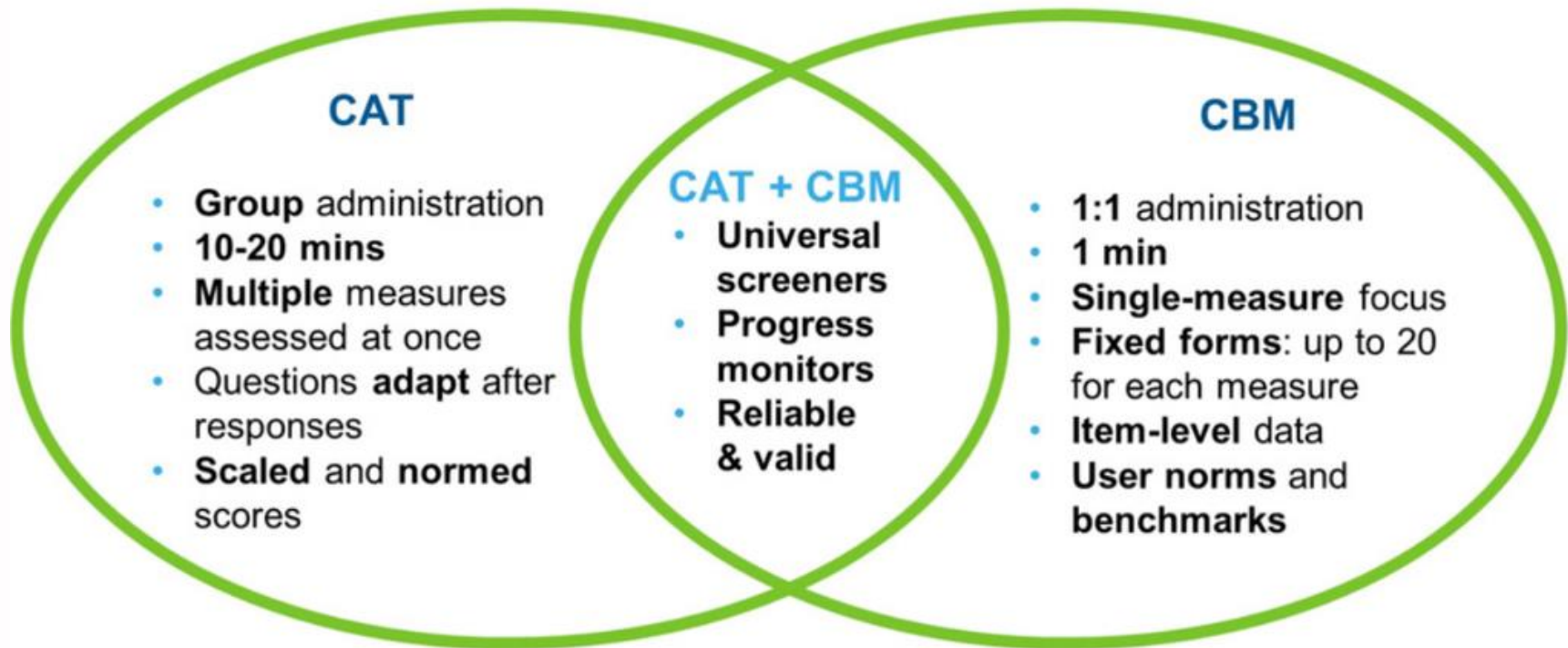


- All assessments on a single scale
- Allows for better evaluation of growth for students transitioning from Star Early Literacy to Star Reading
- Can compare performance between one student who takes Star Early Literacy and another who takes Star Reading



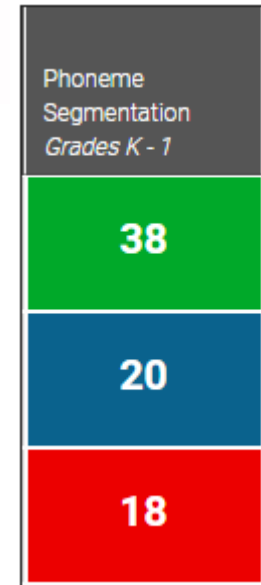
STAR CAT + STAR CBM

Using both provides two unique yet complementary perspectives



STAR CBM Math Measures w/Benchmarks

Grade	Reading Measures That Have Benchmarks	Math Measures That Have Benchmarks
Kindergarten	Letter Sounds* Phoneme Segmentation Letter Naming Receptive Nonsense Words	Numeral Recognition* Quantity Comparison
Grade 1	Letter Sounds (Fall only) Expressive Nonsense Words Phoneme Segmentation Passage Oral Reading (Grade 1)*	Numeral Recognition (Fall only) Quantity Comparison* Addition to 10
Grade 2	Expressive Nonsense Words Passage Oral Reading (Grade 2)*	Addition to 10 Addition to 20* Subtraction from 10
Grade 3	Passage Oral Reading (Grade 3)*	Subtraction from 10 Mixed Addition and Subtraction* Multiplication to 100
Grade 4	Passage Oral Reading (Grade 4)*	N/A
Grade 5	Passage Oral Reading (Grade 5)*	N/A
Grade 6	Passage Oral Reading (Grade 6)*	N/A



Green: At/Above Benchmark

Blue: On Watch

Red: Intervention

* Recommended screening measure for the grade and subject. For Passage Oral Reading, only passages at the student's grade have benchmarks.



STAR Reading

1/34 Allegra Cooke Stop Test

I asked my father for an _____ helping of carrots.

- 1 easy
- 2 oily
- 3 extra
- 4 ugly



STAR Reading

13/34

Allegra Cooke

Stop Test

Mariela grew worried as she listened to the fierce wind whipping against her bedroom window. She had waited until the very last day to apply online to the college she hoped to attend. Now she only had one hour left before the deadline at 6 p.m. She was close to completing her personal essay but needed to add some finishing touches. As Mariela typed her concluding sentence, the electricity went out. She lost her connection to the Internet.

How does the setting affect the story?


- 1 The storm outside contrasts with the interior of Mariela's bedroom to symbolize her reluctance to leave home.
- 2 The fierce wind makes it difficult for Mariela to concentrate on completing her essay.
- 3 The lateness of the hour increases the tension and suspense when the electricity goes out.




STAR Math

4/34
Finn Emerson
Stop Test


Each new shaded triangle is half the size of the smallest shaded triangle in the previous step. If the pattern continues, what percent of the square will be shaded in step 5?



step 1



step 2



step 3

A 96.9%

B 75.0%

C 87.5%

D 92.7%

Play

Select to play/replay audio

Pause

Select to pause audio

Play

0			
C	y ⁿ	x!	←
√	()	÷
7	8	9	×
4	5	6	-
1	2	3	+
0	.	+/-	=

$A_n = a_1 r^{n-1}$
 $S_n = n \left(\frac{a_1 + a_n}{2} \right)$
 $S_n = a_1 \left(\frac{1-r^n}{1-r} \right), r \neq 0$



STAR CBM Reading Measures

Bella Barrett

Passage Oral Reading

POR-G2: Form 17

[Cancel Assessment](#)

Time: 60 seconds

In person Remote

[Edit](#) [Done](#)

Notes

THE VISITOR

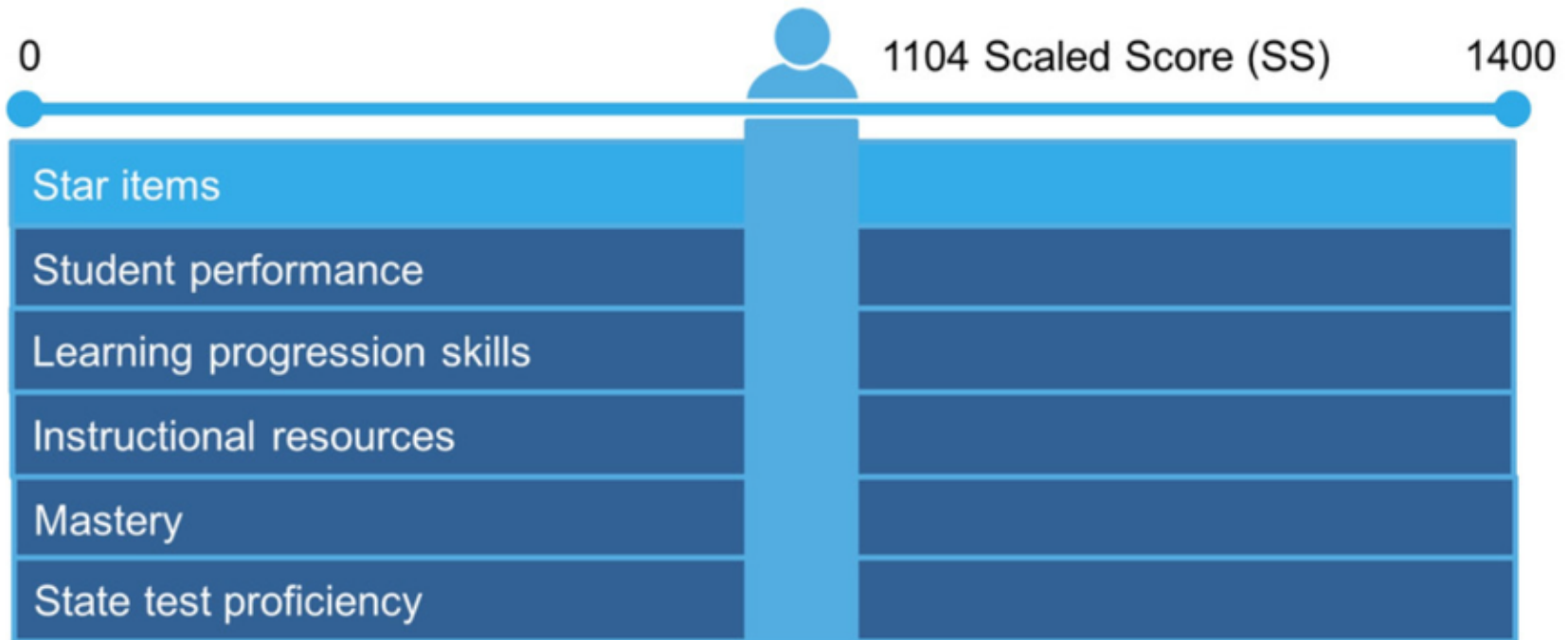
Tap, tap, tap. I was reading a book. But I kept **hearing** a noise at the window. Tap, tap. I began reading again. Clunk, **scrape**, tap. I looked out of the window. It was dark outside. I **couldn't** see anything. I looked back at my book. It was hard to find my place. I **found** it and began to read. I **heard** the noise again. This time I was not going to stop reading. I didn't want to **lose** my place again.

Clunk, scrape, scrape. That was it. I had to look up again. I was mad. I knew I had lost my place. I just had to find out what was making that noise on the window. I walked to the door. I turned on

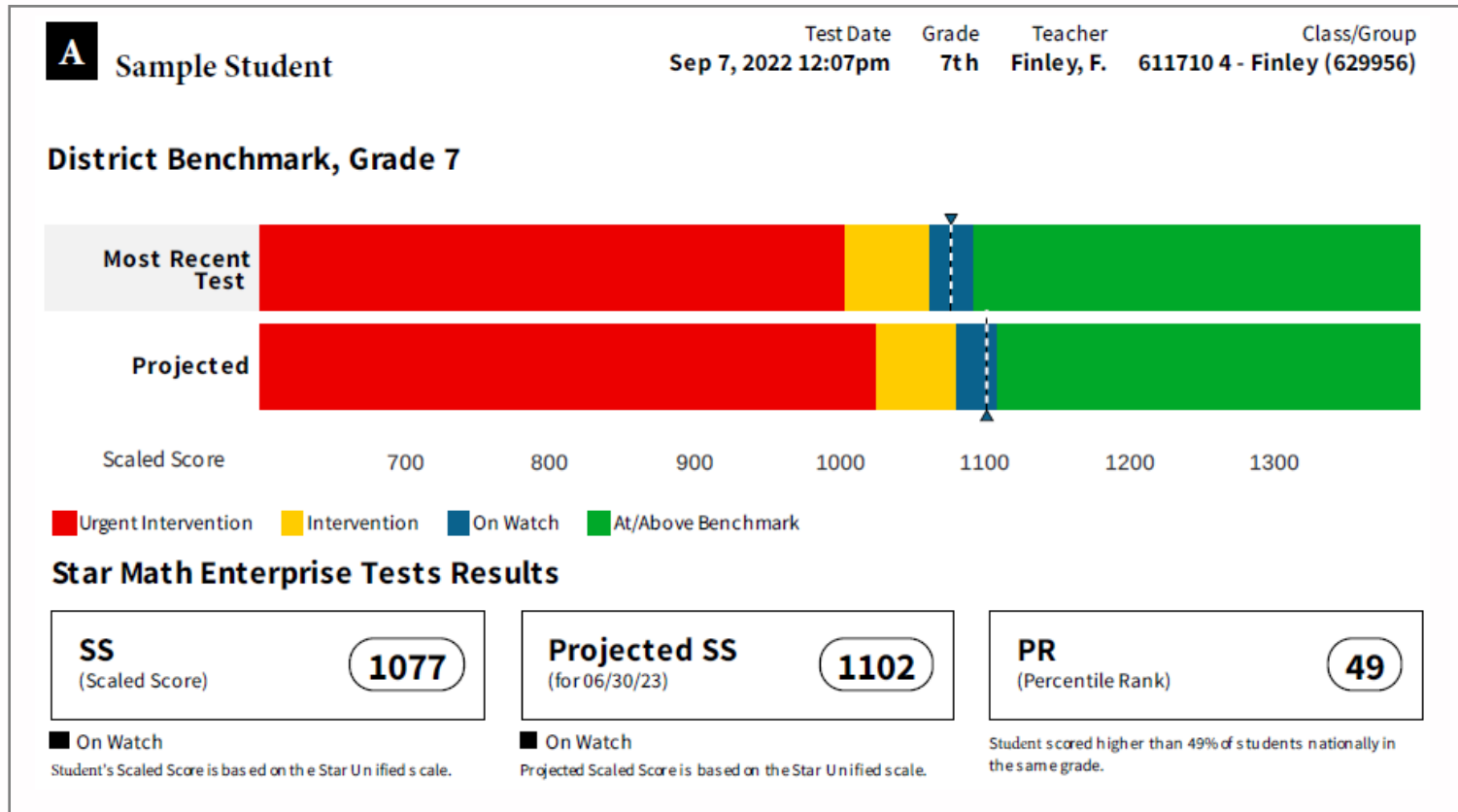
Passage Oral Reading



Scaled score is more than just a number



Sample Student Detail



Sample Student Detail

Star Math Enterprise Assessment (English): 1077 (9/7/2022) End of School Year Projected Mastery Off

■ Beginning
 ■ Developing
 ■ Secure

Algebra

- ▶ Equivalent Expressions
- ▶ Equations and Inequalities

Data Analysis & Probability

- ▶ Data Analysis
- ▶ Probability

Geometry & Measurement

- ▶ Properties of Geometric Figures

Number & Operation

- ▶ The Real Number System
- ▶ Proportional and Ratio Relationships

Standard Mastery within the *Grade 7* Domain: Equivalent Expressions

< Domains

	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
▶ MN.Math.7.2.3 Apply understanding of order of operations and algebraic properties...	63%										
▶ Use properties of algebra to generate equivalent numerical expressions...				39%							
▶ MN.Math.7.2.3.2 Evaluate algebraic expressions containing rational numbers...	63%										
▶ MN.Math.7.2.3.3 Apply understanding of order of operations and generate equivalent...				39%							

MASTERY CONFIDENCE

Confidence in mastery score is determined by the amount, type, and recency of student activity for any given domain, standard, or skill.

- High Confidence:**
 Move forward with appropriate skill instruction. Additional assessment is not necessary.
- Medium Confidence:**
 Proceed with appropriate skill instruction or assessment, with some degree of caution. Additional practice/assessment may increase confidence for Standard/Skill/Subskill mastery scores. Domain scores will always remain at a medium confidence level due to these scores being inferred from the most recent Star test and/or state summative test.
- Low Confidence:**
 More instruction/practice/assessment is required to have confidence in the Mastery level. Reassess following instruction/practice.

QUESTIONS ASKED

The number of questions a student was asked that tested for any given standard or skill.

n items



1400

Benchmarks are grade-specific minimum performance levels that students are expected to reach by certain points of the year in order to meet end-of-year performance goals. A Percentile Rank (PR) of 40 is a **cut score** that serves as a proficiency benchmark; **students whose** test scores place them in a Percentile Rank of 40 or higher will likely meet end-of-year performance goals as defined by the state or local standards.

1300

1200

STAR Unified Scale Score

1100

1000

900

800

700

600

	K	1	2	3	4	5	6	7	8
—●— Fall	688	750	868	940	983	1022	1053	1075	1098
—●— Winter	728	789	893	955	995	1031	1062	1082	1105
—●— Spring	768	828	919	970	1006	1041	1071	1089	1111
—●— MCA				983	1022	1038	1069	1094	1109

1400

Benchmarks are grade-specific minimum performance levels that students are expected to reach by certain points of the year in order to meet end-of-year performance goals. A Percentile Rank (PR) of 40 is a **cut score** that serves as a proficiency benchmark; **students whose** test scores place them in a Percentile Rank of 40 or higher will likely meet end-of-year performance goals as defined by the state or local standards.

1300

1200

STAR Unified Scale Score

1100





1000

900

800

700

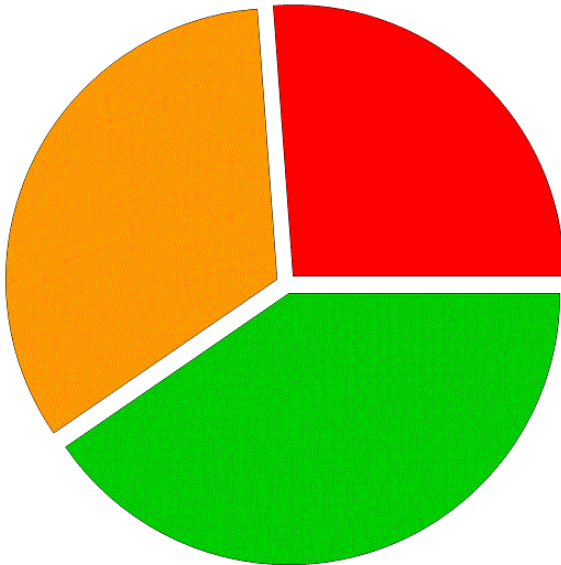
600

	K	1	2	3	4	5	6	7	8
 Fall		755	852	905	957	998	1039	1062	1082
 Winter		792	876	930	976	1014	1051	1071	1088
 Spring		828	901	956	994	1029	1063	1079	1096
 MCA				973	1016	1073	1093	1118	1127



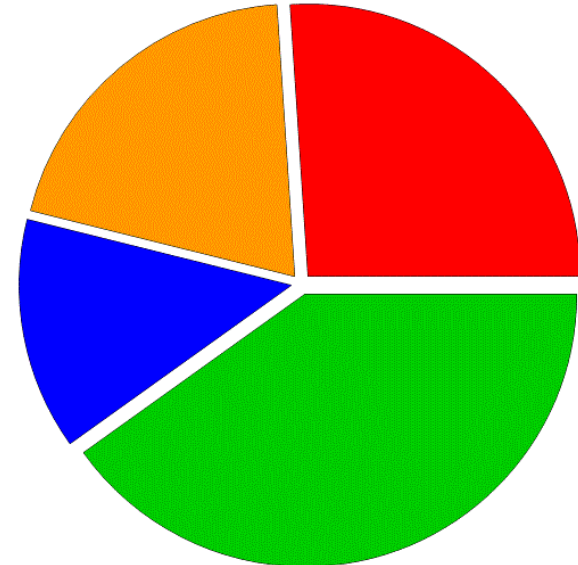
Gr.KG Fall 21 Early Reading Risk Level

Selection		
Low Risk	156	40.4%
Some Risk	129	33.4%
High Risk	101	26.2%
Total	386	100.0%



Gr.KG Fall 22 STAR Early Literacy Risk Level

Selection		
At/Above Benchmark	134	40.1%
On Watch	46	13.8%
Intervention	67	20.1%
Urgent Intervention	87	26.0%
Total	334	100.0%



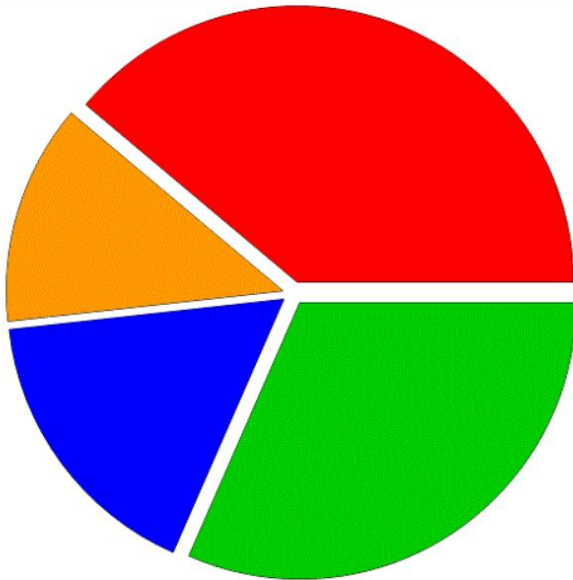
Source: Viewpoint Data Warehouse 2022.10.24



Fall 22 STAR Reading Risk Level

Selection

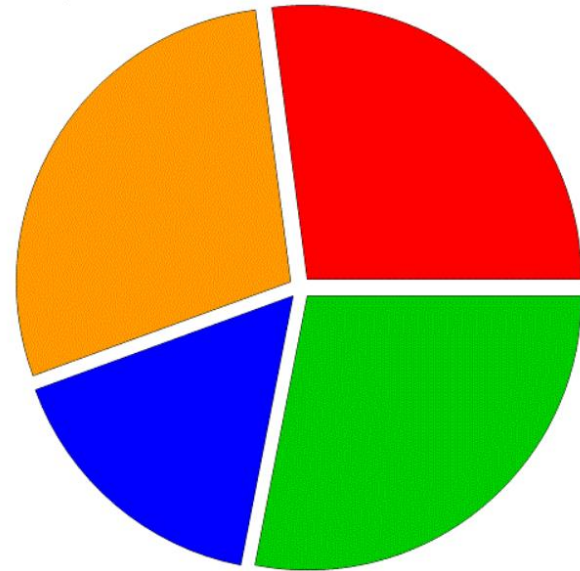
At/Above Benchmark	782	31.6%
On Watch	413	16.7%
Intervention	319	12.9%
Urgent Intervention	963	38.9%
Total	2,477	100.0%



Fall 22 STAR Math Risk Level

Selection

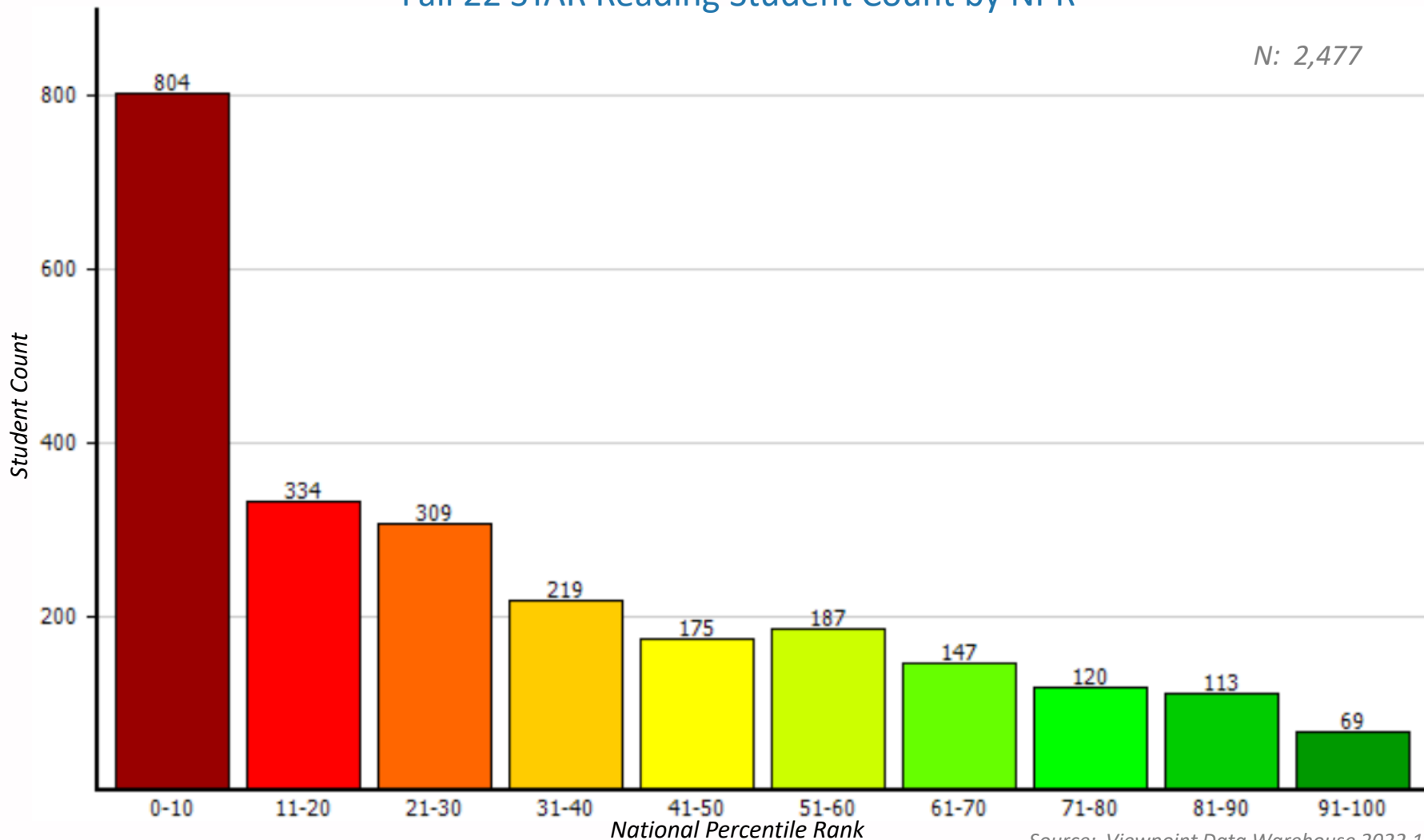
At/Above Benchmark	814	28.1%
On Watch	475	16.4%
Intervention	827	28.5%
Urgent Intervention	785	27.1%
Total	2,901	100.0%



Source: Viewpoint Data Warehouse 2022.10.24

Fall 22 STAR Reading Student Count by NPR

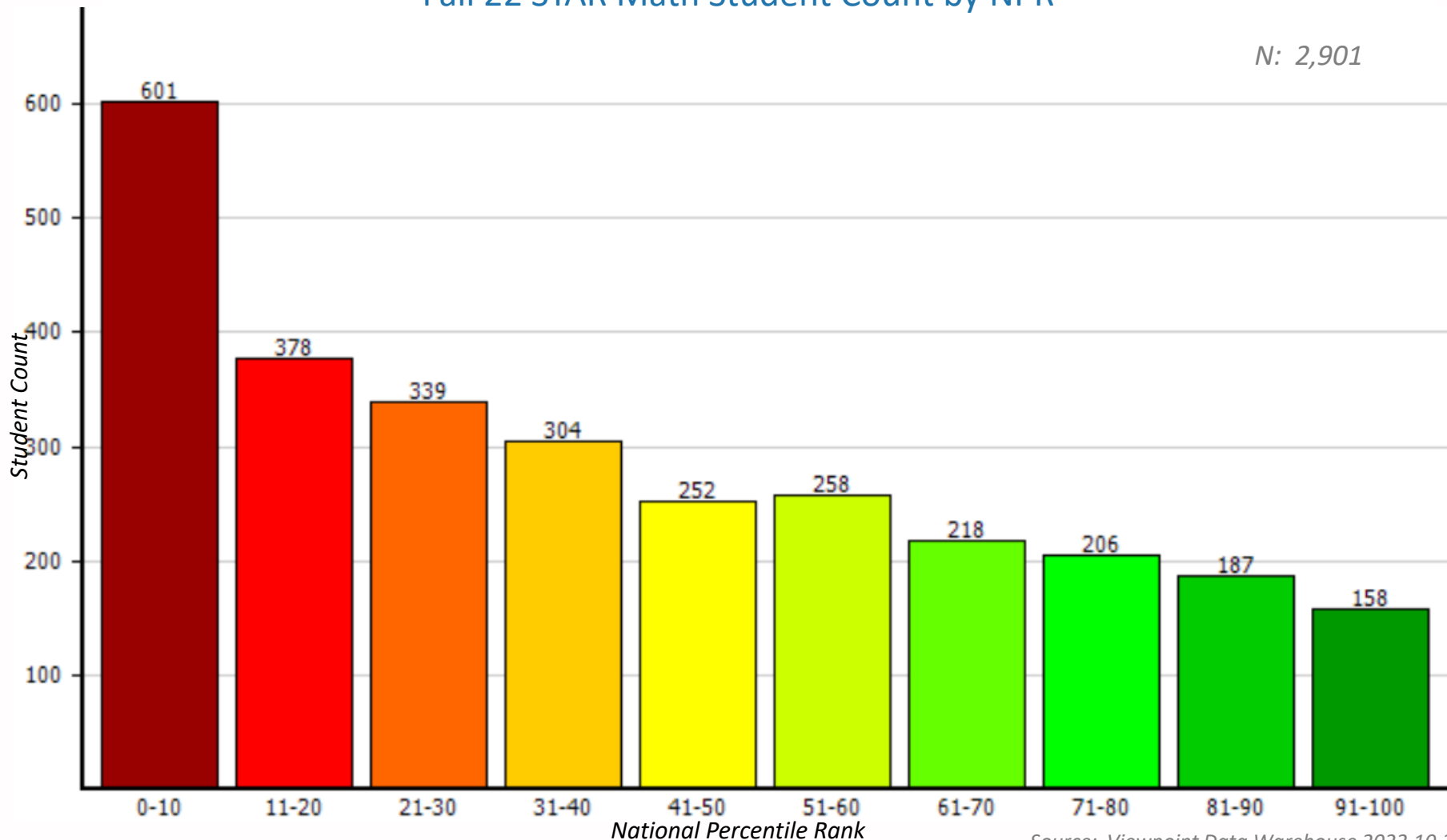
N: 2,477



Source: Viewpoint Data Warehouse 2022.10.24

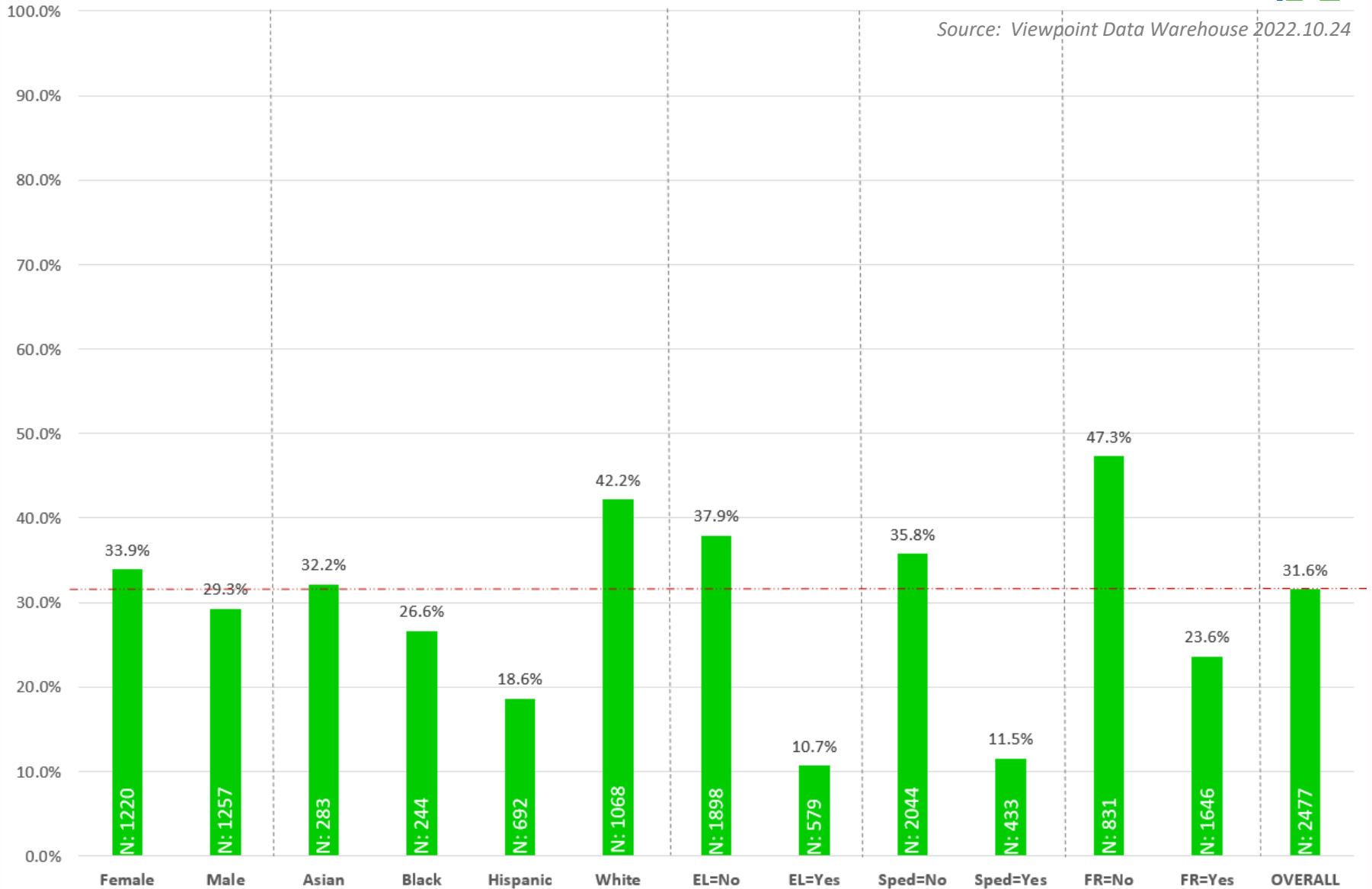
Fall 22 STAR Math Student Count by NPR

N: 2,901

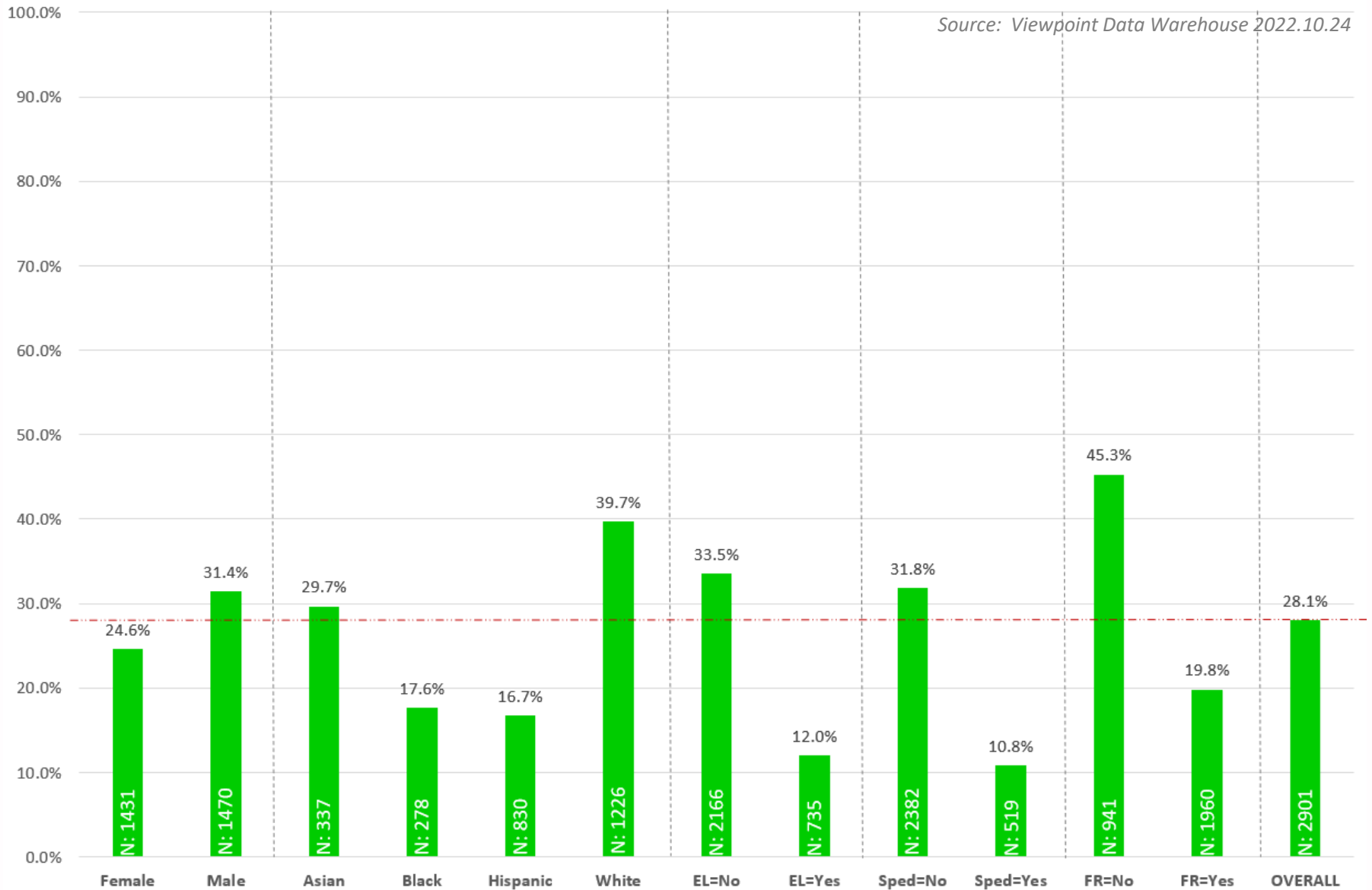


Source: Viewpoint Data Warehouse 2022.10.24

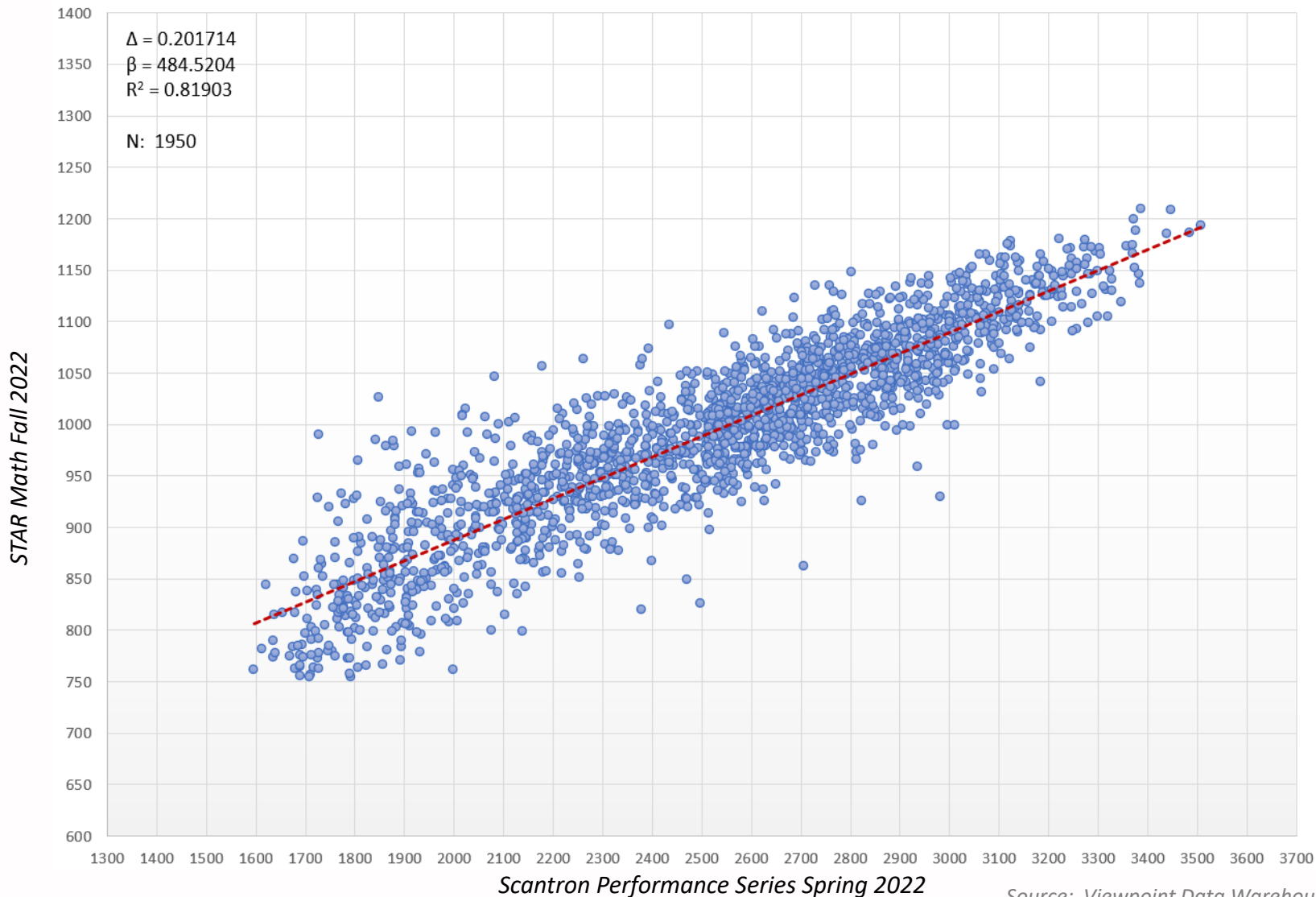
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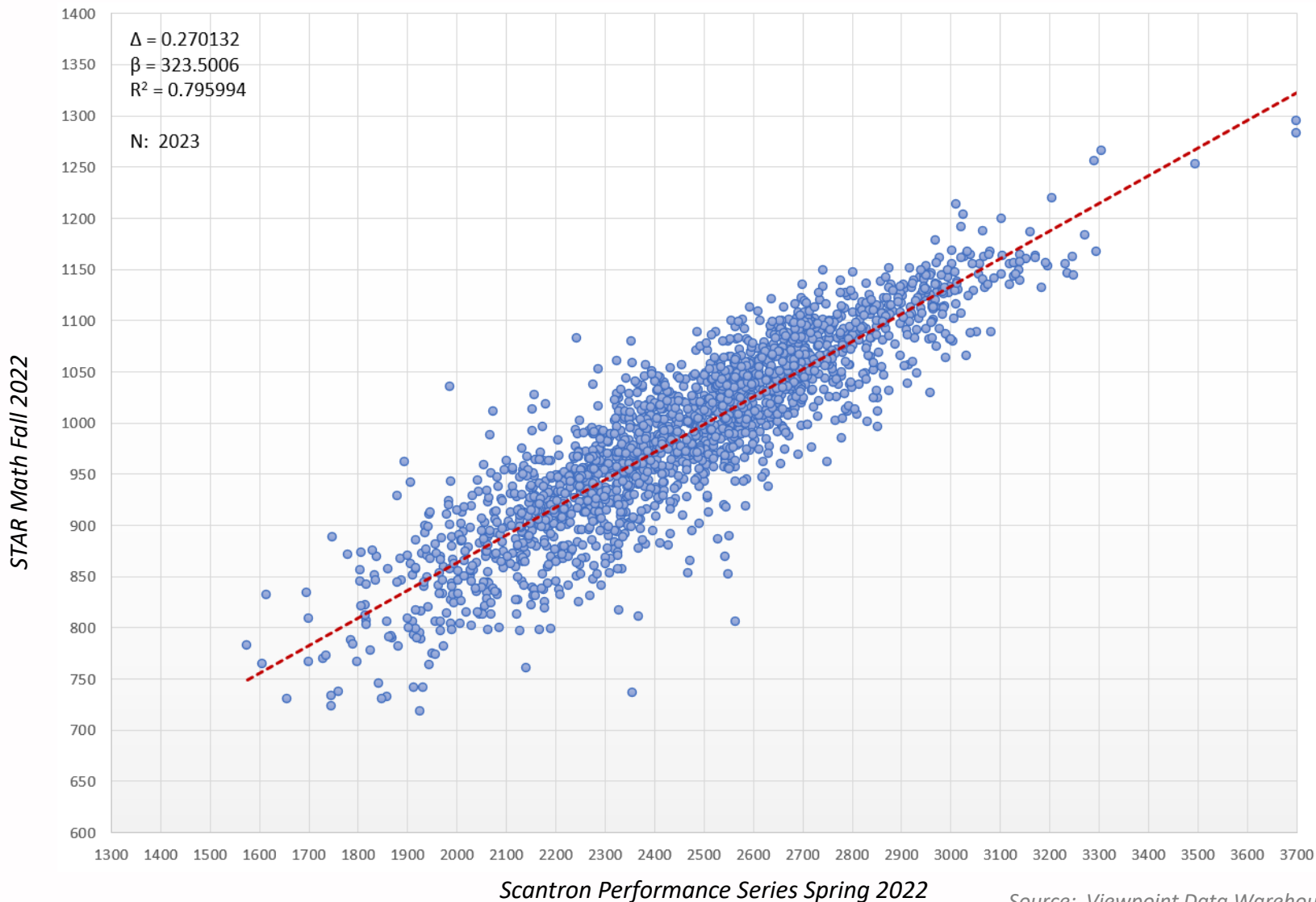
Source: Viewpoint Data Warehouse 2022.10.24



Correlation: Fall 22 STAR Reading vs Spring 22 Scantron Reading



Correlation: Fall 22 STAR Math vs Spring 22 Scantron Math



Source: Viewpoint Data Warehouse 2022.10.24





STAR Assessments Introduction

October 24, 2022



DATE: November 14, 2022

TITLE: Authorizing the Extension of the Austin Home Initiative

TYPE: Action

PRESENTER(S): Andrew Adams, Executive Director of Finance and Operations

BACKGROUND:

In 2016, Mower County Board approved a 3-year pilot housing tax abatement program with the purpose of addressing the housing shortage and grow the tax base through a tax abatement incentive. Since the initial 3-year pilot, the program was renewed again through December 31, 2022. The Tax Abatement program has incentivized 230 new housing units to be constructed in Mower County since 2016. This has generated \$61 million in new construction value to date.

RATIONALE:

As a result of the success of the Austin Home Initiative, it has been proposed the initiative be extended for three additional years to promote continued housing growth in Austin through tax abatements. Mower County and the City of Austin have unanimously renewed this program through December 31, 2025 due to its success in achieving its goals.

RECOMMENDATION:

It is recommended the School Board of Austin Public Schools approve the following resolution:

WHEREAS, Austin Public Schools adopted a resolution on December 4, 2019, which established the Austin Home Initiative and offered a 5-year tax abatement for eligible homes constructed through December 31, 2022;

WHEREAS, Austin Public Schools desires to extend the program for an additional three years, through December 31, 2025; and

NOW THEREFORE BE IT RESOLVED that Austin Public Schools, ISD 492, does hereby authorize the extension of the Austin Home Initiative through December 31, 2025.

PURPOSE

The purpose of the Austin Public Schools Tax Abatement for new construction of single and multi-family homes is to provide incentives to encourage the construction of new owner occupied and rental residential housing units, and to encourage replacement of dilapidated housing structures within Mower County between ~~August 1~~December 31, 2016-2022 and December 31, ~~2019~~2025.

TAX ABATEMENT AVAILABILITY

Minnesota Statute §469.1813 Subdivision 8 places limitations on tax abatement. In any given year, the total amount of taxes abated by a municipality shall not exceed 10% of the net tax capacity (NTC) of the political subdivision for the taxes payable year to which the abatement applies, or (2) \$200,000, whichever is greater. ~~The Austin Public Schools Policy will limit this to five percent (5%) of net tax capacity in order to be able to provide tax abatement options for non-residential projects.~~

ELIGIBLE PARTICIPANTS

Any person who constructs a new single family home, duplex, or multi-family complex and who files application material and seeks formal approval from appropriate local jurisdiction between ~~August 1~~January 1, 2016-2023 and December 31, ~~2019~~2025 may be eligible to receive 100% tax abatement of the County's share of increased real estate taxes as a result of building newly constructed housing or a home, for a period of five (5) years provided all of the following criteria are met:

1. Property is located within the Austin Public Schools district and zoned properly for the proposed development project.
2. The applicant shall not have received other local financial assistance (tax increment financing/TIF, Workforce Housing, SCDP).
3. Project is built to any and all applicable zoning and building codes adopted at the time the building/zoning permit is obtained.
4. Property taxes are current and paid on time and in full. Failure to keep property taxes current shall result in revocation of the tax abatement for each year taxes are not current.
5. Program approvals must be obtained prior to the start of construction of the new housing/home.

~~Multi-family projects of a minimum of four (4) rental units may seek approval for longer tax abatement period not exceeding the maximum defined by State Statute. Each of these multi-unit requests will be considered on an individual basis.~~

The real estate taxes to be abated shall be for up to the full amount of the real estate taxes collected due to the added tax base of the newly constructed housing/home annually. The current value of the property is not eligible for the abatement, will not be abated as part of this program and is further defined as the "original value." Any eligible abatement years are calculated on the tax increase due to a value increase over the original value.

Partially constructed housing may result in an abatement in the first abatement year that may be significantly less than the following years. This will still be considered one of the five years of eligible abatement.

In the event the property owner refuses access to County Assessor staff to perform an appraisal for tax assessment purposes, the tax abatement shall expire for the remaining term of the abatement period.

The abatement period will begin in the tax year the property realizes a value increase over original value due to construction of the housing project. In the event construction has not commenced within one year of approval, the abatement is eliminated and the property owner will need to reapply in accordance with this policy.

This abatement will transfer with the sale of the property for the balance of the five year abatement period.

This abatement will not include voter approved property tax referendums.

This abatement does not apply to, or include, existing and/or new assessments to the property.

Mower County shall provide the awarded abatement payment following payment of due real estate taxes annually. One single payment shall be made to the owner of record at the time of the payment, by December 30 for that calendar year.

APPLICATION

Statute requires the Austin Public Schools Board to approve each abatement application. Thus, all applications will be considered on a “first come – first served” basis. The acceptance of new applications will be contingent upon board approval and abatement capacity as defined above.

A complete application for Abatement shall consist of the following:

- * A letter requesting abatement for eligible projects addressed to the Mower County Coordinator, City Administrator, and Superintendent;
- * Legal description of the subject property, including address and property identification number;
- * A ~~set of site plan and~~ construction plans for the proposed project, including site plan; and
- * ~~Submission~~ mit of a copy of the building/zoning permit once received.
- * Applicant shall sign a statement to the effect that no construction has started prior to the Austin Public Schools Board decision on the applicant’s abatement request. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

The County Coordinator will forward the completed application to the Austin Public Schools Board for consideration. The Austin Public Schools Board shall schedule a date for a public

hearing on the abatement request(s) pursuant to sections 469.1812 to 469.1815 to receive public input on each abatement request and shall pass a resolution to approve or deny said application.

The County Coordinator shall also forward the completed application to the appropriate City or Township and County in the event one or more of these taxing jurisdictions have adopted policies and procedures for property tax abatements for single family or multi-family residential construction.

Prior to the public hearing, the County Coordinator will notify the County Assessor to perform a site inspection to verify no construction has commenced.

Each taxing entity retains its individual authority on property tax abatements. Austin Public Schools is solely responsible for its share of property tax abatements and this policy does not allow the Austin Public Schools to abate City, Township or County property taxes.

Policy Adopted: 04/09/18

Policy Reviewed: 05/13/19

Policy Revised: XX/XX/2022

Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 2022~~17~~

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect ~~the~~ Minnesota's Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at ~~its primary~~ the school district offices. If the school board decides to hold a

regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

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

3. Emergency Meetings

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

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, ~~the~~ advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Meetings during Pandemic or ~~Declared Chapter 12~~ Emergency

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

8. Meetings ~~Conducted~~ by Interactive Technology

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

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose, ~~and the journal~~ or any minutes used to record votes of a meeting shall be available must be open to the public during all normal business hours at the school district's administrative offices ~~of the school district~~.

C. Written Materials

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

D. Open Meetings and Data Data

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

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Allegations or Charges

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

4. Performance Evaluations

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

5. Attorney-Client Privilege Meeting

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

6. Dismissal Hearing

- a. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.

- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach ~~the-its~~ reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. §Minnesota Statutes section 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A ~~closed~~ meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

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

- a. (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

- b. (2) active investigative data collected or created by a law enforcement agency;

- c. (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

- d. (4) an individual's personal medical records.

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

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

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

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the

date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (~~Exclusion and Expulsion Procedures~~)~~Student Dismissal Hearing~~)
Minn. Stat. § 122A.33, Subd. 3 (~~License and Degree Exemption for Head Coach~~~~Coaches; Opportunity to Respond~~)
Minn. Stat. § 122A.40, Subd. 14 (~~Employment; Contracts; Termination~~)~~Teacher Discharge Hearing~~)
Minn. Stat. § 179A.14, Subd. 3 (~~Negotiation Procedures~~~~Labor Negotiations~~)
Minn. Rules Part 5510.2810 (~~Petition for Mediation~~~~Bureau of Mediation Services~~)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
~~Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)~~
~~Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)~~
~~Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)~~
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "C" (Minnesota's Open Meeting Law)

Adopted: _____

MSBA/MASA Model Policy 206

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Rev. 20~~12~~²²7

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and

awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

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

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. [Ch. 260E § 626.556](#) (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, ~~address~~, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with

| governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

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

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 ([Meetings Having Data Classified as Public](#)) ~~Open Meeting Law~~
Minn. Stat. § 121A.47, Subd. 5 ([Exclusion and Expulsion Procedures; Closed or Open Meeting](#)) ~~Student Dismissal Hearing~~
Minn. Stat. § 122A.33, Subd. 3 ([License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond](#)) ~~Coaches; Opportunity to Respond~~
Minn. Stat. § 122A.40, Subd. 14 ([Employment; Contracts; Termination; Hearing Procedures](#)) ~~Teacher Discharge Hearing~~
Minn. Stat. § 122A.44 (Contracting with Teachers; [Substitute Teachers](#))
Minn. Stat. § 123B.02, Subd. 14 ([General Powers of Independent School Districts](#); Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 ([Superintendents](#); Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

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

Adopted: _____

MSBA/MASA Model Policy 208

Orig. 1995

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Rev. 2022

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an

emergency.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 ; Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; 722 Public Data Requests;~~ and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Adopted: _____

MSBA/MASA Model Policy 209

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Rev. 20~~22~~09

209 CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.

4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 210

Orig. 1995

Revised: _____

Rev. 202208

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

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

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes ~~of the school board~~. Disclosure ~~must shall~~ be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and ~~must~~ need only be made once;
 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

- a. The school board ~~must~~ shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member ~~shall~~ must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. **(Note: This section applies only when the school district has a population of 1,000 or less according to the last federal census.)**
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting ~~where-at which~~ all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee ~~where~~ only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$~~208~~,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting ~~where-at which~~ all school board members are present, that employment ~~must be~~ immediately terminated and that school board member ~~will have~~ has no further rights to employment while serving as a school board member in the school district.
- [Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]**
- D. The school board may contract with a class of school district employees, such as teachers or custodians, ~~where-when~~ the spouse of a school board member is a member

of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. ~~In order for~~ For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting ~~where-in which~~ the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board ~~can~~ must hire or dismiss teachers only at duly called meetings. ~~Where~~ When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (~~Employment; Contracts; Termination~~)~~Teacher Hiring, Dismissal~~
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers' Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Finance
 - 2. Personnel
 - 3. Facilities
 - 4. ~~Policy~~ **Wellness**
 - 5. ~~Curriculum~~ **Curriculum/World's Best Workforce**

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
 - C. The school board chair shall appoint the members of each standing or ad hoc committee.
-

Legal References:

- ◆ Minn. Stat. Ch. 13D (Open Meeting Law)

Policy Adopted: 07/08/02
Policy Revised: 01/10/11
Policy Reviewed: 6/10/13
Policy Reviewed: 1/12/15
Policy Reviewed: 9/11/17
Policy Reviewed: 3/9/20

Adopted: _____

MSBA/MASA Model Policy 305

Orig. 1995

Revised: _____

Rev. ~~2022~~1999

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school ~~board~~-district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. ~~2014~~2021

406 PUBLIC AND PRIVATE PERSONNEL DATA

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is not public and is available-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; -individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. "Confidential" means the data isare not public and isare not available-accessible to the subject.
- D. "Parking space leasing data" means the following government data on an applicantnt-tion for, or lessee ase-of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~ volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

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

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee's ~~s~~ Social Security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;
 14. previous work experience;
 15. date of first and last employment;

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

B. The following information on current and former applicants for employment by the school district is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they applicants are considered by the school board to be become finalists for an public employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:

- a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn-esota Statutes, section-§ 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

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

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

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

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

V. PRIVATE PERSONNEL DATA

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

employee's access to that data would:

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

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

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

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

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

charter school and the data remain classified as provided in ~~Minnesota Statutes, Chapter~~ 13.

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

- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- Q. ~~Protected health information, as defined in 45 Code of Federal Regulations Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or sexual abuse or when the Commissioner of the ~~Minnesota Department of Education (MDE)~~ makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under ~~Minnesota Statutes, section~~ § 13.41, ~~Subdivision~~ 5, and must provide ~~the Minnesota Professional Educator Licensing and Standards Board (PELSB)~~ and the ~~licensing division~~ at MDE with the necessary and relevant information to enable ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under ~~Minnesota Statutes, section~~ § 123B.03, a school board or other school hiring authority must contact ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

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

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation~~-Data~~)

Minn. Stat. § 13.41 (Licensing Data-)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)

Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts)

Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)

Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)

Minn. Stat. § 253B.07- (Judicial Commitment: Preliminary Procedures)

Minn. Stat. ~~Ch. § 260E 626.556, Subd. 7~~ (Reporting of Maltreatment of Minors)

Minn. Stat. Ch. 268 (Unemployment Insurance)

Minn. R. Pt. 1205 (Data Practices)

P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy)

Considerations)

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

[MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)

MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "I" (School Records – Privacy – Access to Data)