

Business Meeting

Tuesday, August 27, 2024 6:00 PM

Oak Park Learning Center, 6355 Osman Avenue North, Stillwater, MN 55082

I. Public Comment	Speaker (s) : Ms. Alison, School Board Chair
II. Call to Order	Speaker (s) : Ms. Alison Sherman, School Board Chair
III. Roll Call	Speaker (s) : Ms. Alison Sherman, School Board Chair
IV. Pledge of Allegiance	Speaker (s) : Ms. Alison Sherman, School Board Chair
V. Approval of Agenda	Speaker (s) : Ms. Alison Sherman, School Board Chair
VI. Student Report	Speaker (s) : Ms. Maysen Puhmann and Ms. Ainsley Smith, Student Representatives
VII. Superintendent Report	Speaker (s) : Dr. Mike Funk, Superintendent
VIII. Board Chair Report	Speaker (s) : Ms. Alison Sherman, School Board Chair
IX. Consent Agenda	
IX.A. School Board Meeting Minutes, July 16, 2024	Speaker (s) : Ms. Beverly Petrie, School Board Clerk
IX.B. School Board Meeting Minutes, August 6, 2024	Speaker (s) : Ms. Beverly Petrie, Clerk
IX.C. Payment of Invoices - August 3, 2024 through August 22, 2024	Speaker (s) : Ms. Marie Schrul, Chief of Finance
IX.D. Policy 507 - Corporal Punishment and Prone Restraint; Policy 513 Student Promotion, Retention, and Program Design; Policy 521 Student Disability Nondiscrimination; Policy 532 - Use of Peace Officers and Crisis Teams to remove students with IEPs from school grounds; Policy 722 - Public Data and Subject Request; Policy 806 - Crisis Management Policy	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
IX.E. Memorandum of Agreement (MOA)	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
IX.F. Insurance Rate Change for Child Life and AD&D	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
IX.G. 2024-25 Substitutes Pay Rates	Speaker (s) : Ms. Kristine Carlston,

IX.H. Human Resources Personnel Report	Executive Director of Human Resources Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
X. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	
XI. Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students	
XII. Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning	
XII.A. First Reading Policy 515 Data Privacy Protection and Privacy of Pupil Specific Data and Form	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XII.B. Revoke Policies 722.1 - Information Access/Decision Making; 725 - Record Retention	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XIII. Strategic Direction D: Develop strong partnerships with the communities we serve	
XIII.A. Report: Adventure Club Update	Speaker (s) : Ms. Annette Sallman, Executive Director of Community Education
XIV. Adjournment	
XV. Attachments	

- I. Recognition: Our Finance Department was recognized for receiving the Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting (20th year) and the 2024 Minnesota Department of Education (MDE) School Finance Award.
 - II. Public Comment: No speakers
 - III. Call to Order: The meeting was called to order at 6:08 p.m.
 - IV. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Alison Sherman, Andrew Thelander; Absent: Annie Porbeni
 - V. Pledge of Allegiance
 - VI. Approval of Agenda: Motion made by Sherman and second by Kelzenberg, Carried 6-0.
 - VII. Superintendent Report: Superintendent Funk introduced Eric Simmons, Technology Director, and Elsa Mundt, Education Data Analyst and Assessment Supervisor, who have joined the district.
 - VIII. Chair Report: The board will be working on goal setting and reviewing the school board's three-year plan.
 - IX. Consent Agenda: A. School Board Meeting Minutes, June 25, 2024; B. Payment of Invoices - June 22-July 12, 2024; C. School Nutrition Program Joint Agreement with St. Croix Catholic School; D. Field Trip Approval Form for SAHS Spanish Class to Buenos Aires, Argentina; E. Human Resources Personnel Report. Motion by Hockert and second by Lauer, Carried 6-0.
 - X. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs, Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
 - XI. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report. Nothing to report.
 - XII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. Report: 2024-25 School Board Monthly Agenda Items. The board reviewed the 2024-25 monthly business meetings' agenda items and discussed having building leadership update the board on what's happening in their buildings at the beginning of the study sessions.
 - B. Report: School Board Three Year Plan. In 2022, the board worked with TeamWorks International to create the school board's three-year plan. They discussed using this template moving forward or looking at other types of board development. The board will review some options for a retreat that will align with the Pony Plan at a governance level.
 - XIII. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report. Nothing to report.
 - XIV. Adjourn
 - A. The meeting adjourned at 6:51 p.m.
- Respectfully submitted, Beverly Petrie, Board Clerk

- I. Call to Order: The meeting was called to order at 6:00 p.m.
- II. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman and second by Kelzenberg; Carried 7-0.
- V. Consent Agenda: A. School Board Meeting Minutes Revised, March 19, 2024; B. Payment of Invoices - July 13, 2024 - August 2, 2024; C. Adult Meal Price Increase for the 2024-25 school year; D. Pay Rate Adjustment; E. Service Agreement with Washington County Sheriff's Office; Motion to approve by Lauer and second by Hockert; carried 7-0.
- VI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs, Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- VII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- VIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. Action: District Handbook Approval. The district student handbook informs parents/guardians of district policies, required notices, and student/parent rights and responsibilities. Motion to approve by Porbeni and second by Petrie; carried 7-0.
- IX. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve.
 - A. New Elementary Bond Report. Architects provided a look at the plans and drawings for the new Bayport and Lake Elmo elementary schools. The detailed images show what the buildings will look like from the outside, as well as concepts of learning spaces within the schools. The theme for the Bayport school is the river and Lake Elmo is the prairie. The color schemes and visual elements throughout the buildings match the themes.
 - B. Transportation Update. In an effort to address rising transportation costs, busing for secondary students who live within 2 miles of school will no longer be available. There is an exception for hazardous roadways. Busing will no longer be available to GATE students who live outside the Stillwater Middle School boundary, but they will have the option of catching a bus to school from a designated hub stop.
- X. Closed Session. Per Minnesota Statute 13D.05 Subd. 3, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. The meeting adjourned to a closed session for Superintendent Funk's evaluation at 8:20 p.m. Motion by Sherman and second by Thelander; carried 7-0. Motion by Thelander to adjourn to an open session at 10:11 p.m. and second by Hockert; carried 7-0.
- XI. Adjourn
 - A. The meeting adjourned at 10:12 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

Students

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Corporal Punishment and Prone Restraint	507	Adopted: 06-11-2024	Annual

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment or prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
3. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of the school district shall not use prone restraint.
3. An employee or agent of a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or

125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

V. REASONABLE FORCE

1. Reasonable force may be used upon or toward the person of another without the other's consent when the following circumstance exists or the actor reasonably believes it to exist:
2. used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
3. Reasonable force may be used upon or toward the person of a child without the child's consent when the following circumstance exists or the actor reasonably believes it to exist:
4. when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
5. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References:

Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)
Minn. Stat. § 125A.0941 (Definitions)\
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
Minn. Stat. § 645,241 (Punishment for Prohibited Acts)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507.5 (School Resource Officers)

STUDENTS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Student Promotion, Retention, and Program Design	513	Adopted: 06-28-1971 Amended: 05-08-1985 Renumbered: 03-11-2021	Annually

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Promotion

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

B. Retention

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

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with comprehensive achievement and civic readiness.
2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

- a) multiple objective criteria; and
 - b) assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
- a) assess a student's readiness and motivation for acceleration; and
 - b) match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
5. The school district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to underrepresented groups.

Legal References:

Minn. Stat. § 120B.15 (Gifted and Talented Students Program)

Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References:

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 620 (Credit for Learning)

SCHOOL DISTRICT ADMINISTRATION

Student Disability Nondiscrimination	521	Adopted: 2/6/2020	Annual

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet this criteria are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person’s major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
 - 4. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact the Executive Director of Student Support Services; School District 834, 6355 Osman Ave N, Stillwater, MN 55082, 651-351-8629. This person is the school district’s Americans with Disabilities Act/Section 504 coordinator.

Legal References:

- Minn. Stat. § 363A.03, Subd. 12 (Definitions)
- 42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

STUDENTS

<p>Use of Peace Officers and Crisis Teams to remove students with IEPs from school grounds</p>	<p>532</p>	<p>Adopted: 03-18-2004 Renumbered: 03-11-2021 Revised: 07-11-2023</p>	<p>Annual</p>
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I. PURPOSE

The purpose of these procedures is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF PHILOSOPHY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of these procedures this policy, the following terms have the meaning given them in this section:

- A. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. “Emergency” means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury.
- C. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The

term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- D. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.

The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.

- E. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the designated school district or charter school.
- F. Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police school resource or a peace officer.

B. Removal By School Resource Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the School Resource officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student’s IEP team must meet to determine if the student’s IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the

health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a school principal, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
2. In removing a student with an IEP from school grounds, school resource officers and school district personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment prohibited by Minnesota Statutes, section 121A.58;
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes, Chapter 260E;
 - f. Physical holding (as defined above and in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where

body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Conditional Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more conditional procedures, the crisis team may employ those restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivision 5, and otherwise comply with the requirements of section 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References:

Minn. Stat. § 13.01, et seq. (Minnesota Government Data Practices Act)

Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)

Minn. Stat. § 609.06 (Authorized Use of Force)

Minn. Stat. § 609.379 (Permitted Actions)

Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

20 U.S.C. § 1415(k)(9) (Individuals with Disabilities Education Act (IDEA))

34 C.F.R. § 300.529 (IDEA Regulation Regarding Involvement of Law Enforcement)

20 U.S.C. 1232g et seq. (Family Educational Rights and Privacy (FERPA))

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 507.5 (School Resource Officers)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 806 (Crisis Management Policy)

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

Buildings and Sites

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Crisis Management	806	Adopted: 6-29-2000 Renumbered: 3-11-2021 Revised: 11/22/2022 Revised: 07-11-2023	Annual

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the

method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a) Lock-Down Procedures.
Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
 - b) Evacuation Procedures.
Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
 - c) Sheltering Procedures.
Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures.
The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
 3. School Emergency Response Teams
 - a) Composition.
The building administrator in each school building will select a school emergency response

team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

- b) Leaders.
The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees.
Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents.
Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have pre arranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in

classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. **ACTIVE SHOOTER DRILL**

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a) a statistically significant effect on relevant outcomes based on any of the following:
 - (1) strong evidence from one or more well designed and well implemented experimental studies;
 - (2) moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - (3) promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b) a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.

4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills
Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations
A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.

2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:

a) how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;

b) the importance of taking threats seriously and seeking help; and

c) the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:

a) student opportunities for leadership related to prevention and safety;

b) encouragement and support to students in establishing clubs and programs focused on safety; and

c) providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and

2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. **SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure

will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

- A. Chemical Accidents
Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

- B. Visitors
The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

- C. Student Victims of Criminal Offenses at or on School Property
The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

Legal References:

- Minn. Stat. Ch. 12 (Emergency Management)
- Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
- Minn. Stat. § 121A.035 (Crisis Management Policy)
- Minn. Stat. § 121A.038 (Students Safe at School)
- Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)

Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References:

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>

806 Form

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into by and between the Stillwater Principals' Association ("Association") and Independent School District No. 834, Stillwater ("District").

WHEREAS, the Association and the District are parties to a Master Contract governing the negotiated terms and conditions of employment for principals employed by the District; and

WHEREAS, the District would like to offer a stipend for principals that serve as the Summer Success Administrator in future school years.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and agreements contained in this MOA, including the relinquishment of certain legal rights, the parties hereby agree as follows:

1. **Stipend.** The parties agree that a stipend of \$3,000 will be offered to the principal that is assigned to serve as the Summer Success Administrator for the 2023-2024 school year (6/1/2024-8/1/2024). This shall be the only compensation above and beyond that outlined in the Master Contract for this position.
2. **Waiver.** The Association hereby waives any right to file a grievance, request a hearing, or pursue any other action against the District regarding the terms of this MOA.
3. **No Precedent or Past Practice.** Nothing in this MOA shall be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the Master Contract between the District and the Association. No party may submit this MOA in any proceeding as evidence of a precedent or practice.
4. **Equal Drafting.** This MOA must be construed to have been drafted equally by the parties.
5. **Entire Agreement.** This MOA constitutes the entire agreement between the parties relating to the subject matter described in this document. No party has relied upon any statements or promises that are not set forth in this document. This MOA controls to the extent that it conflicts with the terms of the Master Agreement. No changes to this MOA are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below. By signing below, each party acknowledges that it has reviewed this MOA with a representative or legal counsel and that it understands and voluntarily agrees to be legally bound by all terms of the MOA.

STILLWATER PRINCIPALS' ASSOCIATION

Date: 8/8/24

Derek Berg

Authorized Representative

INDEPENDENT SCHOOL DISTRICT NO. 834

Date: _____

School Board Chair

Date: _____

School Board Clerk



HUMAN RESOURCES

651-351-8305



www.stillwaterschools.org



1875 South Greeley Street
Stillwater, MN 55082



Child Life Insurance Rate Change - VOYA Financial

Child Life and AD&D rate change from \$.20/\$1,000/month to \$.055/\$1,000/month. This rate is guaranteed through June 30, 2027.



HUMAN RESOURCES

651-351-8305

www.stillwaterschools.org

1875 South Greeley Street
Stillwater, MN 55082



Substitute Pay Rates

District Sub Rates

(updated 8/2024)

CE SAC/Pre-School Asst	\$17.00/hour
Custodial	\$17.00/hour
Health Care Specialist - RN	\$31.50/hour
Health Paraprofessional	\$19.00/hour
Nutrition Services	\$17.00/hour
Miscellaneous Casual Sub	\$16.00/hour
MS Lunch Supervision	\$14.72/hour
Other licensed staff subbing for a teacher	\$31.33/hour
Para subbing for a Para	Step 1 of Para Contract

Teachers On Call Sub Rates

Clerical	\$17.00/hour
Paraprofessional	\$17.00/hour
Building Paraprofessional	\$17.00/hour
Teacher	\$185.00/day \$92.50/half day
Building Teacher	\$200.00/day

Teacher Sub 30-95 days in same assignment

Base Rate	\$300.00/day
Stillwater Retirees	\$400.00/day

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bloch, Miki	Resignation	Paraprofessional, 6.25 hours/day Lily Lake Elementary	SCPA	August 18, 2024
Borja, Brooklynne	Resignation	Nutrition Services Manager, 7.5 hours/day Mahtomedi Middle School	Nutrition Services	August 11, 2024
Fosse , Jeffrey	Retirement (13 years)	IT Support Technician, 8.0 hours/day Brookview and Lake Elmo Elementary	Tech Support	October 17, 2024
Gingras, LilyAnn	Released	Paraprofessional, 6.25 hours/day Rutherford Elementary	SCPA	May 30, 2024
Jensen, Ryan	Resignation	Nordic Ski Coach Stillwater Area High School	Co-Curricular	May 31, 2024
Johnson, Anna	Resignation	Paraprofessional, 18 hours/week Brookview Elementary	SCPA	May 30, 2024
Johnson, Diane	Retirement (30 years)	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	October 4, 2024
Kooiker, Heather	Resignation	Paraprofessional, 12 hours/week Early Childhood Family Center	SCPA	May 30, 2024
Kowalski, Autumn	Resignation	Health Care Specialist, 6.5 hours/day Brookview Elementary	Tech Support	July 10, 2024
Martens, Andrew	Resignation	Assistant Girls Hockey Coach Stillwater Area High School	Co-Curricular	August 15, 2024
Martens, Nicole	Resignation	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	SCPA	May 30, 2024
Maxwell, Brandon	Resignation	1.0 FTE AVID & English Teacher Stillwater Area High School	SCEA	May 31, 2024
Mazzara, Rebecca	Resignation	NHS Co-Advisor Stillwater Area High School	Co-Curricular	May 2, 2024
Milbauer, Wendy	Resignation	Paraprofessional, 34.5 hours/week EARly Childhood Family Center	SCPA	August 19, 2024
Miller, Jacqueline	Retirement (20 years)	1.0 FTE Intervention Teacher Andersen Elementary	SCEA	August 15, 2024 (adjusted date)
Murphy, Margaret	Retirement (25 years)	Paraprofessional, 6.5 hours/day Stillwater Area High School	SCPA	August 23, 2024
Nelson, Kristine	Resignation	Due Process Secretary, 6.5 hours /day Stillwater Area High School	Tech Support	August 4, 2024
Noland, Patrick	Resignation	Student Ambassadors Advisor Oak-Land Middle School	Co-Curricular	August 13, 2024
Reiner, Lisa	Resignation	Paraprofessional, 4.0 hours/week Early Childhood Family Center	SCPA	May 23, 2024
Richie, Joann	Resignation	Nutrition Services, 4.25 hours/day Rutherford Elementary	Nutrition Services	August 1, 2024
Schloegel, Brandon	Probationary Release	Custodian VI, 8.0 hours / day Stillwater Area High School	Custodial	July 26, 2024
Schwantes, Mark	Resignation	Assistant Nordic Ski Coach Stillwater Area High School	Co-Curricular	May 10, 2024
Sharp, Carolyn	Resignation	Paraprofessional, 6.7 hours/day Brookview Elementary	SCPA	August 12, 2024
Simochkina, Oksana	Resignation	Nutrition Services employee, 5.75 hours/day Rutherford Elementary	Nutrition Services	May 30, 2024
Terpstra, Vanessa	Resignation	Assistant Student Council Advisor Stillwater Area High School	Co-Curricular	May 13, 2024
Youssef, Nermeen	Resignation	Paraprofessional, 6.0 hours/day Lake Elmo Elementary	SCPA	May 30, 2024
Watson, Nicole	Resignation	Due Process Secretary, 7.5 hours /day Oak-Land & Stillwater Middle School	Tech Support	August 7, 2024

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

Weiler, Annie	Resignation	Paraprofessional, 6.5 hours/week Stonebridge Elementary	SCPA	May 30, 2024
Wells, Rebecca	Resignation	1.0 FTE Special Education Teacher Stillwater Middle School	SCEA	May 31, 2024
Weyer, Steven	Resignation	1.0 FTE Health Teacher Stillwater Area High School	SCEA	May 31, 2024
Whitehill, Darby	Retirement (24 years)	1.0 FTE Math Teacher Stillwater Area High School	SCEA	September 13, 2024

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Adams, Hannah	Health Care Specialist Floater, 6.5 hours / day District Wide	\$40.37 / hour	Replacement	Tech Support	August 19, 2024
Anderson, Nisha	.3645 FTE Preschool Teacher Brookview Elementary	\$82,583	2024-2025 Staffing	SCEA	August 13, 2024
Aslesen, Tamara	Community Ed Assistant, 20 hours/week Andersen Elementary & Afton-Lakeland Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Avery, Inez	Paraprofessional, 6.5 hours/day Brookview Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Bakken, Brian	Nutrition Services Employee, 4.0 hours/day Mahtomedi Middle School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Bass-Jordan, Tadaejah	Community Ed Assistant, 12.25 hours/week	\$18.00 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Beety, Dean	Community Ed Assistant, 2.5 hours/week	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Bergt, Natasha	Paraprofessional, 3.0 hours/day Brookview Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Bohrman, Anjela	Due Process Secretary, 6.0 hours / day Early Childhood Family Center	\$24.28 / hour	Replacement	Tech Support	August 19, 2024
Boyd, Denay	Paraprofessional, 6.5 hours/day Oak-Land Middle School	\$19.18 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Brochman, Linnea	Nutrition Services Employee, 4.0 hours/day Mahtomedi Middle School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Brown, Kevin	Nutrition Services Employee, 4.25 hours/day Rutherford Elementary	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Brummel, Laurie	Paraprofessional 4.2 hours/day Stillwater Area High School	\$18.00 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Chamberlain, Jacqueline	1.0 FTE Physical Therapist Early Childhood Family Center	\$101,338	Replacement	SCEA	August 13, 2024
Chapman, Gail	Paraprofessional, 4.0 hours/day Alternative Learning Center	\$18.00 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Cheney, Kati	Dance Coach Stillwater Area High School	\$5,684	Replacement	Co-Curricular	August 1, 2024
Deneen, Morgan	.4 FTE Spanish Teacher Stillwater Middle School	\$90,148	Replacement	SCEA	August 13, 2024
Domin, Sarah	1.0 FTE Elementary Education Teacher Brookview Elementary	\$91,917	2024-2025 Staffing	SCEA	August 20, 2024
Duden, Morgan	Paraprofessional, 26 hours/week Lily Lake Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Durand, Jennifer	IT Support Technician, 8.0 hours / day Afton-Lakeland, Andersen & Oak Park	\$30.52 / hour	Replacement	Tech Support	August 19, 2024
Elks, Tara	1.0 FTE ECSE Teacher Early Childhood Family Center	\$82,253	2024-2025 Staffing	SCEA	August 13, 2024
Erickson, Ava	Assistant Volleyball Coach	\$2,639	Replacement	Co-Curricular	August 13, 2024

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

	Stillwater Area High School				
Eidsvoog, Lydia	Community Ed Assistant, 22.5 hours/week Afton-Lakeland Elementary & Brookview Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Ertle, Katherine	Nutrition Services Employee, 4.0 hours/day Mahtomedi High School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Flackey, Nicole rehired	1.0 FTE ECSE Teacher Early Childhood Family Center	\$90,148	2024-2025 Staffing	SCEA	August 13, 2024
Gronseth, William	Elementary Principal Lily Lake Elementary	\$155,206	Replacement	Principals	August 5, 2024
Gunderson, Nicole	1.0 FTE English Teacher Stillwater Middle School	\$90,148	Replacement	SCEA	August 13, 2024
Hess, Gordon	Community Ed Assistant, 11.25 hours/week Afton-Lakeland Elementary & Andersen Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Hoadley, Joyce	.729 FTE Preschool Teacher Lake Elmo Elementary	\$90,148	Replacement	SCEA	August 13, 2024
Hyde, Amanda	1.0 FTE LTS Special Education Teacher Stillwater Middle School	\$90,148	Replacement	SCEA	August 13, 2024 -January 17, 2025
Johnson, Elizabeth	Nutrition Services Employee, 3.0 hours/day Andersen Elementary	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Kropacz, Laurene	Nutrition Services Employee, 3.0 hours/day St. Croix Catholic	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	August 26, 2024
Lafleur, Cassandra	1.0 FTE French Teacher Oak-Land Middle & Stillwater Area High School	\$91,148	Replacement	SCEA	August 13, 2024
Lauermann, Cecelia	.45 FTE Music Teacher Andersen & Lake Elmo Elementary	\$82,583	2024-2025 Staffing	SCEA	August 13, 2024
Ly, Caresse	Community Ed Assistant, 20 hours/week Lake Elmo Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Martin, Haily	Nutrition Services Employee, 5.5 hours/day St. Croix Catholic School	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	August 26, 2024
Martin, Jamie	Community Ed Assistant, 9.25 hours/week Lily Lake Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
McNamara, Colleen	Nutrition Services Employee, 4.0 hours/day Float (District Wide)	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Mettling-Hemminger, Lyndsay	Preschool Assistant, 13 hours/week Brookview Elementary	\$18.73 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	September 3, 2024
Mueller, Michael	1.0 FTE Technology Teacher Oak-Land Middle School	\$90,148	Replacement	SCEA	August 13, 2024 - June 4, 2025
Neuman, Nancy	Nutrition Services Employee, 4.0 hours/day Mahtomedi High School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Newborg, Sarah	Nutrition Services Employee, 4.75 hours/day Oak-Land Middle School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	August 26, 2024
Nicholson, Lisbeth	Paraprofessional, 26 hours/week Brookview Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Nonemacher, Alyssa	Nutrition Services Employee, 4.0 hours/day Mahtomedi Middle School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Otteson, Amy	.5 FTE Art Teacher Andersen & Lake Elmo Elementary	\$91,917	Replacement	SCEA	August 13, 2024
Pawelski, Celeste	Due Process Secretary, 7.5 hours / day Stillwater Area High School	\$24.28 / hour	Replacement	Tech Support	August 26, 2024
Pearson, Tricia	Nutrition Services Manager, 7.5 hours/day Mahtomedi Middle School	\$25.77 / hour	2024-2025 Staffing	Nutrition Services	August 26, 2024
Petschke, Margaret	Paraprofessional, 6.0 hours/day Lily Lake Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Price, Heather	Paraprofessional, 6.5 hours/day Oak-Land Middle School	\$18.00 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Prichard, Paula	Paraprofessional, 6.5 hours/day	\$18.00 / hour	2024-2025	SCPA	August 26, 2024

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

	Afton-Lakeland Elementary		Staffing		
Ratto, Aryel	Community Ed Assistant, 23.5 hours/week Andersen Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Rutkowski, Lisa	Nutrition Services Employee, 5.75 hours/day Rutherford Elementary	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Simmons, Tiffany	Nutrition Services Employee, 5.75 hours/day Lake Elmo Elementary	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Singh, Malvika	Preschool Assistant, 6 hours/day Early Childhood Family Center	\$18.14 / hour	2024 - 2025 Staffing	Community Ed Leads & Assistants	September 3, 2024
Smith, Bridget	1.0 FTE Science Teacher Oak-Land Middle School	\$53,710	Replacement	SCEA	August 13, 2024 - June 4, 2025
Spaulding, Melissa	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	\$19.18 / hour	2024-2025 Staffing	SCPA	August 26, 2024
Sperry, Skye	FT Community Ed Assistant, 6.5 hours/day Stonebridge Elementary	\$19.32 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Tonkin, Julie	Technician - Enrollment Processor Central Services	\$25.34 / hour	Replacement	Tech Support	July 23, 2024
Vislisel, Jenna	.5 FTE Elementary Education Teacher Lake Elmo Elementary	\$82,583	2024-2025 Staffing	SCEA	August 13, 2024
Wann, Timothy	Nutrition Services Employee, 4.0 hours/day Mahtomedi High School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	September 3, 2024
Wildasin, Jason	IT Support Technician, 8.0 hours / day Brookview & Lake Elmo Elementary	\$30.52 / hour	Replacement	Tech Support	August 19, 2024
Zheng, Tiffhanie	Nutrition Services, 5.0 hours/day Stillwater Middle School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	August 26, 2024

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bauer, Mallory	Approve	1.0 FTE Speech Pathologist Lake Elmo Elementary	SCEA	September 30, 2024 - December 23, 2024
Christianson, Makenzie	Approve	District Accountant Central Services	CSS	October 21, 2024 - January 13, 2025
Holupchinski, Angela	Approve	1.0 FTE Instructional Coach District Wide	SCEA	August 19, 2024 - November 8, 2024
Neumann, Mary	Approve	.8 FTE Occupational Therapist Lake Elmo & Stillwater Area High School	SCEA	2024 - 2025 school year
Ouzounian, Ashley	Approve	Supervisor of Human Resources Central Services	CSS	September 1, 2024 - November 22, 2024
Swenson, Leah	Approve	1.0 FTE Special Education Teacher Stillwater Middle School	SCEA	August 19, 2024 - January 17, 2025
Ullrich, Courtney	Approve	Administrative Assistant - Exec. Director of Community Education Central Services	Tech Support	June 24, 2024 - August 28, 2024

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Anderson, Sarah	Paraprofessional, 5.9 hours/day Lake Elmo Elementary	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	2024-2025 Staffing	SCPA	August 26, 2024
Ballweg, Anne	.8 FTE Physical Education Teacher Oak-Land Middle & Stillwater Area High School	1.0 FTE Physical Education Teacher Stillwater Area High School	Replacement	SCEA	August 19, 2024
Boucher, Carrie	Nutrition Services Employee, 5.5 hours/day Stillwater Middle School	Nutrition Services Employee 6.0 hours/day Stillwater Middle School	2024-2025 Staffing	Nutrition Services	August 26, 2024
Colwell, Patricia	Paraprofessional, 6.0 hours/day Stillwater Area High School	Paraprofessional, 6.5 hour/day Transition	2024-2025 Staffing	SCPA	August 26, 2024
Christopherson, Joann	Paraprofessional, 7.4 hours/day Lily Lake Elementary	Paraprofessional, 6.5 hours/day Lily Lake Elementary	2024-2025 Staffing	SCPA	August 26, 2024
Ellingsworth, Mollie	Paraprofessional, 6.0 hours/day	Paraprofessional, 5.0 hours/day	2024-2025	SCPA	August 26, 2024

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

	Afton-Lakeland Elementary	Afton -Lakeland Elementary	Staffing		
Eisenberg, Leeann	1.0 FTE Speech Pathologist Oak-Land Middle	1.0 FTE Speech Pathologist Brookview Elementary & Oak-Land Middle	2024-2025 Staffing	SCEA	August 19, 2024
Gosso, Raina	Community Ed Aide, 7.25 hours/week Lily Lake Elementary and Lake Elmo Elementary	Community Ed Assistant, 9.75 hours/week Lily Lake Elementary and Lake Elmo Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Graham, Julie	Nutrition Services Manager, 7.5 hours/day Mahtomedi Middle School	Nutrition Services Manager, 6.5 hours/day Oak Park	2024-2025 Staffing	Nutrition Services	August 26, 2024
Hooverson, Angela	.7292 FTE Preschool Teacher Early Childhood Family Center	1.0 FTE Kindergarten Teacher Lake Elmo Elementary School	2024-2025 Staffing	SCEA	August 19, 2024
Ireland, Angie	Paraprofessional, 6.0 hours/day Lily Lake Elementary	Paraprofessional, 18 hours/week Lily Lake Elementary	2024-2025 Staffing	SCPA	August 26, 2024
Kindschy, Tina	FT Community Ed Assistant, 6.0 hour/day Early Childhood Family Center	FT Comm Ed Assistant, 6.5 hours/day Lily Lake Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024
Klein, Stacey	Paraprofessional, 6.33 hours/day Andersen Elementary	Paraprofessional, 6.0 hours/day Andersen Elementary	2024-2025 Staffing	SCPA	August 26, 2024
Kostroski, Julie	Paraprofessional, 4.0 hours/day Rutherford Elementary	Paraprofessional 6.25 hours/day Rutherford Elementary	2024-2025 Staffing	SCPA	August 26, 2024
Kristensen, Mary	Admin. Assistant I - Elementary Building. 6.0 hours/day Afton-Lakeland Elementary	Admin. Assistant II - Due Process. 7.0 hours/day Oak-Land & Stillwater Middle School	2024-2025 Staffing	Tech Support	August 20, 2024
Lukianchuk, Luda	Nutrition Services Employee, 4.0 hours/day Mahtomedi High School	Nutrition Services Employee, 4.0 hours/day Brookview Elementary	2024-2025 Staffing	Nutrition Services	September 3, 2024
Marcello, Lisa	Paraprofessional, 6.0 hours/day Rutherford Elementary	Paraprofessional, 6.5 hours/day Rutherford Elementary	2024-2025 Staffing	SCPA	August 26, 2024
Munir, Gulzar	Paraprofessional (temporary assignment), 6.0 hours/day Oak-Land Middle School	Paraprofessional, 6.0 hours/day Oak-Land Middle School	2024-2025 Staffing	SCPA	August 26, 2024
Pearson, Tricia	Nutrition Services Manager, 6.75 hours/day St. Croix Catholic School	Nutrition Services Manager, 7.5 hours/day Mahtomedi Middle School	2024-2025 Staffing	Nutrition Services	September 3, 2024
Reichow, Maria	1.0 FTE Math Teacher Oak-Land Middle School	1.0 FTE Elementary Education Teacher Rutherford Elementary	2024-2025 Staffing	SCEA	August 19, 2024
Roberts, Rebecca	Coordinator - SSI Enrollment Central Services	MARSS Lead Central Services	2024-2025 Staffing	CSS	July 1, 2024
Rodriguez, Sandy	Nutrition Services, 5.75 hours/day Lake Elmo Elementary	Nutrition Services, 6.75 hours/day Lake Elmo Elementary	2024-2025 Staffing	Nutrition Services	September 3, 2024
Russell, Jon	Paraprofessional, 6.5 hours / day Brookview Elementary	Paraprofessional, 6.7 hours/day Brookview Elementary	2024-2025 Staffing	SCPA	August 26, 2024
Schoenecker, Nancy	Paraprofessional, 6.25 hours/day Stillwater Area High School	Paraprofessional, 6.5 hours/day Stillwater Area High School	2024-2025 Staffing	SCPA	August 26, 2024
Tilander, Melissa	Paraprofessional (temporary assignment), 6.5 hours/day Stonebridge Elementary	Paraprofessional, 6.5 hours/day Stonebridge Elementary	2024-2025 Staffing	SCPA	August 26, 2024
Tymeson, Paula	HCS, 6.0 hours / day St. Croix Valley ALC	HCS, 6.0 hours / day St. Croix Valley ALC	2024-2025 Staffing	Tech Support	August 19, 2024
Van Alstine, Tanya	Paraprofessional, 7.0 hours/day Oak-Land Middle School	Paraprofessional, 7.0 hours/day Bridge Transition	2024-2025 Staffing	SCPA	August 26, 2024
Zhong, YanMei	Paraprofessional, 6.35 hours/day Brookview Elementary	Paraprofessional, 6.0 hours/day Andersen Elementary	2024-2025 Staffing	SCPA	August 26, 2024

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Banick, Amanda	Link Crew Advisor Stillwater Area High School	Replacement	Co-Curricular	August 1, 92024
Buchkoski, Scott	Assistant Football Coach Stillwater Area High School	Replacement	Co-Curricular	August 1, 2024
Hoff, Nicholas	Assistant Soccer Coach Stillwater Area High School	Replacement	Co-Curricular	August 1, 2024
Huber, Kennedy	Nutrition Services Employee, 30 minutes/day Afton-Lakeland Elementary	2024-2025 Staffing	Nutrition Services	September 3, 2024

PERSONNEL CHANGES:

BOARD MEETING 08/27/2024

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

Isaac, Dominic	Assistant Soccer Coach Stillwater Area High School	Replacement	Co-Curricular	August 1, 2024
Katzenmeyer, Tark	Band - Lead Advisor Stillwater Area High School	New Position	Co-Curricular	August 1, 2024
Katzenmeyer, Tark	Band - Varsity Advisor Stillwater Area High School	New Position	Co-Curricular	August 1, 2024
Katzenmeyer, Tark	Band - 9th Grade Chamber Advisor Stillwater Area High School	New Position	Co-Curricular	August 1, 2024
Lander, Heather	Assistant Dance Coach Stillwater Area High School	Replacement	Co-Curricular	August 1, 2024
Ledson, Joan	Assistant Student Council Stillwater Area High School	Replacement	Co-Curricular	August 1, 2024
Lindsay, Dennis	Band - Support Advisor Stillwater Area High School	New Position	Co-Curricular	August 1, 2024
Piras, Sydney	NHS Co-Advisor Stillwater Area High School	Replacement	Co-Curricular	August 1, 2024
Singh, Malvika	Community Ed Assistant, 7.0 hours/week Lake Elmo Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	August 19, 2024

Protection and Privacy of Pupil Records	515	Adopted: 05-10-1983 Amended: 05-08-1985 Reviewed: 06-26-2003 Reviewed: 01-29-2004 Amended: 02-12-2004 Reviewed: 05-27-2004 Amended: 06-10-2004 Amended: 08-13-2015	3 Year

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

III. Definitions

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of

time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

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

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

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

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term "education records" does not include:
 - a) Records of instructional personnel that are:

- (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
- b) Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
- (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c) Records relating to an individual, including a student, who is employed by the school district which:
- (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

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

F. Education Support Services Data

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

Unless otherwise provided by law, all education support services data are private data on

individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

J. Parent

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

K. Personally Identifiable

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

L. Record

“Record” means any information or data recorded in any way including, but not limited

to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

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

N. Student

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

O. School Official

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

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;

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

B. Eligible Students

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

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a) a specification of the records to be disclosed;
 - b) the purpose or purposes of the disclosure;
 - c) the party or class of parties to whom the disclosure may be made;
 - d) the consequences of giving informed consent; and
 - e) if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:
 - a) if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b) if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a) identifies and authenticates a particular person as the source of the electronic consent; and
 - b) indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a) in plain language;
 - b) dated;
 - c) specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d) specific as to the nature of the information the subject is authorizing to be disclosed;
 - e) specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f) specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g) specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the

school district determines have a legitimate educational interest in such records;

2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a) performs an institutional service or function for which the school district would otherwise use employees;
 - b) is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c) will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, [insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students] and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a) determine eligibility for the aid;
 - b) determine the amount of the aid;
 - c) determine conditions for the aid; or
 - d) enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a) before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

- b) after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
 8. To accrediting organizations in order to carry out their accrediting functions;
 9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
 10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance

with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a) the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b) the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the

school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

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

number, email address, or other personal contact information as directory information under this section.

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

B. Former Students

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

C. Present Students and Parents

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

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a) the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b) the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c) the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a) prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district email address in a class in which the student is enrolled; or
 - b) prevent the school district from requiring a student to wear, to display

publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. Disclosure of Private Records.

A. Private Records

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

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a

minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a) whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b) whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c) whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d) whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e) whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police

department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a) a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b) the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c) the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of

any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

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

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

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

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 - 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [designate title of individual, i.e., building principal] in writing by [date] each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;

5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

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

policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a) the parties who have requested or received personally identifiable information from the education records of the student;
 - b) the legitimate interests these parties had in requesting or obtaining the information; and
 - c) the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a) the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b) the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c) a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
 - a) the parent of the student or the eligible student;
 - b) the school official or his or her assistants who are responsible for the

- custody of the records; and
- c) the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a) the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b) the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

rights of the student may request that the school district amend those records.

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

B. Right to a Hearing

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

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

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.

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

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information) Minnesota Government Data Practices Act
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries) 20 U.S.C. § 1232g Family Educational Rights and Privacy Act
20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 et seq. (Child Nutrition Act)
42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 et seq. (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References:

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

NON-INSTRUCTIONAL OPERATIONS

Information Access/Decision-making	722.1	Adopted: 09-04-2003 Renumbered: 03-11-2021	

It is the policy of I.S.D. 834 that respecting the restrictions prescribed in state, federal and local policy and law relating to sharing information as prescribed in Data Practices regulation; I.S.D. 834 information shall be shared freely with anyone who requests such information. Decision-making and appeals shall follow established formal processes in I.S.D. 834.

Rationale: Information access is required to exercise opportunities for choice.



Revoke: 08/27/2024

NON-INSTRUCTIONAL OPERATIONS

RECORDS RETENTION SCHEDULE			
Record Retention	725	Approved: 06-15-2000 Renumbered: 03-11-2021	

It is the policy of I.S.D. 834 that I.S.D. 834 follows the Minnesota School District General Records Retention Schedule.

Legal References:

Legal Reference: Minnesota Statute 138.17

Rationale: This schedule defines the storage, archiving and destruction of school records.



Adventure Club Update

School Board Presentation August 27, 2024

Expect
More.

Adventure Club Enrollment

August 2023

Enrolled: 616

Waitlist: 444

August 2024

Enrolled: 835

Waitlist: 195

**Enrollment
2019-2020**

- First day of school: 856
- Waitlist: 142



Expect
More.

Recruiting Efforts

- Advertising: post card, community education catalog
- Radar Talent Solutions
- Increasing number of 16 & 17 yr old employees:
 - Reviewing Credit for Employment and Work Release options for 2025-26 school year
- Increased wages and retention stipends
- Partnering with other departments to offer full-time, benefits eligible, employment



Expect
More.



Questions



Stillwater School Board
Policy Meeting Notes
August 7, 2024

Present: Katie Hockert, Beverly Petrie, Alison Sherman, Paul Lee, Mike Funk, Joan Hurley

Agenda

- Reviewed the following policies for the August 27, 2024 board meeting
 - Consent Agenda
 - Policy 507 - Corporal Punishment and Prone Restraint
 - Policy 513 - Student Promotion, Retention, and-Program Design
 - Policy 521 - Student Disability Nondiscrimination
 - Policy 532 - Use of Peace Officers and Crisis Teams to remove students with IEPs from school grounds
 - Policy 722 - Public Data Requests
 - Policy 806 - Crisis Management Policy
 - First Reading
 - Policy 515 - Data Privacy Protection and Privacy of Pupil Specific Data
 - Revoke Policies
 - Policy 722.1 - Information Access-Decision-Making
 - Policy 725 - Record Retention
 - Review further
 - Policy 428: Employee Technology and Internet Access and Acceptable Use
 - Policy 505 - Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
 - Policy 506 - Student Discipline
 - Policy 509 - Enrollment of Nonresident Students
 - Policy 511 - Student Fundraising
 - Policy 519 - Interviews of Students by Outside Agencies
 - Policy 524: Student Technology and Internet Access and Acceptable Use
 - Policy 527 - Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches
 - Policy 533 - Wellness

What's next:

- Next meeting is scheduled for Wednesday, September 4, 2024 at 1:45 p.m.



NORTHEAST METRO | **916**
Intermediate School District

partners in education

TO: Northeast Metro 916 Board of Education
FROM: Val Rae Boe
DATE: August 13, 2024
RE: August 7 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Jones-14, Forsberg-16, Oksnevad-282, Bock-621, Clark-623, Daniels-624, Theisen-831, Payne-832, Dols-833, and Hockert-834.

Members absent: Nitardy-622

Legislative Update: Valerie Dosland, lobbyist, gave the School Board an update on the 2024 legislative session. The session concluded on schedule with the passage of a supplemental budget and tax bills but a failure to pass a bonding bill. A key priority for the intermediates passed- the \$1 million request to support the work of the Intermediate Teacher Residency Apprenticeship Collaborative (ITRAC). Looking forward to the 2025 legislative session which begins on January 14th, the legislature established several task forces which will begin to meet in the Fall including a working group on truancy and student attendance, special education licensure reciprocity, and teacher and staff compensation. Valerie concluded with information regarding the 2024 election cycle.

CAREI Family and Student Surveys: Several members from The Center for Applied Research and Educational Improvement (CAREI) at the University of MN presented information to the School Board regarding the Family and Student Survey. They highlighted the goals, Student and Family Experiences and Survey Refinement, and outlined the timeline and method that was used to collect the information. They noted that less students participated this year but almost twice the number of families responded. They reviewed the findings and recommendations and spoke of some of the survey revisions that may be helpful in the future. They highlighted that the majority of students and families report positive experiences at 916, noting communication with staff, receiving adequate supports, feeling connected, transitioning to/from 916, and culturally responsive practices.

QComp: Scott Thomas, director of educational services, reviewed the QComp results for 2024. He highlighted that 100% of eligible employees received either their full or a reduced amount of their incentive pay and 45% met their individual goal. Dr. Thomas also noted that District 916 is the only Intermediate District that receives QComp.

Approval of Strategic Actions Benchmarks for the 2024-25 School Year: The School Board approved the Strategic Actions Benchmarks for the 2024-25 school year. Superintendent Boe

presented them and highlighted that the annual benchmarks are a result of input gathered through surveys and environmental scans to ensure a well-rounded perspective.

Approval of Contracts: The School Board approved contracts including:

- District 916 and Canvas Health to provide TAP services at Sped programs, the ALC's, and Career and Tech, as well as EMHC classrooms at Karner Blue.
- District 916 and Bamboo Professionals: Jessica Dodge, Licensed Mental Health Professional, provides prevention, intervention, post-vention and resiliency services to staff at District 916.
- District 916 and Aris Clinic: District 916 provides educational services to students at Aris Clinic in Woodbury.