

School Board Business Meeting

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School Board of Robbinsdale Area Schools

Business Meeting - November 4, 2024

AGENDA SECTION: Call to Order

ITEM: Roll Call Attendance

	PRESENT	ABSENT
Helen Bassett	_____	_____
ReNae Bowman	_____	_____
Sharon E. Brooks	_____	_____
Dr. Greta Evans-Becker	_____	_____
Kim Holmes	_____	_____
Caroline Long	_____	_____
John Vento	_____	_____
Dr. Teri Staloch, ex-officio Superintendent	_____	_____



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Approval of the Agenda

ITEM: 2. Approval of the Business Meeting Agenda

COMMENTS BY: ReNae Bowman, School Board Chair

Recommended Action: Approve Business Meeting agenda.

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Report and Public Forum

ITEM: 3. World's Best Workforce (WBWF) Annual Report and Public Forum

PRESENTED BY: John Groenke, Executive Director of Student Services
Matt Pletcher, Director of Secondary Curriculum and Multilingual Programs
Dr. Cheryl Ulik, Director of Research, Evaluation and Assessment

Mr. Groenke, Mr. Pletcher and Dr. Ulik will present the WBWF Annual Report for SY24.

PURPOSE:

- The WBWF legislation requires districts to submit a summary of the annual report to the Minnesota Department of Education (MDE) each year.
- This summary is brief, and MDE reviews and provides feedback to districts which can inform continuous improvement efforts at the local level.

OUTCOMES:

- Understand the definition of the World's Best Workforce
- Understand the changes that have been made to this legislation for 2024-2025
- Be informed on the district's progress, as of 2023-2024 toward WBWF goals
- Be informed about instructional strategies used to meet WBWF goals

ROLE OF THE BOARD:

- Learn about district progress with the WBWF requirements

Public comment will begin immediately following the report. Those who wish to provide comments will be allotted three minutes to speak.

The Business Meeting will continue after all public comments have concluded.



World's Best Workforce Public Hearing for 2023-24

Nov. 4, 2024

John Groenke, Executive Director of Student Services

Matt Pletcher, Director of Curriculum and Instruction

Cheryl Ulik, PhD, Director of Research, Evaluation and Assessment

World's Best Workforce Public Hearing for 2023-24

Purpose: Districts and charter schools are required to hold an annual public stakeholder meeting on the progress made toward WBWF/CACR goals.



Land Acknowledgement

We acknowledge Robbinsdale Area Schools is located on the homelands of the Dakota and Ojibwe people.

We recognize the painful history of genocide and forced assimilation of the Indigenous inhabitants of this land.

We honor and respect the many Indigenous peoples who live on and hold sacred these lands, and we stand with members of these Nations to fight injustice in all of its forms.

We uphold the preservation of Dakota and Ojibwe languages, land based education, and tribal sovereignty.

Mission

*The mission of Robbinsdale Area Schools is to **inspire** and **educate** all learners to develop their **unique potential** and **positively contribute** to their community.*



(RE)DISCOVER RDALE

STRATEGIC PLAN

MISSION

The mission of Robbinsdale Area Schools is to inspire and educate all learners to develop their unique potential and positively contribute to their community.

DISTRICT VISION

 Robbinsdale Area Schools is committed to ensuring **every student** graduates career, articulated skilled trades and college ready.

 We believe each student has **limitless possibilities** and we strive to **ignite the potential** in every student.

 We expect **high intellectual performance** from all our students.

 We are committed to **ensuring an equitable and respectful educational experience** for every student, family and staff member.

STRATEGIC THEMES

District priority work and goals focused on strategic themes will help achieve our mission for each student.

-  **Academic Achievement**
-  **Student Engagement and Wellness**
-  **Collaboration and Partnerships**
-  **Staff Investment and Impact**

PRIORITY OUTCOMES GROUNDED IN EQUITY

- **Improve achievement** for students of color
- All students are **ready for school**
- **Every child** reading at or above grade-level
- Academic and social-emotional growth in **middle grades**
- **Student engagement** in school and learning
- Student **support** from families to learn and achieve
- Clear path and **readiness for career, college and life**

Believe. Belong. Become.



2024-25 PRIORITIES

STRATEGIC PLAN

-  **Academic Achievement**
 - Enhance cultural relevance of curriculum for students
 - Enhance an equitable learning system from early childhood to adults
 - Deepen preparation for life, college and career
-  **Student Engagement and Wellness**
 - Improve student-staff connection
 - Strengthen practices around student, staff, and school safety
-  **Collaboration and Partnerships**
 - Strengthen mutual communication and responsiveness with all stakeholders
 - Expand equitable inclusion and influence of student, family, staff, and community voice
-  **Staff Investment and Impact**
 - Cultivate the district culture to be inclusive, supportive, and welcoming
 - Increase consistency and accountability for common district practices

Believe. Belong. Become.

Outcomes

- Understand the definition of the World's Best Workforce
- Understand the changes that have been made to this legislation for 2024-2025
- Be informed on the district's progress, as of 2023-2024 toward WBWF goals.
- Be informed about instructional strategies used to meet WBWF Goals

What is the World's Best Workforce?

The World's Best Workforce (WBWF) legislation was developed in 2013 to ensure that school districts and charter schools in Minnesota enhance student achievement through teaching and learning supports.

School boards that govern districts and charter schools are required to develop comprehensive, long-term strategic plans that address five four goals:

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1. All children are ready for school.
2. ~~All third-graders can read at grade level.~~
3. All racial and economic achievement gaps between students are closed.
4. All students are ready for career and college.
5. All students graduate from high school.

Comprehensive Achievement and Civic Readiness

During the 2024 session, the Minnesota Legislature renamed WBWF to **Comprehensive Achievement and Civic Readiness (CACR)**.

This new name emphasizes dual roles for the goals set forth in district plans:

- supporting students with academic achievement within their pre-K through 12 experience as well as
- preparing them to be active members of their community after graduation.

Comprehensive Achievement and Civic Readiness

This change will **take effect as of the 2024-25 school year** strategic plans and **Fall 2025 annual public hearing and summary report.**

CACR plans will address the four WBWF goals as well as one **new goal:**

- Prepare students to be lifelong learners.

The READ Act

Minnesota Reading to Ensure Academic Development Act, known as the READ Act, was passed and signed into law by Gov. Tim Walz on May 24, 2023. The goal of this legislation is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals to meet grade-level proficiency.

- This legislation replaced Goal 2 of the World's Best Workforce (All third-graders can read at grade level.)
- School districts report their K-12 literacy results via the Local Literacy Plan, submitted by June 15.



World's Best Workforce Goals

Report on 2023-2024
School Year





WBWF Goal #1:

All children are ready for school

Goal: All students enrolled on the first day of kindergarten have completed screening before the 31st day of kindergarten.

	2022-23	2023-24
# of Kindergarten students on first day of school	685	680
# that had not completed screening before first day	101	113
# of screenings completed within 30 days	96	109
# not completed within 30 days	5	4
% screenings COMPLETED by 31st day of kindergarten	99.3%	99.4%

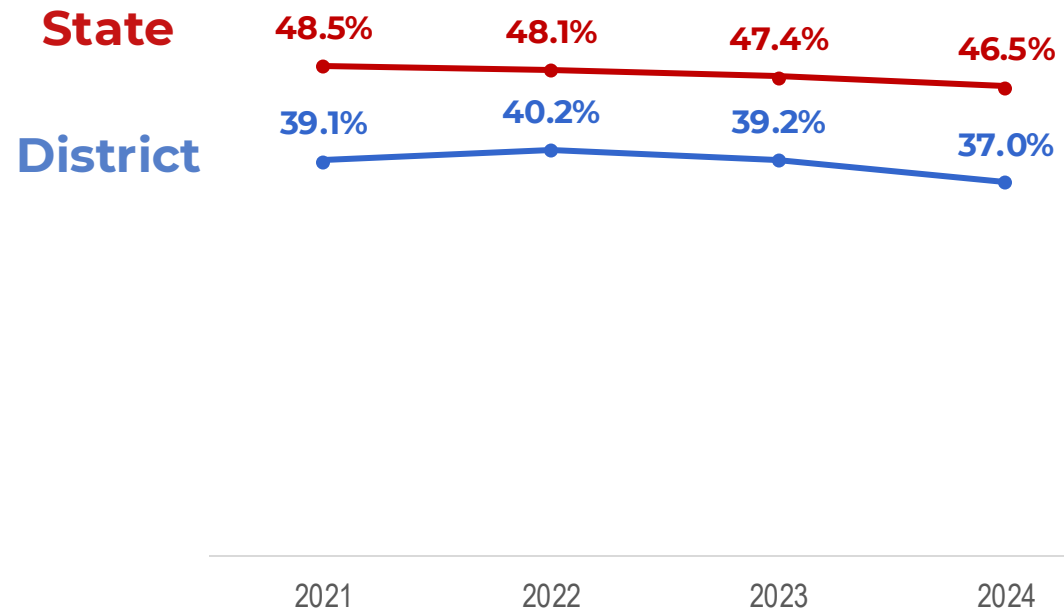
*data provided by the Early Learning Team



Former WBWF Goal #2: All third-graders can read at grade level

Percentage of students scoring at proficient levels on MN Accountability Assessments (MCAs & MTAS)

Grade 3





WBWF Goal #3:

All racial and economic achievement gaps between students are closed

Goal: Working toward a goal of closing the achievement gap by increasing the percentage of Students of Color scoring proficient on Minnesota’s standards-based accountability assessments for reading (MCA and MTAS), the district will decrease the difference between Students of Color and White students in regard to the percentage who score at proficient levels by 10 percentage points, from 37.8 in 2023 to 27.8 in 2025.

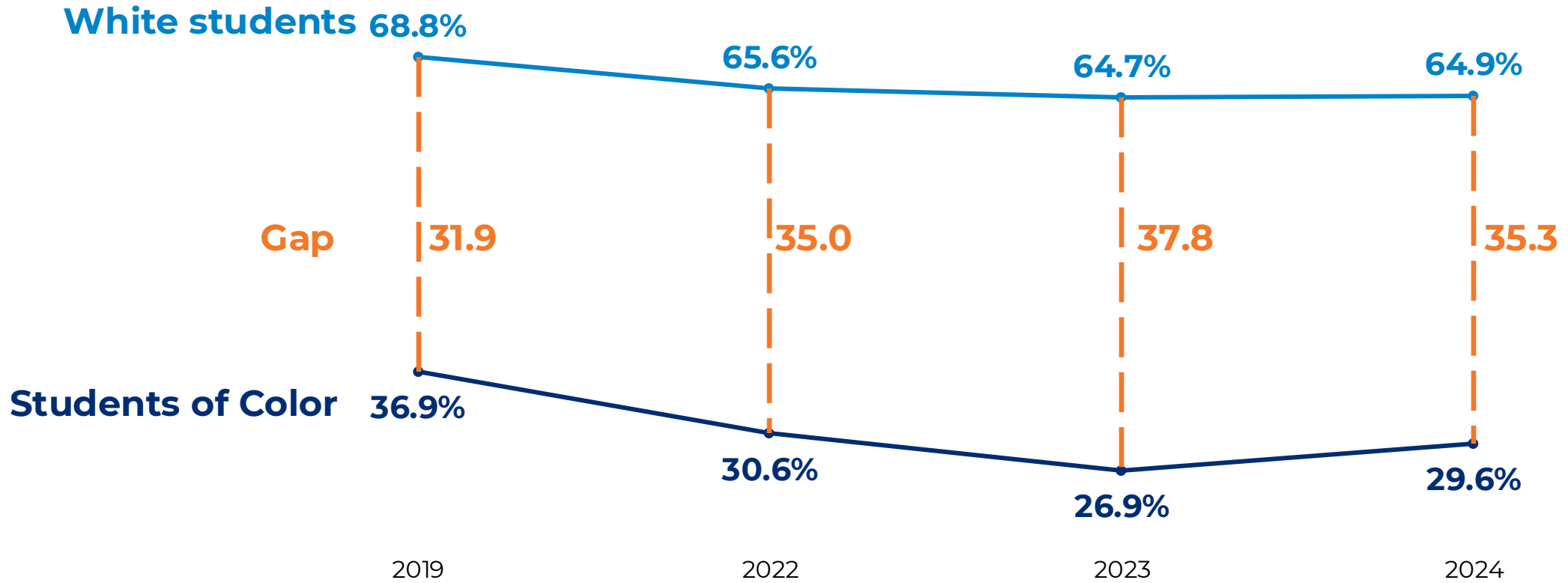
Reading: MN Accountability Assessments (MCA & MTAS)			
Year	% Proficient White Students	% Proficient Students of Color	Difference
2019	68.8%	36.9%	31.9 percentage points
2022	65.6%	30.6%	35.0 percentage points
2023	64.7%	26.9%	37.8 percentage points
2024	64.9%	29.6%	35.3 percentage points
2025 Goal	---	---	Goal: 27.8 percentage point difference

*data from District Student Results files from the Minnesota Department of Education

WBWF Goal #3:

All racial and economic achievement gaps between students are closed

Reading proficiency rate increased for White Students (0.2 percentage points) and for Students of Color (2.7 percentage points), thus reducing the gap by 2.5 percentage points.



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*data from District Student Results files from the Minnesota Department of Education



WBWF Goal #4:

All students are ready for career and college

Goal: The number of Career and Technical Education (CTE) and college credit-bearing courses students complete will increase by 10 percent from 2023 to 2025.

Number of CTE and college credit-bearing courses students were enrolled in:	2022-2023	2023-2024	2025 Goal
AP / IB / CTE semester courses taken (grades 9-12)	4279	4462	
PSEO semester courses taken (grades 9-12)	929	841	21
Total	5208	5303	5729

	2022-2023	2023-2024
# of students taking 1 CTE and/or college credit-bearing course	450	449
# of students taking 2-4 of these courses	1152	1168
# of students taking 5 or more of these courses	259	270
Total # of students taking at least 1 of these courses	1861	1887

*data from the district's student information system

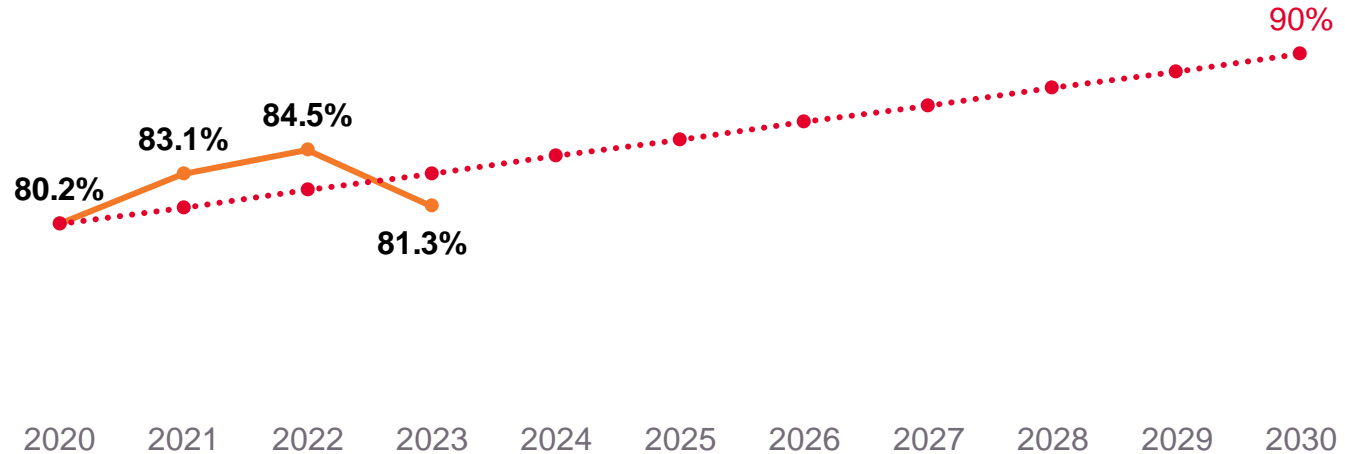
WBWF Goal #5: All students graduate from high school

Goal: Working toward a goal of all district students graduating, the percentage of RAS seniors who graduate in four years will increase from 80.2% in 2020 to 90% in 2030.



4 Year Graduation Rate	2020	2021	2022	2023	2024	Goal 2030
Robbinsdale Area Schools	80.2%	83.1%	84.5%	81.3%	MDE does not reported until Spring 2025	90%

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*data from the Minnesota Department of Education Minnesota Report Card

WBWF Goal #5:

All students graduate from high school

Goal: Working toward a goal of all district students graduating, the percentage of RAS seniors who graduate in four years will increase from 80.2% in 2020 to 90% in 2030.



Robbinsdale Area Schools	2020	2021	2022	2023
4 Year Graduation Rate	80.2%	83.1%	84.5%	81.3%
5 Year Graduation Rate	85.7%	85.2%	87.4%	87.0%
6 Year Graduation Rate	84.1%	88.4%	86.7%	88.6%
7 Year Graduation Rate	86.6%	85.6%	89.2%	88.7%

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*data from the Minnesota Department of Education Minnesota Report Card

Strategies to Meet the WBWF Goals



Districtwide Strategies

- ❖ Science of Reading
- ❖ Bridge-to-Read
- ❖ Culturally and Linguistically Responsive Teaching
- ❖ MTSS Tiered interventions
- ❖ Summer programming / Freedom schools / Targeted Services / Credit Recovery
- ❖ Tiered reading classes at the secondary level

- ❖ AVID reading strategies
- ❖ Building Assets Reducing Risks (BARR): Intensive attendance and grade monitoring for 9th-grade students
- ❖ Credit completion programming

Site-specific Strategies

- ❖ Blended learning framework
- ❖ Reading Corps
- ❖ Math Corps

Questions about the World's Best Workforce?



Thank you!





School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Rdale Proud

ITEM: 4. Showcase: Early Learning Family Night

PRESENTED BY: Emilie Levinson, Director of Early Learning Programs
Sara Tinklenberg, Early Learning Supervisor
Jessica Rich, Parent and Family Educator
Liz Oesterreich, Speech Clinician
Anthony Bates and Laura Stigen with their son

PURPOSE:

The Early Learning leadership team will be sharing information about Rdale Early Learning Programs and their October 14, 2024 Family Night Event.

Ms. Rich and Ms. Oesterreich are district alumni, and will speak regarding their stories within the presentation.

ROLE OF THE BOARD:

Listen, and gain an understanding of all that the Early Learning programs offer our families.

Early Learning Spotlight: Family Night

Monday, Nov. 4, 2024



Land Acknowledgement

We acknowledge Robbinsdale Area Schools is located on the homelands of the Dakota and Ojibwe people.

We recognize the painful history of genocide and forced assimilation of the Indigenous inhabitants of this land.

We honor and respect the many Indigenous peoples who live on and hold sacred these lands, and we stand with members of these Nations to fight injustice in all of its forms.

We uphold the preservation of Dakota and Ojibwe languages, land based education, and tribal sovereignty.

OUR DISTRICT MISSION

Our mission is to inspire and educate all learners to develop their unique potential and positively contribute to their community.

Early Learning Vision Statement

Robbinsdale Area Schools Early Learning program strives to provide a welcoming and culturally responsive community that encourages lifelong learning, connection and play for all children and caregivers.



Why I serve...

“It feels like home.”

Rdale Alumna - Jessica Rich, Parent Educator



Why I serve...

“To be a part of my community.”



Rdale Alumna - Liz Oesterreich, Speech Language Pathologist

Early Learning Encompasses:



- Early Childhood Screening
- Early Childhood Family Education**
- Family Literacy Program
- Voluntary Pre-K**
- Fee-Based Preschool
- Early Childhood Special Education**
- Early Intervention - Part C
- Helping Us Grow (HUG)**

Early Learning By the Numbers

Number of students and families we serve:

Preschool = 510

Early Childhood Family Education = 586 children and their families

Early Childhood Special Education Only = 87

Early Intervention = 134

HUG Home Visits = 36

Total = **1,353**

Early Childhood Screening = ~950

Staff:

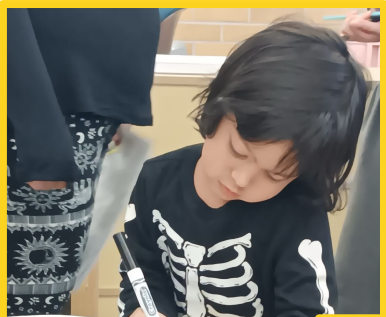
Administrators = 2

Licensed = 71

Non-licensed = 62

Total = **135**

35



**Early Learning Family Night at New Hope Learning Center
Oct. 14, 2024, from 5-6:30 p.m.**

Social/Emotional Focus

- Activities and resources aligned to Early Learning SEL curriculum & framework with a home connection
- Classrooms were set up with different themes/activities
 - make-n-takes
 - calming activities
 - feelings and faces
 - problem solving
 - turn taking
- Community resources for families
- Over 620 children and their families attended!





Fishing Game



1. Use the fishing pole to catch a fish
2. Pass the fishing pole to the other person for them to have a turn
3. Use the visuals below to practice using one of the problem solving solutions

Wait and take turns



Ask for help





Deep Breathing

Deep breathing can help your body calm down and lower stress.

There are lots of strategies to use to practice deep breathing like blowing a pinwheel or bubbles, tracing a shape, and pretending to blow out a candle.





Featured Family

Parents: Laura and Anthony
Student: Quincy



Future Family Nights:

Literacy Family Night - Feb. 11
Math Family Night - April 16





School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Superintendent's Report

ITEM: 5. Superintendent's Report

PRESENTED BY: Dr. Teri Staloch, Superintendent

Superintendent Staloch will provide an update regarding things happening in the district.



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: S & P Underlying Rating for Credit Program Update Only

ITEM: 6. S & P Underlying Rating for Credit Program Update Only

PRESENTED BY: Kristen Hoheisel, Chief Financial Officer

Ms. Hoheisel will provide a summary to the Board regarding the S & P Underlying Rating for Credit Program report regarding Robbinsdale Area Schools.

RatingsDirect®

Summary:

Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minnesota; School State Program

Primary Credit Analyst:

Ying Huang, San Francisco + 1 (415) 371 5008; ying.huang@spglobal.com

Secondary Contact:

Emma Drilias, Madison (1) 312-233-7132; emma.drilias@spglobal.com

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Credit Highlights

Outlook

Credit Opinion

Related Research

Summary:

Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minnesota; School State Program

Credit Profile

US\$18.125 mil GO facs maint bnds ser 2024A due 02/01/2045

<i>Long Term Rating</i>	AAA/Stable	New
<i>Underlying Rating for Credit Program</i>	BBB/Negative	New
Hennepin Cnty Indpt Sch Dist #281 (Robbinsdale Area Schs) GO State Credit Enhancement		
<i>Long Term Rating</i>	AAA/Stable	Current
<i>Underlying Rating for Credit Program</i>	BBB/Negative	Downgraded

Credit Highlights

- S&P Global Ratings lowered its underlying rating to 'BBB' from 'A-' on Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minn.'s existing general obligation (GO) debt.
- The outlook on the underlying rating is negative.
- At the same time, S&P Global Ratings assigned its 'AAA' long-term rating (based on credit enhancement), with a stable outlook, and its 'BBB' underlying rating, with a negative outlook, to the district's anticipated \$18.125 million series 2024A GO facilities maintenance bonds, based on the application of its "Methodology For Rating U.S. Governments," published Sept. 9, 2024, on RatingsDirect.
- The rating downgrade and negative outlook reflect our view of the district's rapid financial deterioration. The district's recent and projected financial performance, which is much weaker than previous district estimates, stems in part from weak financial management practices and governance as well as inadequate controls over financial reporting. We expect the significant use of reserves in fiscal years 2023 and 2024 will weaken the district's available general fund balance to a negative level and reduce its cash position. Another sizable deficit is projected for fiscal 2025 that, if realized, would further deplete the district's reserves and introduce liquidity risk in our view.

Security

The district's full faith and credit unlimited ad valorem tax GO pledge secures the series 2024A bonds. Bond proceeds will finance deferred maintenance projects identified in the district's 10-year long-term facilities maintenance plan.

Credit overview

The underlying rating incorporates our forward-looking view of the district's quickly deteriorating financial performance that is expected to weaken its available fund balance to negative levels in fiscal years 2024 and 2025 and deplete its cash position. In our opinion, the district's financial management has weakened considerably, with budget planning and monitoring practices that have not been sufficient to support fiscal balance, and weak internal control and governance oversight that could exacerbate its financial uncertainty. We believe the district's healthy economic

indicators and manageable debt burden support its general creditworthiness.

Following a period of positive financial performance, the district posted an unexpected \$2.2 million deficit (equal to -1.7% of revenues, draft audit) in fiscal 2023. It underperformed the budgeted \$1.2 million surplus due to lower-than-expected special education revenues and higher transportation and capital costs.

Subsequently, the district settled a new labor contract that involves significant salary increases over fiscal years 2024 and 2025 (including salary increases of 8.25% for cabinet-level management, 12.8% for principals, 20.8% for teachers, and 20.3% for assistants) without consideration for structural balance, in our view. Driven by the compensation cost increases, management anticipates a \$11 million general fund deficit (or -5.5% of budgeted revenues) in fiscal 2024 compared to the \$795,000 surplus originally budgeted. The large deficit is projected to reduce available reserves to negative \$3.1 million, and the weak reserve level could be exacerbated by a similar sizable deficit projected for fiscal 2025. We attribute the recent history and projections of deteriorating operations to unrealistic budgeting assumptions and lack of structural adjustments over the course of the year.

Despite management's expectation of increased state aid in fiscal years 2024 and 2025, we'll monitor whether the increased revenue is sufficient to offset the district's ongoing enrollment declines (15% since fiscal 2019 and 7% projected through fiscal 2030). The district welcomed its new superintendent in May 2024 and its new chief financial officer in August 2024. We'll monitor how the management team transitions the district's financial performance as it settles in. We believe further material deterioration in operations and reserves could pressure the rating.

In fiscal 2023, the district's auditor issued material weakness and significant deficiency findings on internal control, as reflected in its failure to comply with state and federal deadlines for the submission of audited financial data and annual financial statements. We also note that following recent complaints filed by several board members against each other, an external investigation of the district board found six of the seven members responsible for violating its values and norms agreement. We believe if these findings are not addressed in a timely manner, they could have long-lasting negative financial and operational implications for the district.

The rating and outlook further reflect the following:

- The district's favorable location in the broad and diverse Minneapolis-St. Paul (Twin Cities) metropolitan statistical area has resulted in robust county-level economic metrics.
- Negative operations in fiscal 2023 and a sizable deficit projected for fiscal 2024 led to rapid deterioration in available reserves to an anticipated negative level in fiscal 2024. The reserves remain low compared with those of peers and below the district's formal 6.5% fund balance policy.
- Weak financial management practices reflect unrealistic budgeting assumptions, untimely budgetary adjustments, and minimal board oversight in our view.
- The debt burden is manageable, with no debt plans in the next couple of years. Furthermore, we do not view pension benefits to be a credit pressure given the low contributions relative to budget.
- For more information on our institutional framework assessment for Minnesota school districts, see "Institutional Framework Assessment: Minnesota Local Governments," published Sept. 10, 2024.

Environmental, social, and governance

We view the district's transparency and reporting, governance structure, and risk management, culture, and oversight risks as negative given the delay in filing the fiscal 2023 audit and the external findings on board. Management has put together a corrective action plan, and we will monitor the progress during the outlook period. We also view the district's social capital risk as moderately negative given that the district's declining enrollment has led to budgetary imbalance that has pressured general fund operations and available reserves. We view environmental factors as neutral in our credit rating analysis.

Outlook

The negative outlook reflects the at least one-in-three chance we could lower the underlying rating over the outlook horizon if a large deficit materializes, as currently projected for fiscal 2025, with no sustainable structural adjustment plan to close future budget gaps and replenish available reserves.

Downside scenario

We could lower the rating if there is continued budgetary imbalance caused by rising expenditures, decreasing enrollment, or lower-than-budgeted state funding, leading to further available reserve declines.

Upside scenario

We could revise the outlook to stable if the district's fiscal 2025 results are significantly better than projected and if there is a clear path to restore structural balance and improve the available fund balance.

Credit Opinion

Economy

The district is in northwestern Hennepin County and encompasses all or parts of Robbinsdale and some surrounding communities. Although the district is mostly built out, its economic market value has grown at an average annual rate of about 9% over the past five years to \$15.1 billion in 2024, reflecting a strong local housing market, along with some new multifamily development. However, the net tax capacity is estimated to decrease slightly in 2025 due to a change in law that has increased the homestead market value exclusion. Benefitting from the diverse economy and access to job opportunities, the district has robust per capita gross county product and county-level per capita personal income, although its local income levels are weaker than the county's.

Financial performance, reserves, and liquidity

Beginning in fiscal 2019, the district reported four operating surpluses, aided by two voter-approved operating levies that grow annually with inflation. The two levies, which were approved in 2014 and 2019 and expire in 2026 and 2029, respectively, generated a total of \$21.6 million in operating revenue in fiscal 2023. In addition, the district was allotted a total of \$40.5 million in federal ESSER funding, of which \$18 million was spent in fiscal 2023, and the remaining \$4.5 million was spent in fiscal 2024. ESSER funds were used to fund temporary staffing, new technology, curriculum, and other one-time pandemic-related expenses.

However, in fiscal 2023, the district posted a \$2.2 million deficit (or -1.7% of revenues), which underperformed the

budgeted \$1.2 million surplus, due to lower-than-expected special education revenues and higher transportation and capital costs.

After fiscal year-end 2023, the district settled a new labor contract that involves significant salary increases over fiscal years 2024 and 2025, which led to a projected \$11 million deficit (or -5.5% of budgeted revenues) in fiscal 2024. The large deficit is projected to lower available reserve to negative \$3.1 million. For fiscal 2025, management currently projects another large deficit similar to fiscal 2024's, which could reduce the unassigned general fund balance to negative \$14 million to negative \$18 million if no further budgetary adjustments were made during the fiscal year.

The state's basic general education revenue funding, which is determined by pupil count, is the primary source of operating revenue for Minnesota school districts. The district is mostly state-aid funded (62%), followed by property taxes (23%), based on the fiscal 2023 draft audit. Despite its favorable location, the district's enrollment has declined, which has pressured the general fund performance because enrollment losses had not been addressed with corresponding expenditure adjustments in our view.

Management

We believe the district's budgeting and financial planning practices and policies are insufficiently robust to ensure expenditure control and support long-term fiscal balance. Also, we view the recent management turnover during financial instability, the contentious board relationship, and the investigation and its related findings of the board negatively. With the new superintendent and CFO who joined this year and three board members up for re-election, we'll monitor the ongoing effectiveness of management and governance in transitioning the district's financial performance.

Management uses at least three years of historical trends, internal and external sources, and line-by-line budgeting when preparing the annual budget. It does monthly budget-to-actual reporting to the school board beginning in fiscal 2023 and at least one annual revision to the budget. The district has a 10-year long-term facilities maintenance plan that is updated annually, but lacks long-term financial planning and formal debt policy. It maintains formal investment and fund balance policies but has not complied with the target of a minimum unassigned general fund balance of 6.5% of annual expenditures in recent years.

Debt and liabilities

Robbinsdale Area Schools has a moderate debt burden, with per capita net direct debt and debt service carrying charge comparable with peers'. It doesn't plan to issue additional debt in the next couple of years. We do not believe that pension and other postemployment benefits (OPEB) liabilities represent a medium-term credit pressure given that contributions are only a modest share of the budget, though pension plan actuarial assumptions and methods and plan funding practices introduce long-term risk of cost acceleration. The district allows retirees to remain on its health insurance plan and pay active premium rates, reflected as an implicit subsidy liability.

Robbinsdale Area Schools participates in the following pension and OPEB plans:

- Teachers' Retirement Association of Minnesota: 76.4% funded, with the district proportionate share of the plan's net pension liability (NPL) of \$114.2 million as of June 30, 2023.
- Minnesota General Employees Retirement Fund: 83.1% funded, with the district proportionate share of the plan's

**Summary: Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minnesota;
School State Program**

NPL of \$21.4 million as of June 30, 2023.

- The district's OPEB trust, with a net OPEB asset of \$5.9 million as of June 30, 2022.

Minnesota State Standing Appropriation Program

The 'AAA' long-term rating reflects our view of the additional security provided by the district's eligibility for, and participation in, the Minnesota State Standing Appropriation program, a state standing appropriation program to prevent a default on the district's bond issues as authorized by Minnesota State Statutes, Section 126C.55. Under the program, the state will pay debt service on the district's behalf from the state's general fund if the district fails to meet debt service obligations for the qualified debt. Payments from the state represent a standing appropriation from Minnesota's general fund. We view this standing appropriation pledge as equivalent to a general fund pledge because it does not require adoption of a budget or any action of the legislature to make payment. Furthermore, the standing appropriation is not subject to executive unallotment authority. In addition, the credit enhancement program supports projects that are central to Minnesota's operations and purpose. We see no unusual political, timing, or administrative risk related to the debt payment. The credit enhancement program rating reflects that on Minnesota and moves in tandem with the state GO rating and outlook.

Table 1

Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minnesota--credit summary	
Institutional framework (IF)	2
Individual credit profile (ICP)	4.28
Economy	1.0
Financial performance	6
Reserves and liquidity	6
Debt and liabilities	2.75
Management	5.65

Table 2

Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minnesota--key credit metrics				
	Most recent	2023	2022	2021
Economy				
GCP per capita % of U.S.	184	--	184	180
County PCPI % of U.S.	138	--	138	134
Market value (\$000s)	15,095,185	14,642,906	13,109,335	12,178,619
Market value per capita (\$)	144,202	139,881	122,281	114,862
Top 10 taxpayers % of taxable value	3.9	3.9	4.1	4.3
County unemployment rate (%)	2.6	2.6	2.5	3.8
Local median household EBI % of U.S.	105	108	109	112
Local per capita EBI % of U.S.	108	115	115	117
Local population	104,681	104,681	107,207	106,028
Financial performance				
Operating fund revenues (\$000s)	--	192,162	187,209	185,052

Summary: Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minnesota;
School State Program

Table 2

Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minnesota--key credit metrics (cont.)				
	Most recent	2023	2022	2021
Operating fund expenditures (\$000s)	--	198,349	185,956	174,382
Net transfers and other adjustments (\$000s)	--	3,941	186	186
Operating result (\$000s)	--	(2,246)	1,439	10,856
Operating result % of revenues	--	(1.2)	0.8	5.9
Operating result three-year average %	--	1.8	2.5	2.5
Enrollment	--	10,946.0	11,081.0	11,354.0
Reserves and liquidity				
Available reserves % of operating revenues	--	3.8	4.9	5.1
Available reserves (\$000s)	--	7,380	9,115	9,385
Debt and liabilities				
Debt service cost % of revenues	10.0	10.0	9.9	9.6
Net direct debt per capita (\$)	2,151	1,960	1,862	1,766
Net direct debt (\$000s)	225,209	205,188	199,573	187,239
Direct debt 10-year amortization (%)	68.0	81.0	--	--
Pension and OPEB cost % of revenues	5	5	5	4
Net pension liabilities per capita (\$)	1,295	1,295	1,316	716
Combined net pension liabilities (\$000s)	135,595	135,595	141,085	75,932

GCP--Gross county product. PCPI--Per capita personal income. EBI--Effective buying income. OPEB--Other postemployment benefits.

Related Research

Through The ESG Lens 3.0: The Intersection Of ESG Credit Factors And U.S. Public Finance Credit Factors, March 2, 2022

Ratings Detail (As Of October 17, 2024)		
Hennepin Cnty Indpt Sch Dist No 281 Robbinsdale Area Schs GO cap facs bnds ser 2016A dtd 03/10/2016 due 02/01/2031		
Long Term Rating	AAA/Stable	Current
Underlying Rating for Credit Program	BBB/Negative	Downgraded
Hennepin Cnty Indpt Sch Dist No 281 Robbinsdale Area Schs GO facs maintenance bnds (Minnesota School District Credit Enhancement Prog)		
Long Term Rating	AAA/Stable	Current
Underlying Rating for Credit Program	BBB/Negative	Downgraded
Hennepin Cnty Indpt Sch Dist No 281 Robbinsdale Area Schs GO taxable OPEB rfdg bnds ser 2018B due 02/01/2025		
Long Term Rating	AAA/Stable	Current
Underlying Rating for Credit Program	BBB/Negative	Downgraded

**Summary: Hennepin County Independent School District No. 281 (Robbinsdale Area Schools), Minnesota;
School State Program**

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.spglobal.com/ratings for further information. Complete ratings information is available to RatingsDirect subscribers at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.spglobal.com/ratings.

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School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Operations

ITEM: 7. Approval of Financial Advisory Council Appointees

COMMENTS BY: John Vento, School Board Treasurer

Description: The Robbinsdale Area Schools Board of Education received applications for the two open seats on the Finance Advisory Committee (FAC). We deeply thank the community members who came forth and expressed an interest in serving on the committee. The application review committee was comprised of three school board members, including the Board Treasurer.

Recommended Motion: Approve the FAC member appointments, Ukee Dozier and Sarah Taylor, as reported by the School Board Treasurer.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon E. Brooks			
Dr. Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Operations

ITEM: 8.A. Ad Hoc Safety and Security Committee Report

PRESENTER: Member(s) of the Committee

The Ad Hoc Safety and Security Committee's next meeting is scheduled for Wednesday November 6, 2024 at 4:30 p.m.



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Operations

ITEM: 8.B. Ad Hoc Transportation and Capital Infrastructure
Committee Report

PRESENTER: Member(s) of the Committee

The Ad Hoc Transportation and Capital Infrastructure Committee's next meeting is scheduled for Thursday, November 14, 2024 at 5:30 p.m.



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Operations

ITEM: 8.C. Governance Policy and Procedure Manual Task Force Report

PRESENTER: ReNae Bowman, School Board Chair
Dr. Greta Evans-Becker, School Board Clerk

Chair Bowman and Clerk Evans-Becker will provide an update regarding the status of their work on the Governance Policy and Procedure Manual.



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Operations

ITEM: 8.D. Policy Committee Report

PRESENTER: Member(s) of the Committee

The Policy Committee will provide an update on the status of their policy review work. Their next meeting is scheduled for Wednesday, November 6, 2024 at 6:00 p.m.



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Operations

ITEM: 8.E. Administrative Reports

PRESENTER: Dr. Teri Staloch, Superintendent

Superintendent Staloch will introduce any administrative reports for this evening.



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Consent Agenda
ITEM: 9. Approval of the Consent Agenda
PRESENTER: ReNae Bowman, School Board Chair

Description: *Consent Agenda items are considered routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which the item will be removed as a Consent Agenda item and addressed. Consent Agenda items include administrative, personnel matters and financial matters.*

Recommended Motion: Approve the Consent Agenda items.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Sharon E. Brooks			
Dr. Greta Evans-Becker			
Kim Holmes			
Caroline Long			
John Vento			

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION:	Consent Agenda
ITEM:	8.A.1. Policies and Administrative Procedures (APs) for Annual Review and Legislative Changes
PRESENTER:	Policy Committee Members Marti Voight, Assistant Superintendent

The following policy and administrative procedure drafts have minor updates for review:

- [515 Policy - Protection and Privacy of Student Records](#)
 - [515.1 AP - Protection and Privacy of Student Records](#)

Change: Add explanatory note for directory information
- [522 Policy - Title IX Sex Nondiscrimination, Grievance Procedure and Process](#)
 - [522.1 AP - Title IX Sex Nondiscrimination, Grievance Procedure and Process](#)
- [524 Policy - Internet, Technology and Cell Phone Acceptable Use and Safety](#)
 - [524.1 AP - Internet, Technology and Cell Phone Acceptable Use and Safety](#)

Change: New title; add cell phone provision
- [613 Policy - Graduation Requirements](#)
 - [613.1 AP - Graduation Requirements](#)

Change: Updates to graduation requirements and references
- [614 Policy - School District Testing Plan and Procedure](#)
 - [614.1 AP - School District Testing Plan and Procedure](#)

Change: Add retaliation prohibition
- [619 Policy - Staff Development for Standards](#)
 - [619.1 AP - Staff Development for Standards](#)

Change - Remove WBWF
- [620 Policy - Credit for Learning](#)
 - [620.1 AP - Credit for Learning](#)

Change - Adds weighted grades provision; PSEO dates
- [624 Policy - Online Learning Options](#)
 - [624.1 AP - Online Learning Options](#)

Change - Adds tuition and fee provision

515 POLICY - PROTECTION AND PRIVACY OF STUDENT RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCESS

The superintendent is directed to develop administrative procedures for Policy 515 Protection and Privacy of Student Records for the School District that meet the state and federal requirements established in law or rule.

IV. COPIES OF POLICY

Copies of this policy and administrative procedure may be obtained by parents and eligible students at the district education service center.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children) Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information) 18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309
(2002)

Cross References: RAS Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
RAS Policy 417 (Chemical Use and Abuse)
RAS Policy 506 (Student Discipline)
RAS Policy 519 (Interviews of Students by Outside Agencies)
RAS Policy 520 (Student Surveys)
RAS Policy 711 (Video Recording on School Buses)
RAS Policy 906 (Community Notification of Predatory Offenders)
[RAS Policy 102.1 \(Equity\)](#)

515.1 ADMINISTRATIVE PROCEDURE - PROTECTION AND PRIVACY OF STUDENT RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program.

The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

1. **Under federal law, "directory information"** - means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone number, school, dates of attendance (enrollment), grade level, 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."

Minnesota law prohibits schools from designating student contact information as "directory information" despite the FERPA definition. Minnesota schools should comply with Minnesota law and should not include student contact information in their definition of "directory information."

E. Education Records

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

F. Education Support Services Data

"Education support services data" means data on individuals collected, created,

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

J. Parent

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

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to:

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

L. Record

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

M. Responsible Authority

“Responsible authority” is the Assistant Superintendent.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records.

Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes:

- (a) a person duly elected to the school board;
- (b) a person employed by the school board in an administrative, supervisory,

instructional, or other professional position;

- (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a ~~public information officer~~ or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary

educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

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

C. Disabled Students

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 Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are

subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of

Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, Telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization, 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 or return to the school district 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 returned or destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
 9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
 10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or 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 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, in collaboration with the Superintendent Designee or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information. The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;
19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid

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

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

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

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

B. Former Students

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

an alumnus of the school district).

C. Present Students and Parents

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

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall 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, identifier, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory
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 Non Disclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the school principal or the district student records department and shall include the following:

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority

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

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

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

C. Investigative Data

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

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

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by

any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

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

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

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

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the school office or the district student records department in writing by September 30 each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and

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

XII. LIMITS ON REDISCLOSURE

A. Redisdisclosure

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. Redisdisclosure Not Prohibited

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

to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;

3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

- B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section

immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

the contrary.

H. Fees for Copies of Records

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

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

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

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the

school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Executive Director of the Human Resources office.
- 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 NON COMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder.
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to section 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act.

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 district education service center.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children) Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information) 18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: RAS Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
RAS Policy 417 (Chemical Use and Abuse)
RAS Policy 506 (Student Discipline)
RAS Policy 519 (Interviews of Students by Outside Agencies)
RAS Policy 520 (Student Surveys)
RAS Policy 711 (Video Recording on School Buses)
RAS Policy 906 (Community Notification of Predatory Offenders)
[RAS Policy 102.1 \(Equity\)](#)

522 POLICY - TITLE IX SEX NONDISCRIMINATION, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority.

The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.

- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part

99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.

- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Amy O'Hern, Executive Director of Human Resources
amy_ohern@rdale.org | 763-504-8014

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to **rdale.org**
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

II. PROCESS

The Superintendent is directed to develop Administrative Procedures for Title IX Sex, Nondiscrimination Policy, Grievance Procedure and Process.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: [RAS 102.1 \(Equity Policy\)](#)

522.1 ADMINISTRATIVE PROCEDURE - TITLE IX SEX NONDISCRIMINATION, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association.

which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.

- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district’s education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district’s grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person’s gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district’s Title IX Coordinator(s) is/are:

Amy O’Hern, Executive Director of Human Resources
amy_ohern@rdale.org | 763-504-8014

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education’s Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to **rdale.org**
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

II. DEFINITIONS

- A. “Admission” means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. “Complainant” means

1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
 2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- C. “Complaint” means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
 - a. a complainant;
 - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
 - c. the school district’s Title IX Coordinator.

[NOTE: When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 Code of Federal Regulations, section 106.44(f)(1)(v).]

3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
 - a. any school district student or employee; or
 - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

- D. “Confidential employee” means 100

1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
 2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.
- E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.
- G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:
1. A biological parent;
 2. An adoptive parent;
 3. A foster parent;
 4. A stepparent;
 5. A legal custodian or guardian;
 6. In loco parentis with respect to such a person; or
 7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
1. Pregnancy, childbirth, termination of pregnancy, or lactation;
 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or

3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. “Program or activity” and “program” means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
 - L. “Relevant” means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.
 - M. “Remedies” means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district’s education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person’s access to the school district’s education program or activity after a school district determines that sex discrimination occurred.
 - N. “Respondent” means a person who is alleged to have violated the school district’s prohibition on sex discrimination.
 - O. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district’s education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
 - P. “Sex-based harassment” prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:
 1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct;
 2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the school district’s education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes

consideration of the following:

- a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
 - b. The type, frequency, and duration of the conduct;
 - c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. The location of the conduct and the context in which the conduct occurred; and
 - e. Other sex-based harassment in the school district's education program or activity; or
3. *Specific offenses.*
- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - b. Dating violence meaning violence committed by a person:
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons involved in the relationship;
 - c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
 - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. shares a child in common with the victim; or

- iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person’s safety or the safety of others; or
 - ii. Suffer substantial emotional distress.
- Q. “Student” means a person who has gained admission.
- R. “Student with a disability” means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. “Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
 - 1. Restore or preserve that party’s access to the school district’s education program or activity, including measures that are designed to protect the safety of the parties or the school district’s educational environment; or
 - 2. Provide support during the school district’s grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person’s access to the school district’s education program or activity or provide support during the school district’s Title IX grievance procedures or during the informal resolution process.
- T. “Title IX” means Title IX of the Education Amendments of 1972, as amended.

III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES

- A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district’s consistent compliance with its responsibilities under Title IX and its regulations.
- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS

A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

B. Pregnancy or Related Conditions

1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

i. The school district must make reasonable modifications to the

school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

- ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.
- iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

- c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

- d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

- e. Lactation space

The school district must ensure that the student can access a lactation space,

which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

V. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.
- C. Confidential Employee Requirements
 - 1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
 - 2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:
 - a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
 - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
 - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT

A. General

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:
 - a. Treat the complainant and respondent equitably;
 - b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
 - c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
 - d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
 - e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
 - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

- [a] The complainant's request not to proceed with initiation of a complaint;
 - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
 - [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
 - [d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
 - [e] The age and relationship of the parties, including whether the respondent is an employee of the school district;
 - [f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
 - [g] The availability of evidence to assist a decision maker in determining whether sex discrimination occurred; and
 - [h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.
- ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint
- f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and
- g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.
2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.
3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program

or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.

6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the

- legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
 3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
 4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
 5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decision maker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation

(i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

[NOTE: The Title IX regulations require reasonably prompt timeframes for major stages of the grievance procedures, but do not specify any particular timeframes. School districts may establish their own district-specific timeframes. A sample set of provisions is offered below.]

- a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
- b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
- c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
- d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
- e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:

[NOTE: The school district should set forth its process for determining a reasonable extension of a timeframe.]

5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;

6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person’s status as a complainant, respondent, or witness;
7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
 - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - b. A party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party’s or witness’s voluntary, written consent for use in the school district’s grievance procedures; and
 - c. Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and
8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district’s grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:
 - a. The school district’s grievance procedures, and if applicable, any informal resolution process;
 - b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties

involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;

- c. A statement that retaliation is prohibited; and
 - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.
2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

[NOTE: If the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

D. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:

1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise

impermissible;

3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
 - a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
 - b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
 - c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decision maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decision maker must not determine that sex discrimination occurred.

evidence
the

2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;
4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

H. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and
2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a

determination that sex-based harassment occurred.

VIII. INFORMAL RESOLUTION OF A COMPLAINT

[NOTE: The 2024 Title IX amendments do not require a school district to offer an informal resolution process. However, a school district is free to provide such a process in some circumstances, as long as it complies with certain regulatory requirements. Requirements related to informal resolution are set forth in 34 Code of Federal Regulations, section 106.44(k).]

- A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
 2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.
- B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.
- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
1. The allegations;
 2. The requirements of the informal resolution process;
 3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
 4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance

procedures arising from the same allegations;

5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
 6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decision maker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.
- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
1. Restrictions on contact; and
 2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

IX. DISMISSAL OF A COMPLAINT

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
1. The school district is unable to identify the respondent after taking reasonable steps to do so;
 2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
 3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,
 4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.

- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:
1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
 2. Implement appeal procedures equally for the parties;
 3. Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 4. Ensure that the decision maker for the appeal has been trained as set out in this policy;
 5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
 2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
 3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes, section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board concerning any

teacher who resigns during the course of an investigation of misconduct.]

XI. APPEAL OF DETERMINATION

[NOTE: Regarding an appeal of a determination, the 2024 Title IX Final Rule states that the school district must offer the parties an appeal process that, at a minimum, is the same as it offers in all other comparable proceedings, if any, including proceedings relating to other discrimination complaints.

This section provides sample text a school district may elect to include in its grievance procedures, but school districts are not required to use the text provided.]

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decision maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decision maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decision maker is final. No further review beyond the appeal is permitted.

XII. SANCTIONS AND REMEDIES

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include **[INSERT LIST OR DESCRIBE RANGE]**. The school district may also provide remedies, which may include **[INSERT LIST OR DESCRIBE RANGE]**.

[NOTE: The school district may choose to consult its legal counsel for district-specific sanctions and remedies. The following sample language may be considered:

- 1. **The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.**

2. **If the decision maker determines a respondent is responsible for violating this policy, the decision maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]**

XIII. RETALIATION

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

XIV. TRAINING

[NOTE: Training requirements are set forth in 34 Code of Federal Regulations, section 106.8(d).]

- A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.
 1. *All employees* must be trained on:
 - a. The school district’s obligation to address sex discrimination in its education program or activity;
 - b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
 - c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.
 2. *Investigators, decision makers, and other persons who are responsible for implementing the school district’s grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decision makers, and other persons who are responsible for implementing the school district’s grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

XV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
 1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.

2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
 - b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
 - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
 - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
 - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: “[INSERT NAME OF SCHOOL DISTRICT] prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at [INSERT WEBSITE ADDRESS].”
5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

XVI. RECORDKEEPING

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.

- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: RAS 102.1 Equity Policy

524 POLICY - INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY

I. PURPOSE

The purpose of this policy is to set forth policies for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. PROCESS

The superintendent is directed to develop the Internet Acceptable Use and Safety Guidelines and procedures, including but not limited to Unacceptable Uses, Filtering, Use of Social Media, Use of Personal Devices to Access School District Resources Media for the School District, that meets the Federal and State requirements established in law or rule. **Under new legislation the superintendent and school district administration will establish rules and procedures regarding student possession and use of cellphones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.**

Legal References: 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act) 17 U.S.C. § 101 et seq. (Copyrights)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA)) 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act) Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011) Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: [RAS Equity Policy 102.1](#)
RAS Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
RAS Policy 406 (Public and Private Personnel Data)
RAS Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
RAS Policy 506 (Student Discipline)
RAS Policy 514 (Bullying Prohibition Policy)
RAS Policy 515 (Protection and Privacy of Pupil Records)
RAS Policy 519 (Interviews of Students by Outside Agencies)
RAS Policy 521 (Student Disability Nondiscrimination)
RAS Policy 522 (Student Sex Nondiscrimination) RAS Policy 603 (Curriculum Development)
RAS AP 524.1 (Internet, Technology and Cell Phone Acceptable Use and Safety)
RAS AP 524.2 (Student Use of Cell Phone and Other Personal Electronic Devices)

RAS Policy 604 (Instructional Curriculum)
RAS Policy 606 (Textbooks and Instructional Materials) RAS Policy 806
(Crisis Management Policy)
RAS Policy 904 (Distribution of Materials on School District Property by
Nonschool Persons)

DRAFT

524.1 ADMINISTRATIVE PROCEDURE - INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY

I. PURPOSE

The purpose of this administrative procedure is to set forth procedures for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications and personal devices (cell phones, smartwatches, computers, and tablets)

II. GENERAL STATEMENT

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. UNACCEPTABLE USES

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

- a. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) Such information is not classified by the school district as directory information but written consent for release of the information to be

posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or

other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[NOTE: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes, section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
 - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
 - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[NOTE: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies, procedures and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school

district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to

- provide a school-issued device for student use; and
2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student’s educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student’s educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider’s employees or contractors have access to educational data only if authorized; and
 2. the technology provider’s employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider’s property.

XIV. SCHOOL-ISSUED DEVICES

- A. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

School district administration under the direction of the Superintendent will establish procedures regarding student possession and use of cellphones and personal devices.

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this procedure for submission to the school board for approval.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review policy 524.

Legal References: 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act) 17 U.S.C. § 101 et seq. (Copyrights)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA)) 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act) Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011) Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: [RAS 102.1 \(Equity Policy\)](#)
RAS Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
RAS Policy 406 (Public and Private Personnel Data)
RAS Policy 505 (Distribution of Nonschool-Sponsored Materials on School

Premises by Students and Employees)
RAS Policy 506 (Student Discipline)
RAS Policy 514 (Bullying Prohibition Policy)
RAS Policy 515 (Protection and Privacy of Pupil Records)
RAS Policy 519 (Interviews of Students by Outside Agencies)
RAS Policy 521 (Student Disability Nondiscrimination)
RAS Policy 522 (Student Sex Nondiscrimination)
RAS Policy 603 (Curriculum Development)
RAS Policy 604 (Instructional Curriculum)
RAS Policy 606 (Textbooks and Instructional Materials)
RAS Policy 806 (Crisis Management Policy)
RAS Policy 904 (Distribution of Materials on School District Property by
Nonschool Persons)

613 POLICY - GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. PROCESS

The superintendent is directed to develop administrative procedures for Policy 613 Graduation Requirements for the School District that meet the state and federal requirements established in law or rule.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement **Goals: Striving for the Comprehensive Achievement and Civic Readiness**)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic **Arts Standards for Kindergarten through Grade 12**)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language

Development)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

20 U.S.C. § 6301, et seq. Every Student Succeeds Act

Cross References: RAS Policy 616 (School District System Accountability)

DRAFT

613.1 ADMINISTRATIVE PROCEDURE - GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this administrative procedure is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT

The administrator procedure aligned to the district policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- C. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and related services.
- D. “Required standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. *Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.*
- E. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Research, Evaluation and Assessment shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the Cabinet and/or the School Board for review and/or approval.

V. ASSESSMENT, GRADUATION REQUIREMENTS

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
2. Consistent with this paragraph and Minnesota Statutes section 120B.125 (see Policy 604, Section II.H), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students.

Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

3. As appropriate, students through grade 12 must continue to participate in targeted

instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

- C. A student's progress toward career and college readiness must be recorded on the student's high school transcript

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics;
3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;
4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

[NOTE: This revision includes the 2024 change on implementation of the government and citizenship requirement to the 2025-26 school year.]

5. One credit in the arts sufficient to satisfy all of the academic standards in the arts;
6. Credit sufficient to satisfy the state standards in physical education; and
7. A minimum of seven elective credits.
8. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

B. Credit equivalencies

1. A one half credit of economics taught in a school's agriculture, food and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E, above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D, above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph C, above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry **or all of the** physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph C, above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B or Paragraph F, above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B, above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a science or mathematics credit requirement under Paragraph B or Paragraph D, above, if the credit meets the state academic standards in science or mathematics.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards.

An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards.
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and; 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.

*A school district must use the current world languages standards developed by the

American Council on the Teaching of Foreign Languages.

*Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and;
 5. Minnesota Academic Standards, Physical Education K-12.
- D. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and;
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement **Goals: Striving for the Comprehensive Achievement and Civic Readiness**)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic **Arts Standards for Kindergarten through Grade 12**)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
20 U.S.C. § 6301, et seq. Every Student Succeeds Act

Cross References: [RAS 102.1 \(Equity Policy\)](#)

RAS Policy 104 (School District Mission Statement)
RAS Policy 601 (School District Curriculum and Instruction Goals)
RAS Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Administrative procedure 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
RAS Policy 616 (School District System Accountability)

Robbinsdale Area Schools
Independent School District 281
Original Adoption: November 11, 2014
Revised: December 4, 2020
Approved: February 8, 2021
Revised: July 18, 2022
Revised: August 7, 2023
Revised and Approved: November 4, 2024

614 POLICY - SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. PROCESS

The superintendent is directed to develop administrative procedures for Policy 613 Graduation Requirements for the School District that meet the state and federal requirements established in law or rule.

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
RAS Policy 613 (Graduation Requirements)
RAS Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
RAS Policy 616 (School District System Accountability)
[RAS Policy 102.1\(Equity\)](#)

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614.1 ADMINISTRATIVE PROCEDURE - SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT

The policy and administrative procedure of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[NOTE: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the school district.]

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - e. Establish a culture of academic integrity.
 - f. Fully cooperate with MDE representatives conducting site visits or

Minnesota Test of Academic Skills (MTAS) audits during testing.

- g. Ensure student information is current and accurate.
 - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
 - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
 - k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
 - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.
2. Responsibilities after testing.
- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
 - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
 - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
 - d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
 - e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
 - f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area,

inventory same, and contact service provider with any discrepancies.

- (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.
 - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
 - e. Review student assessment data and resolve any issues.
 - f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
 - g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 - g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment Coordinator.

- (5) Provide MTAS student data collection forms if necessary.
- (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.
- f. Report security breaches to the district assessment coordinator as soon as Possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.

- (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
- b. During test.
- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment Coordinator.

- (11) Report any possible security breaches as soon as possible.
- c. After test.
- (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

- (4) Document and report and unusual circumstances to district or school assessment coordinator.
- c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.
- B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two

years after the end of the academic year in which the tracking took place.

6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

VI. RETALIATION PROHIBITED

An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions or technical interruptions related to administering assessments under this section is protected under section 181.932, governing disclosure of information by employees.

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
RAS Policy 613 (Graduation Requirements)
RAS Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
RAS Policy 616 (School District System Accountability)
[RAS Policy 102.1\(Equity\)](#)

619 POLICY - STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Standards and with students as they progress to achievement of those Graduation Standards and meet the requirements of federal and state legislation.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies, staff development, and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the Graduation Standards and the requirements of federal and state legislation at all levels.

III. PROCESS

The superintendent is directed to develop administrative procedures for Staff Development for Standards for the School District that meet the state and federal requirements established in law or rule.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement **Goals**; Striving for **Comprehensive Achievement and Civic Readiness**)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: RAS Policy 613 (Graduation Requirements)
RAS Policy 616 (School District System Accountability)

RAS Policy 104 (School District Mission Statement)
RAS Policy 601 (School District Curriculum and Instruction Goals)
RAS Policy 613 (Graduation Requirements)
RAS Policy 616 (School District System Accountability)
[RAS Policy 102.1 \(Equity\)](#)

DRAFT

619.1 ADMINISTRATIVE PROCEDURE - STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this administrative procedure is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Standards and with students as they progress to achievement of those Graduation Standards and meet the requirements of federal and state legislation.

II. GENERAL STATEMENT

The school district is committed to developing staff policies and procedures, staff development, and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the Graduation Standards and the requirements of federal and state legislation at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (the "Committee") shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Standards and at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Standards effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Standards implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Standards at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals

The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training.

Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

B. Teachers/Administrators

1. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.
2. The school district will assign an administrator to serve as a highly objective uniform state standard of evaluation (“HOUSE”) reviewer. The administrator shall meet with teachers and, where appropriate, certify the teacher’s application for highly qualified status.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement **Goals**; Striving for **Comprehensive Achievement and Civic Readiness**)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: RAS Policy 104 (School District Mission Statement)
RAS Policy 613 (Graduation Requirements)
RAS Policy 616 (School District System Accountability)
RAS Policy 601 (School District Curriculum and Instruction Goals)
RAS Policy 613 (Graduation Requirements)
RAS Policy 616 (School District System Accountability)
[RAS Policy 102.1\(Equity\)](#)

Robbinsdale Area Schools
Independent School District 281
Adopted: 9/16/2013
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620 POLICY - CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in post secondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy also addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post secondary or higher education institutions, and online courses and programs.

III. PROCESS

The superintendent is directed to develop administrative procedures for Policy 620 Policy Credit for Learning for the School District that meet the state and federal requirements established in law or rule.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students) Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition)

Minn. Rules Parts 3501.0505-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)

Cross References: RAS Policy 104 (School District Mission Statement)
RAS Policy 601 (School District Curriculum and Instruction Goals)
RAS Policy 613 (Graduation Requirements)
RAS Policy 614 (School District Testing Plan and Procedure)
RAS Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
RAS Policy 616 (School District System Accountability)
RAS Policy 618 (Assessment of Student Achievement)
RAS Policy 624 (Online Instruction)
[RAS Policy 102.1 \(Equity\)](#)

620.1 ADMINISTRATIVE PROCEDURE - CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in post secondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy also addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT

The policy of the school district and this administrative procedure is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post secondary or higher education institutions, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and post secondary credits, are taught by a secondary teacher or a post secondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public post secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. An eligible institution must not require a faith statement from a secondary student seeking to enroll in a post secondary course under this section during the application process or base any part of the admission decision on a student's race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.

- E. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
 - 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank on a credit for credit basis.
- B. Transfer of Academic Requirements from Other Schools
 - 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank on a credit for credit basis.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district’s high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
 - 2. Students transferring from a non-accredited, nonpublic school shall receive credit

from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.

- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
- C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or non-final grades earned during the academic term.

V. POST SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post secondary enrollment options course or program must be counted toward the graduation and subject area requirements of the district.
 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven quarter or four semester post secondary credits shall equal at least one full year of high school credit. Fewer post secondary credits may be prorated.
 3. When a determination is made that the content of the post secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn post secondary credit to all pupils in grades 8, 9, 10, and 11. **To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school-year academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.**
- E. **Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.**

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes,

section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course, attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

Therefore, school districts must include one of the following options in their policies. A school board must adopt an identical policy regarding weighted grade point averages for credits earned via postsecondary coursework as it gives to credits earned via concurrent enrollment coursework.]

- A. The school district does not offer weighted grades.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by

the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/ grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section VIII.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post secondary enrollment course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students) Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition)
Minn. Rules Parts 3501.0505-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)

Cross References: RAS Policy 104 (School District Mission Statement)
RAS Policy 601 (School District Curriculum and Instruction Goals)
RAS Policy 613 (Graduation Requirements)
RAS Policy 614 (School District Testing Plan and Procedure)
RAS Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

RAS Policy 616 (School District System Accountability)
RAS Policy 618 (Assessment of Student Achievement)
RAS Policy 624 (Online Instruction)
[RAS Policy 102.1 \(Equity\)](#)

DRAFT

624 POLICY - ONLINE LEARNING OPTIONS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. PROCESS

The superintendent is directed to develop administrative procedures for Policy 624 Online Learning Options for the School District that meet the state and federal requirements established in law or rule.

Legal References: Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care) Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

Cross References: RAS Policy 613 (Graduation Requirements)
RAS Policy 620 (Credit for Learning)
[RAS Policy 102.1 \(Equity\)](#)

624.1 ADMINISTRATIVE PROCEDURE - ONLINE LEARNING OPTIONS

I. PURPOSE

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

II. GENERAL STATEMENT

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate

licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).

- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under sections 504 and 508 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance

under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.
- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load; **and**
 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
 4. **Enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.**
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
1. use an application form specified by MDE;
 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 5. track student attendance and monitor academic progress and communicate with the

student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.

- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.
- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
 - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
 - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. provides information to students and families about supplemental online courses;

2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.
- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.
- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

Legal References: Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care) Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board’s Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
~~Minn. Stat. Ch. 124E (Charter Schools)~~
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

Cross References: RAS Policy 613 (Graduation Requirements)
RAS Policy 620 (Credit for Learning)
[RAS Policy 102.1 \(Equity\)](#)

***Approved November 4, 2024*

A Business Meeting of the School Board of Robbinsdale Area Schools (RAS) was held Monday, October 21, 2024, beginning at 7:01 p.m. in the Boardroom at the Robbinsdale Area Schools Education Service Center (ESC). A recording of the meeting can be found at: <https://www.rdale.org/discover/school-board> under "Watch School Board Meeting Webcasts."

Call to Order and Roll Call

Chair Bowman called the meeting to order at 7:01 p.m. Directors present: ReNae Bowman, Sharon E. Brooks, Dr. Greta Evans-Becker, Caroline Long, and John Vento; and Dr. Teri Staloch, Superintendent. Director Bassett was absent. There was a quorum, and the meeting was called to order.

Acceptance of the Agenda

Chair Bowman asked for a motion to approve the Business Meeting agenda.

MOTION: Director Vento moved to accept the Business Meeting agenda, Director Evans-Becker seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bowman, Brooks, Evans-Becker, Long, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

182

Rdale Proud - Showcase: Forest Elementary - Bike Bus

Melissa Jackson, Principal of Forest Elementary

Sarah Henning, Music Teacher

Officer John Wilkes, Crystal Police Department

Lena Anderson, 4th Grade Student

A presentation was provided regarding the Bike Bus at Forest Elementary, which occurred on Fridays in September. It aligns to Strategic Plan Themes B (Student Engagement and Wellness) and C (Collaboration and Partnerships). A Bike Bus is a group of adults and students who ride their bikes to school together. The concept was developed by Coach Sam Balto, a teacher in Portland, Oregon. It was well-received by everyone involved, built community and brought joy for students in getting to school via bicycle. Forest will likely begin this again in the spring.

Superintendent's Report

Dr. Teri Staloch, Superintendent

Superintendent Staloch talked about the district's mission to inspire and educate all learners to develop their unique potential and positively contribute to their community, and how RAS is committed to ensuring every student graduates career, articulated trades and college ready. She provided an update on activities, which included:

- October 8, 2024 Superintendent Staloch attended the Plymouth City Council meeting
- October 10, 2024 at a Serve Minnesota event - Rdale received a 2024 Future Award for Bridge2Read, Mary Jane Adams, Principal of Sonnesyn Elementary, attended on behalf of the district
- October 10, 2024 Superintendent Staloch (along with Matt Pletcher, Director of Secondary Curriculum and Multilingual Programs) attended the Golden Valley DEI Commission as one of three speakers in regard to Ethnic Studies
- Willie Jett, Minnesota Commissioner of Education, attended the Indigenous Peoples Day Celebration at Robbinsdale Middle School with district Cabinet members on Monday, October 14, 2024
- Early Learning Family night was held on Monday, October 14, 2024 - was attended by 620 people
- October 14, 2024 Superintendent Staloch attended the Neill Elementary PTA meeting and the New Hope City Council Meeting
- October 15, 2024 Superintendent Staloch attended the Golden Valley City Council Meeting, and the SEA PTA meeting
- Superintendent Staloch noted that Armstrong is the only high school in Minnesota to be selected to do "Harry Potter and the Cursed Child" - opening night is Wednesday, October 30, 2024 - FOX 9 did a story on the production

Review and Comment Discussion

Kristen Hoheisel, Chief Financial Officer

Ms. Hoheisel provided information regarding the positive review and comment received from Commissioner Jett from the Minnesota Department of Education (MDE) on September 4, 2024. Due to statute, this discussion needed to occur prior to the referendum vote.

Safety and Security Report

John Groenke, Executive Director of Student Services

Toni Boyden, Director of Student services

Maureen Mullen, Director of Facilities and Operations

Bo Powell, Director of Security

Tim Shaikoski, School Psychologist at Armstrong

The Board received a presentation regarding safety and security in an effort to achieve the following outcomes:

- an understanding of school safety and security efforts across the country, state and in RAS
- an understanding of how school safety and security work includes both emotional/psychological safety and the physical of our schools
- an understanding of the systems RAS has in place to address both types of safety and security needs
- an understanding of the continued and ongoing work being done to improve safety and security in the RAS

A lengthy discussion followed the report, including questions for which responses need to be gathered and provided to the Board.

Operations

183

A. Action: Approval of Financial Advisory Council (FAC) Appointees

MOTION: Director Vento moved approval, and Director Brooks seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Brooks, Evans-Becker, and Vento. And the following voted against the same: Directors Bowman, Holmes, and Long. Said motion failed. Discussion led to canceling the FAC meeting scheduled for Tuesday, October 22, 2024.

B. Action: Resolution Accepting September 2024 Donations

MOTION: Director Evans-Becker moved approval of \$27,734.02 in donations, and Director Holmes seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bowman, Brooks, Evans-Becker, Long, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

D. Ad Hoc Safety and Security Committee Report

The committee's next meeting is scheduled for Wednesday, November 6, 2024 at 4:30 p.m.

E. Ad Hoc Transportation and Capital Infrastructure Committee Report

The committee's next meeting is scheduled for Thursday, November 14, 2024 at 5:30 p.m.

F. Governance Policy and Procedure Manual Task Force Report

Chair Bowman has worked with Clerk Evans-Becker to add in proposed changes to the draft in progress, Cabinet has been adding the pieces they have been assigned. School Board Directors were asked to get any further feedback in to the Chair and Clerk ASAP so they can provide an updated draft at the November 4, 2024 Work Session.

G. Policy Committee Report

Marti Voight, Assistant Superintendent, noted the final group of policies/procedures with legislative changes and/or annual review will be coming for consent on November 4, 2024 at the Business Meeting.

Anne Becker from Becker Law is working with the Policy Committee to draft new 200 series policies. The goal is to have all of them completed by the end of the 2024 calendar year.

H. Administrative Updates

Superintendent Staloch had no Administrative Updates tonight.

Consent Agenda

Consent Agenda items include administrative, personnel matters, and financial matters.

MOTION: Director Vento moved approval of the Consent Agenda, and Director Evans-Becker seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bowman, Brooks, Evans-Becker, Long, and Vento. And the following voted against the same: Director Holmes. Said motion was declared duly passed.

Board Reports

Each month Board Members share updates from their different committee assignments and attendance at district and community events. Before the Business Meeting, Director Holmes facilitated the listening time held at 6 p.m. in the Boardroom at the Education Service Center. Six individuals submitted requests and spoke in regard to:

- Effective School Board function moving forward, providing positive encouragement for the Board to take steps recommended in the Conflict Assessment Report
- The story of her daughter's random assault at Robbinsdale Middle School (RMS), in the hope that she could solicit CHANGE

- 2024 Referendum/Levy - not supporting 10 years of continued spending at current rates
- Board Matters - in regard to NAACP complaint, encouraging Board action
- School Safety - regarding assaults her students have endured at Plymouth Middle School and Armstrong, affecting their mental health
- Promoting the Arts (need more promotion at the district level), Contracts (from July 1 only now on the consent agenda - why?), Financial Reporting (need to show true alignment of actuals to anticipated budget at this point, not a percentage of the overall budget)

Future Events (can be found on our website)

Adjournment

MOTION: Director Brooks moved to adjourn the Business meeting, and Director Evans-Becker seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bowman, Brooks, Evans-Becker, Long, and Vento. And the following voted against the same: none. Meeting was adjourned at 9:46 p.m.

Prepared and submitted by:

Molly Olson

Assistant Clerk, Robbinsdale Area Schools

Executive Assistant to the Superintendent and School Board

Signed: *Greta Evans-Becker*
Dr. Greta Evans-Becker, School Board Clerk, ISD 281

Date: *Nov 4, 2024*

LICENSED STAFF - November 4, 2024**NEW HIRE**

Name	Building	Title	Lane/Step	Effective Date
Aqeel, Ifraj	SMS	.8 FACS	MA/7	11/4/2024
Lawrence, Shawn	WH	Buildings & Grounds	L2/6	11/4/2024

RESIGNATION/RETIREMENT

Name	Building	Title		Effective Date
Guy, Daniel	CHS	SpEd CenterBase		10/24/2024
Nibbe, Emily	SOE	SpEd EBD		10/24/2024

NON-LICENSED STAFF - November 4, 2024**NEW HIRE**

Name	Building	Title	Step/Lane	Effective Date
Bravo, Victoria	ENE	Special Ed EA	CL3, Step 3	10/24/2024
Ballinger, Cheytara	PMS	Special Ed EA	CL3, Step 3	10/24/2024
Cameron, Alejandra	RSI	Nutrition Services	C1, Step 4	10/28/2024
Edison, Xavier	SOE	Special Ed EA	CL3, Step 3	10/21/2024
Flanigan, Grace	FAIR-C	AVID Tutor EA	CL3, Step 3	10/7/2024
Fodem, Regina	PMS	Service Employee	CU7, Step 1	10/21/2024
Geetoe, Dethkontee	CHS	Special Ed EA	CL3, Step 3	10/24/2024
Hove, Cassandra	AHS	Nutrition Services	C6, Step 4	10/21/2024
Howard, Michael	AHS	Service Employee	CU1B, Step 2	10/21/2024
Smith, Tanaisha	FOE	Special Ed EA	CL3, Step 3	10/28/2024
Woods, Olivia	FOE	Adventure Club EA	CL2, Step 3	10/24/2024

REHIRE

Name	Building	Title	Effective Date
Hall, Darlene	AHS/PMS	AVID Tutor EA	10/07/2024
Lowry, Rebecca	RA/RVA	Office Employee	10/21/2024

RESIGNATION/RETIREMENT

Name	Building	Title	Effective Date
Chernosky, Joanne	NOE	Nutrition Services	10/14/2024
Hoaby, Danielle	SEA	Clerical EA	11/1/2024
Rosa, Miranda	FAIR	AVID Tutor EA	10/21/2024
Wais, Abdikadar	AHS	Service Employee	10/22/2024
Williams, William (24 yrs.)	PMS	Service Employee	12/20/2024

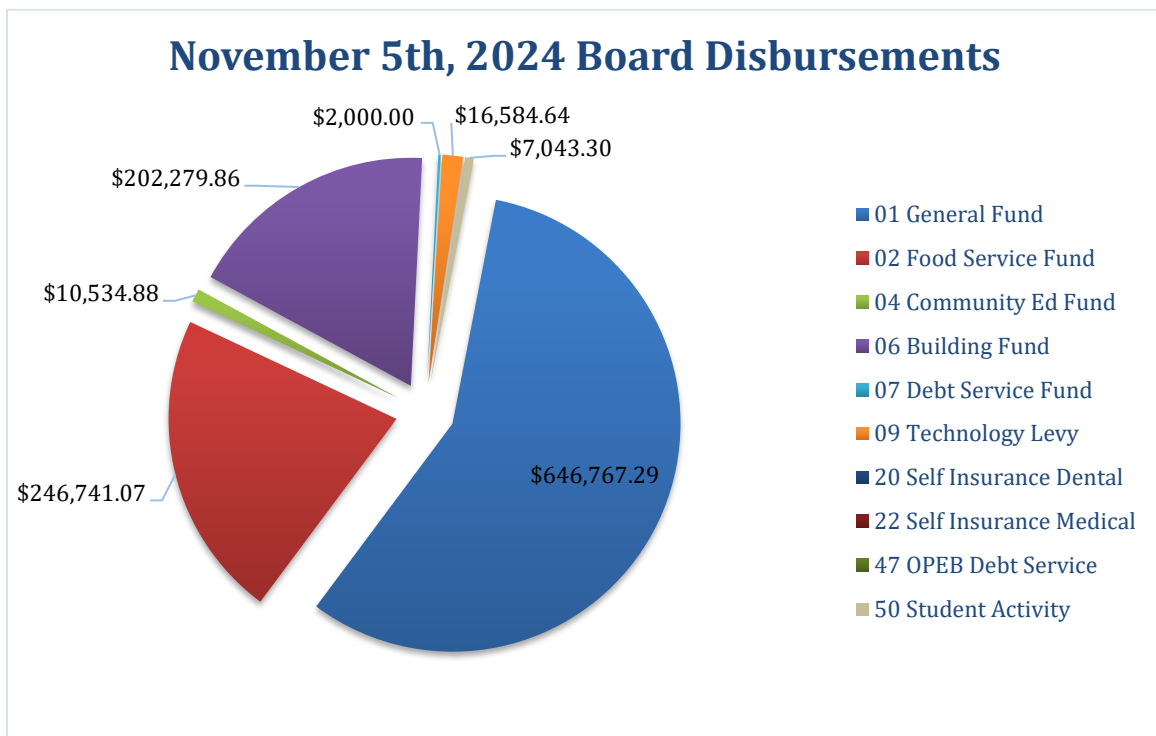


To: School Board Members and Superintendent
From: Kristen Hoheisel, Chief Financial Officer
Date: November 4, 2024
Re: Consent: Approve November 5, 2024 Disbursements

Description:

School Board approve the disbursements for payroll, accounts payable, ACH and transfers.

The following is a summary of claims for November 5, 2024.



01	General Fund	\$646,767.29
02	Food Service Fund	\$246,741.07
04	Community Ed Fund	\$10,534.88
06	Building Fund	\$202,279.86
07	Debt Service Fund	\$2,000.00
09	Technology Levy	\$16,584.64
20	Self Insurance Dental	\$0.00
22	Self Insurance Medical	\$0.00
47	OPEB Debt Service	\$0.00
50	Student Activity	\$7,043.30
	Total	\$1,131,951.04

Robbinsdale Area Schools
Board Disbursement Report
November 5th, 2024

	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
2	845450	R	11/5/2024	A.J. MOORE ELECTRIC, INC.	7,651.00	Armstrong Shop Project wrap-up: Electrical
3	845451	R	11/5/2024	AXYS TILE LLC	1,935.00	Tile repair at ESC
4	845452	R	11/5/2024	BRAUN INTERTEC CORPORATION	709.5	LTFM Sonnesyn: Special Inspections for steel work due to
5	845453	R	11/5/2024	BUILDING CONTROLS GROUP, LLC	5,759.73	LTFM Zachary Lane - HVAC Controls material purchase
6	845454	R	11/5/2024	COOL AIR MECHANICAL, INC.	38,800.00	LTFM Armstrong - Mechanical Work (AHU-6)
7	845454	R	11/5/2024	COOL AIR MECHANICAL, INC.	63,800.00	LTFM Armstrong - Chiller Replacement
8	845457	R	11/5/2024	KFI ENGINEERS, PC	8,075.00	LTFM Lakeview - 2025 MEP Design Services
9	845457	R	11/5/2024	KFI ENGINEERS, PC	6,521.31	MEP Engineering Services - Armstrong High School LTFM MEP
10	845457	R	11/5/2024	KFI ENGINEERS, PC	860	Mechanical and Plumbing Engineering Services for Sonnesyn
11	845457	R	11/5/2024	KFI ENGINEERS, PC	9,681.03	Meadow Lake - MEP design for LTFM construction project
12	845457	R	11/5/2024	KFI ENGINEERS, PC	3,725.00	SEA Olson Summer 22 - Commissioning for LTFM construction
13	845457	R	11/5/2024	KFI ENGINEERS, PC	2,978.00	Proposal for Commissioning Services - Meadow Lake Chiller
14	845457	R	11/5/2024	KFI ENGINEERS, PC	1,500.00	LTFM at Robbinsdale Middle: MEP Engineering Services -
15	845457	R	11/5/2024	KFI ENGINEERS, PC	400	LTFM at School of Engineering and Arts (SEA): Electrical
16	845457	R	11/5/2024	KFI ENGINEERS, PC	5,713.40	LTFM Forest - MEP Design Services
17	845457	R	11/5/2024	KFI ENGINEERS, PC	1,928.14	LTFM Zachary Lane - 2025 MEP Design Services
18	845458	R	11/5/2024	KRAUS-ANDERSON CONSTRUCTION COMPANY	14,455.75	RMS 2024 LTFM
19	845459	R	11/5/2024	MIDWEST PLAYSCAPES INC	8,280.00	Neill PIP for playground
20	845459	R	11/5/2024	MIDWEST PLAYSCAPES INC	5,520.00	Neill PIP for playground
21	845460	R	11/5/2024	NORTHLAND MECHANICAL CONTRACTORS, INC.	5,902.00	Exhaust System for finalizing Armstrong Shop Project
22	845462	R	11/5/2024	ROOF SPEC INC	2,775.00	LTFM Roofing Project at RMS
23	845462	R	11/5/2024	ROOF SPEC INC	930	Roofing - at Robbinsdale Spanish Immersion - Phase 1/3
24	845462	R	11/5/2024	ROOF SPEC INC	160	LTFM Roofing - Armstrong High School, proposal includes:
25	845462	R	11/5/2024	ROOF SPEC INC	3,448.28	LTFM Building Envelope Evaluation Services - Neill, RSI,
26	845462	R	11/5/2024	ROOF SPEC INC	3,448.28	LTFM Building Envelope Evaluation Services - Neill, RSI,
27	845462	R	11/5/2024	ROOF SPEC INC	5,603.44	LTFM Building Envelope Evaluation Services - Neill, RSI,
28	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	12.99	DIST WIDE - CUSTODIAL SUPPLIES - WAREHOUSE
29	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	11.16	DIST WIDE - CUSTODIAL SUPPLIES - RSI
30	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	18.78	DIST WIDE - CUSTODIAL SUPPLIES - WAREHOUSE
31	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	15.98	DIST WIDE - CUSTODIAL SUPPLIES - B&G
32	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	10.87	DIST WIDE - CUSTODIAL SUPPLIES - NOB
33	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	22.83	DIST WIDE - CUSTODIAL SUPPLIES - RMS
34	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	14.95	DIST WIDE - CUSTODIAL SUPPLIES - SMS
35	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	53.43	DIST WIDE - CUSTODIAL SUPPLIES - SEA
36	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	14.99	DIST WIDE - CUSTODIAL SUPPLIES - NEILL
37	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	52.63	DIST WIDE - CUSTODIAL SUPPLIES - WAREHOUSE
38	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	40.55	DIST WIDE - CUSTODIAL SUPPLIES - FAIRC
39	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	23.96	DIST WIDE - CUSTODIAL SUPPLIES - NEILL
40	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	21.08	DIST WIDE - CUSTODIAL SUPPLIES - NOB
41	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	38.94	DIST WIDE - CUSTODIAL SUPPLIES - B&G
42	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	45.48	DIST WIDE - CUSTODIAL SUPPLIES - SEA
43	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	2.28	DIST WIDE - CUSTODIAL SUPPLIES - RSI
44	845466	R	11/5/2024	FRATTALLONE'S HARDWARE STORES	14.07	DIST WIDE - CUSTODIAL SUPPLIES - NHLC
45	845467	R	11/5/2024	95 PERCENT HOLDCO LP	612	Multi Syllabic Routine Cards-Digital Presentation QUOTE
46	845468	R	11/5/2024	A.J. MOORE ELECTRIC, INC.	2,699.13	Warehouse fire marshal orders
47	845469	R	11/5/2024	ACME ELECTRIC COMPANIES	99.99	Dremel
48	845471	R	11/5/2024	ADAMS PEST CONTROL - MAIN	120	DIST WIDE - Pest Control - WAREHOUSE
49	845471	R	11/5/2024	ADAMS PEST CONTROL - MAIN	75	DIST WIDE - Pest Control - CLC
50	845471	R	11/5/2024	ADAMS PEST CONTROL - MAIN	50	DIST WIDE - Pest Control - NHLC
51	845471	R	11/5/2024	ADAMS PEST CONTROL - MAIN	90	DIST WIDE - Pest Control - CHS
52	845471	R	11/5/2024	ADAMS PEST CONTROL - MAIN	50	DIST WIDE - Pest Control - MLE
53	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	56.61	RIVERTREE - BOOKS
54	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	49.8	Games and Supplies for BARR Activities
55	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	21.84	Supplies for Social Studies, Art, and World Language
56	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	20.39	Supplies for Social Studies, Art, and World Language
57	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	77.28	Supplies for Social Studies, Art, and World Language
58	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	53.47	Supplies for Social Studies, Art, and World Language
59	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	182.92	Weighted Animals for Comfort Corner
60	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	241.59	Office/Kitchen Supplies - RTC
61	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	81.87	Comm Ed Supplies
62	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	32.97	Northport Book Order Title I
63	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	23.13	Supplies for Social Studies, Art, and World Language
64	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	21.6	Supplies for Social Studies, Art, and World Language
65	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	81.88	Supplies for Social Studies, Art, and World Language
66	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	56.65	Supplies for Social Studies, Art, and World Language
67	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	276.65	Motor Room equipment - ENE
68	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	152.92	Motor Room equipment - ENE
69	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	141.36	Motor Room equipment - ENE
70	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	364.35	The Mega Book of Fluency
71	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	25.15	ECFE Storage
72	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	-18.99	Supplies for Neill Adventure CREDIT MEMO FOR INVOICE #
73	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	25.35	Drama Department
74	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	64.79	Supplies
75	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	44.11	Supplies
76	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	47.45	Sports Equipment for The Basement at FAIR Crystal
77	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	104.42	Mural supplies
78	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	189.25	Misc. Supplies
79	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	57.22	Supplies for Neill Adventure
80	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	51.6	Noble Gr 1 Art
81	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	111.05	Weighted Animals
82	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	84.81	Supplies for Kitchens
83	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	21.49	Computer mouse for Marti Voight
84	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	83.82	Drama
85	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	29.67	RSI Book Order
86	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	6.69	RSI Book Order
87	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	111.29	Classroom Supplies - Grace Needham
88	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	36.17	November Activities

Robbinsdale Area Schools
Board Disbursement Report
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	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
89	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	9.98	Handheld mirrors - Tracy Ogren
90	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	76.37	Preschool snacks
91	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	76.37	Preschool snacks
92	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	100.49	Preschool snacks
93	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	148.71	Preschool snacks
94	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	157.74	9th Grade Science Order *Curriculum & Instruction #01 E
95	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	97.45	Supplies for Neill Adventure
96	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	69.98	Large print keyboards
97	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	105.54	mouse/batteries/book/stamp/receipt book/ markers/ chess
98	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	43.3	mouse/batteries/book/stamp/receipt book/ markers/ chess
99	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	9	Books for Zachary Lane Adventure Club
100	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	46.36	Supplies and materials for outdoor space
101	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	46.36	Supplies and materials for outdoor space
102	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	47.77	Supplies and materials for outdoor space
103	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	37.73	supplies
104	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	95.79	Supplies
105	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	97.83	Office supplies
106	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	44.85	Chess Club Order
107	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	92.04	Drama Department
108	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	69.98	Large print keyboards
109	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	178.36	Books for Zachary Lane Adventure Club
110	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	69.93	Pennants for the Fall Music Festival at Orchestral Hall
111	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	47.96	Enrichment Supplies for Classes
112	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	50.98	For SpEd Sensory Room
113	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	629.45	Hook and loop dots and tape - RTC
114	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	27.99	PE/Art
115	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	17.98	PE/Art
116	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	36.99	Deposit Bags and Walkie Cord
117	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	39.24	COMMAND HOOKS AND SHARPIE MARKERS
118	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	210.57	Family Night (11/14) Items
119	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	178.97	Sports Equipment for The Basement at FAIR Crystal
120	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	74.45	Print Supplies
121	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	304.13	Drama Department
122	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	69.55	Pencil Sharpener for office
123	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	29.27	Office supplies for Preschool Office (Wall Paper File and
124	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	29.27	Office supplies for Preschool Office (Wall Paper File and
125	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	90.88	Toner for Special Ed. Printers
126	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	81.85	Deposit Bags and Walkie Cord
127	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	69.68	Armstrong EL Books - approved by Dept Head Missy Parker
128	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	30.39	MTSS Fidget Containers
129	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	294.24	Print Supplies
130	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	340.88	Family Night (11/14) Items
131	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	250.98	Enrichment Supplies for Classes
132	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	32.44	Armstrong EL Books - approved by Dept Head Missy Parker
133	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	62.45	TEXTBOOKS
134	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	27.51	Physics Order
135	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	933.28	Laptop Parts
136	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	33.03	security keypads for check in
137	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	23.57	IB testing supplies
138	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	556.37	IB testing supplies
139	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	59.53	OFFICE SUPPLIES
140	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	27.17	RAK account order for student
141	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	69.99	APES order for testing
142	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	189.55	cart replacement part
143	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	290.02	Chem/Bio Science Order fall
144	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	380.22	FACS - Maruska
145	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	25.98	Chem/Bio Science Order fall
146	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	98.83	CLASSROOM SUPPLIES
147	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	26.99	Choir dept order
148	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	186.4	9th Grade Science Order
149	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	1,264.83	9th Grade Science Order *Curriculum & Instruction #01 E
150	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	379.98	Cube Chairs - Jenny Porisch
151	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	19.32	Steno Pads - Miriam Strand
152	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	45.75	Office
153	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	25.71	CLASSROOM SUPPLIES
154	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	21.95	Braille keyboard stickers
155	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	161.23	Supplies - Dohrmann
156	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	166.92	Physics Order
157	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	504.61	Sports Equipment for The Basement at FAIR Crystal
158	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	16.06	packing tape
159	845489	R	11/5/2024	AMAZON CAPITAL SERVICES, INC	136.74	Robbinsdale Middle School - General Purpose Limit Switch,
160	845490	R	11/5/2024	AMERICAN FLAGPOLE AND FLAG CO	659.7	RESTOCK - 6' x 10' US Flags
161	845491	R	11/5/2024	BARNES & NOBLE BOOKSELLER, INC	156.66	BOOKS
162	845491	R	11/5/2024	BARNES & NOBLE BOOKSELLER, INC	78.75	BOOKS
163	845491	R	11/5/2024	BARNES & NOBLE BOOKSELLER, INC	123.75	BOOKS
164	845492	R	11/5/2024	CHRISTIAN LIGHT PUBLICATIONS, INC	58.75	MATH BOOKS
165	845492	R	11/5/2024	CHRISTIAN LIGHT PUBLICATIONS, INC	2,061.88	MATH BOOKS
166	845493	R	11/5/2024	CLASSICAL ACADEMIC PRESS	1,297.89	TEXTBOOKS
167	845494	R	11/5/2024	CLEAN RESPONSE, INC.	1,288.83	Warehouse abatement
168	845495	R	11/5/2024	COACH CLIFF'S GAGA BALL PITS LLC	6,811.50	GoGa Ball Pit Installation
169	845496	R	11/5/2024	COMMITTEE FOR CHILDREN	24,740.10	1 YR License for Second Step Elementary + Second Step
170	845497	R	11/5/2024	CONTINENTAL CLAY COMPANY	67.5	art dept order
171	845497	R	11/5/2024	CONTINENTAL CLAY COMPANY	1,672.88	Clay order for Art Dept
172	845498	R	11/5/2024	COOL AIR MECHANICAL, INC.	353.5	Yearly preventative maintenance for district-wide Trane
173	845499	R	11/5/2024	CULLIGAN BOTTLED WATER	37	Culligan
174	845503	R	11/5/2024	DALCO ENTERPRISES INC	53.9	Dalco blanket PO for supplies - SON
175	845503	R	11/5/2024	DALCO ENTERPRISES INC	262.76	Dalco blanket PO for supplies - MLE

Robbinsdale Area Schools
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	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
176	845503	R	11/5/2024	DALCO ENTERPRISES INC	1,391.37	Dalco blanket PO for supplies - NPE
177	845503	R	11/5/2024	DALCO ENTERPRISES INC	274.62	Dalco blanket PO for supplies - CLC
178	845503	R	11/5/2024	DALCO ENTERPRISES INC	673.43	Dalco blanket PO for supplies - NHLC
179	845503	R	11/5/2024	DALCO ENTERPRISES INC	1,028.40	Dalco blanket PO for supplies - CLC
180	845503	R	11/5/2024	DALCO ENTERPRISES INC	3,760.25	Dalco blanket PO for supplies - AHS
181	845503	R	11/5/2024	DALCO ENTERPRISES INC	1,179.71	Dalco blanket PO for supplies - NOB
182	845503	R	11/5/2024	DALCO ENTERPRISES INC	1,978.35	Dalco blanket PO for supplies - FOR
183	845503	R	11/5/2024	DALCO ENTERPRISES INC	6,592.50	Dalco blanket PO for supplies - CHS
184	845503	R	11/5/2024	DALCO ENTERPRISES INC	470.88	Dalco blanket PO for supplies - RMS
185	845503	R	11/5/2024	DALCO ENTERPRISES INC	2,578.60	Dalco blanket PO for supplies - SON
186	845503	R	11/5/2024	DALCO ENTERPRISES INC	71.2	Dust brush's for vacuum
187	845503	R	11/5/2024	DALCO ENTERPRISES INC	38.72	Dalco blanket PO for supplies - NPE
188	845503	R	11/5/2024	DALCO ENTERPRISES INC	350	CUSTODIAL EQUIPMENT - REPAIRS - FAIRC
189	845503	R	11/5/2024	DALCO ENTERPRISES INC	967.53	Dalco blanket PO for supplies - NHLC
190	845504	R	11/5/2024	DELTAMATH SOLUTIONS INC	340	Math Subscription
191	845505	R	11/5/2024	DOVER PUBLICATIONS INC.	65.37	TEXTBOOKS
192	845506	R	11/5/2024	ECM PUBLISHERS, INC.	65.28	BLANKET FOR ADVERTISING PAYMENTS
193	845506	R	11/5/2024	ECM PUBLISHERS, INC.	65.28	BLANKET FOR ADVERTISING PAYMENTS
194	845507	R	11/5/2024	ENERVATION INC	8,640.00	ESC-stairwells insulation repairs
195	845508	R	11/5/2024	EXPLORELEARNING, LLC	70	Gizmos Explore Learning Science simulations
196	845508	R	11/5/2024	EXPLORELEARNING, LLC	2,000.00	Gizmos Explore Learning Science simulations
197	845509	R	11/5/2024	FLINN SCIENTIFIC, INC.	224.14	Science notebooks - Hakes
198	845509	R	11/5/2024	FLINN SCIENTIFIC, INC.	295.19	9th Grade Science Order *Curriculum & Instruction #01 E
199	845509	R	11/5/2024	FLINN SCIENTIFIC, INC.	743	9th Grade Science Order *Curriculum & Instruction #01 E
200	845510	R	11/5/2024	FOLLETT CONTENT SOLUTIONS, LLC	229.99	For CHS IB Department (Kari Christensen). Examination paper
201	845511	R	11/5/2024	GOODIN COMPANY	183.6	District-wide Plumbing supplies and materials from Goodin
202	845512	R	11/5/2024	GRACENOTES LLC	595	Choir software
203	845513	R	11/5/2024	GRAINGER	95.52	2024-2025 Grainger (PPE)
204	845513	R	11/5/2024	GRAINGER	68.6	2024-2025 Grainger (PPE)
205	845514	R	11/5/2024	HAPPY NUMBERS INC.	2,175.00	Happy Numbers Application
206	845515	R	11/5/2024	HEIDI ANNE WORLDWIDE CORP	105.07	MASCOT COSTUMES
207	845515	R	11/5/2024	HEIDI ANNE WORLDWIDE CORP	2,722.93	MASCOT COSTUMES
208	845516	R	11/5/2024	INDROTEC	7,858.02	INDROTEC STAFFING BLANKET PO FOR CLEANING (9)
209	845517	R	11/5/2024	KENDELL DOORS & HARDWARE, LLC	1,665.00	Robbinsdale Spanish Immersion School - New Slabs/Hinges
210	845517	R	11/5/2024	KENDELL DOORS & HARDWARE, LLC	1,875.00	Sandburg Middle School - Bottom Latch Installation
211	845518	R	11/5/2024	KFI ENGINEERS, PC	456.78	Robbinsdale Middle School Dust Collection Rooms 030 and 109
212	845518	R	11/5/2024	KFI ENGINEERS, PC	443.38	Sandburg grease trap installation
213	845518	R	11/5/2024	KFI ENGINEERS, PC	868	Noble Elementary School Grease Trap
214	845519	R	11/5/2024	KULLY SUPPLY INC	317.18	ARMSTRONG- MAINT PARTS
215	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
216	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
217	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
218	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
219	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
220	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
221	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
222	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
223	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	299	RESTOCK - Construction Paper
224	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	298	RESTOCK - Construction Paper
225	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	298	RESTOCK - Construction Paper
226	845520	R	11/5/2024	LAKESHORE LEARNING MATERIALS	464.53	Supplies for classroom.
227	845521	R	11/5/2024	LINDENMEYR MUNROE	17,160.00	RESTOCK - Copy Paper
228	845521	R	11/5/2024	LINDENMEYR MUNROE	8,240.00	RESTOCK - Copy Paper 11x17
229	845522	R	11/5/2024	LOYOLA PRESS	125.93	ENGLISH TEXTBOOKS
230	845528	R	11/5/2024	LVC COMPANIES INC	1,540.00	DW- LVC INTRUSION System service call repairs - Card
231	845528	R	11/5/2024	LVC COMPANIES INC	1,580.00	DW - LVC - emergency repair services for district fire
232	845528	R	11/5/2024	LVC COMPANIES INC	1,308.46	DW- LVC INTRUSION System service call repairs - Card
233	845528	R	11/5/2024	LVC COMPANIES INC	1,082.81	DW- LVC INTRUSION System service call repairs - Card
234	845528	R	11/5/2024	LVC COMPANIES INC	840	DW- LVC INTRUSION System service call repairs - Card
235	845528	R	11/5/2024	LVC COMPANIES INC	1,540.00	DW- LVC INTRUSION System service call repairs - Card
236	845528	R	11/5/2024	LVC COMPANIES INC	1,925.00	DW- LVC INTRUSION System service call repairs - Card
237	845528	R	11/5/2024	LVC COMPANIES INC	1,570.00	DW - LVC - emergency repair services for district fire
238	845528	R	11/5/2024	LVC COMPANIES INC	1,660.00	NHLC - LVC technician to provide and install a cellular
239	845528	R	11/5/2024	LVC COMPANIES INC	357.94	DW - LVC - emergency repair services for district fire
240	845528	R	11/5/2024	LVC COMPANIES INC	1,075.37	DW- LVC INTRUSION System service call repairs - Card
241	845528	R	11/5/2024	LVC COMPANIES INC	430	District-wide intrusion system (Lenel OnGuard, card-reader)
242	845528	R	11/5/2024	LVC COMPANIES INC	790	District-wide intrusion system (Lenel OnGuard, card-reader)
243	845529	R	11/5/2024	MINNDEPENDENT	745.5	MINNDEPENDENT Memberships INVOICE 5817
244	845530	R	11/5/2024	MN CLAY COMPANY	436.57	Adult Enrichment Pottery Supplies
245	845530	R	11/5/2024	MN CLAY COMPANY	238.78	Glaze order for pottery class
246	845531	R	11/5/2024	NCS PEARSON INC	879.87	BASC-3/Vineland Domain
247	845531	R	11/5/2024	NCS PEARSON INC	238.52	GFTA record forms
248	845532	R	11/5/2024	NEO ELECTRICAL SOLUTIONS, LLC	6,836.62	NEO electrical Solution to provide electrical safety
249	845535	R	11/5/2024	NOKOMIS SHOE SHOP	129.95	2024-2025 Nokomis Safety Shoes (PPE) - NUTRITION SERVICES -
250	845535	R	11/5/2024	NOKOMIS SHOE SHOP	150	2024-2025 Nokomis Safety Shoes (PPE) - NUTRITION SERVICES -
251	845535	R	11/5/2024	NOKOMIS SHOE SHOP	150	2024-2025 Nokomis Safety Shoes (PPE) - NUTRITION SERVICES -
252	845535	R	11/5/2024	NOKOMIS SHOE SHOP	150	2024-2025 Nokomis Safety Shoes (PPE) - NUTRITION SERVICES -
253	845535	R	11/5/2024	NOKOMIS SHOE SHOP	149.95	2024-2025 Nokomis Safety Shoes (PPE) - CUSTODIAN - NA
254	845535	R	11/5/2024	NOKOMIS SHOE SHOP	200	2024-2025 Nokomis Safety Shoes (PPE) - CUSTODIAN - MI
255	845535	R	11/5/2024	NOKOMIS SHOE SHOP	150	2024-2025 Nokomis Safety Shoes (PPE) - NUTRITION SERVICES -
256	845535	R	11/5/2024	NOKOMIS SHOE SHOP	150	2024-2025 Nokomis Safety Shoes (PPE) - NUTRITION SERVICES -
257	845536	R	11/5/2024	OXFORD UNIVERSITY PRESS	1,434.87	IB DP Chem books, Workbooks, and Kerbodle on 10/8/2024
258	845538	R	11/5/2024	PIONEER CRITICAL POWER	735	3 year service plan agreement for districtwide generators
259	845538	R	11/5/2024	PIONEER CRITICAL POWER	125.81	3 year service plan agreement for districtwide generators
260	845538	R	11/5/2024	PIONEER CRITICAL POWER	406	3 year service plan agreement for districtwide generators
261	845538	R	11/5/2024	PIONEER CRITICAL POWER	1,331.00	3 year service plan agreement for districtwide generators
262	845538	R	11/5/2024	PIONEER CRITICAL POWER	406	3 year service plan agreement for districtwide generators

Robbinsdale Area Schools
Board Disbursement Report
November 5th, 2024

	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
263	845538	R	11/5/2024	PIONEER CRITICAL POWER	406	3 year service plan agreement for districtwide generators
264	845539	R	11/5/2024	PREMIUM WATERS, INC.	30	BLANKET Water container re-fills MONTHLY SEPT
265	845539	R	11/5/2024	PREMIUM WATERS, INC.	33	BLANKET Water container re-fills MONTHLY OCT
266	845540	R	11/5/2024	PRO-ED	156.2	Life Skills/Career Exploration games
267	845541	R	11/5/2024	QUADIENT LEASING USA, INC	787.65	COOPER POSTAGE MACHINE AUG-OCT
268	845541	R	11/5/2024	QUADIENT LEASING USA, INC	787.65	COOPER POSTAGE MACHINE MAY-JUL
269	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	1,610.70	Renewal Subscriptions
270	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	189.1	Renewal Subscriptions
271	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	120.68	Renewal Subscriptions
272	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	146.34	Renewal Subscriptions
273	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	205.73	Renewal Subscriptions
274	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	156.32	Renewal Subscriptions
275	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	125.43	Renewal Subscriptions
276	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	1,238.42	Renewal Subscriptions
277	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	189.1	Renewal Subscriptions
278	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	205.73	Renewal Subscriptions
279	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	191	Renewal Subscriptions
280	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	206.68	Renewal Subscriptions
281	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	364.9	Renewal Subscriptions
282	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	2,302.28	Renewal Subscriptions
283	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	2,743.68	Renewal Subscriptions
284	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	2,932.69	Renewal Subscriptions
285	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	2,267.90	Renewal Subscriptions
286	845542	R	11/5/2024	REGENTS OF THE UNIVERSITY OF MINNESOTA	418.32	Renewal Subscriptions
287	845545	R	11/5/2024	RICOH USA, INC	14.33	COPY MACHINE S/N #: C26000245 - ADDITIONAL IMAGES
288	845545	R	11/5/2024	RICOH USA, INC	9.11	Copier/fax for SEA Office - ADDITIONAL IMAGES
289	845545	R	11/5/2024	RICOH USA, INC	1.99	OFFICE SUPPLIES S/N #: C84067546 - ADDITIONAL IMAGES
290	845545	R	11/5/2024	RICOH USA, INC	175.16	Ricoh Copier Refresh Fair School @ Pilgrim Lane S/N#:
291	845545	R	11/5/2024	RICOH USA, INC	142.15	Sandburg Middle School S/N #: C84335967 - ADDITIONAL
292	845545	R	11/5/2024	RICOH USA, INC	172.84	Ricoh Copier Refresh FAIR School S/N #: C84335969 -
293	845545	R	11/5/2024	RICOH USA, INC	-10.36	RICOH COPIER FOR WAREHOUSE S/N C84027769 - ADDITIONAL
294	845545	R	11/5/2024	RICOH USA, INC	51.82	HIGHVIEW MP7503 S/N #: C84387774 STAPLE CARTRIDGE
295	845546	R	11/5/2024	SARGENT WELCH	451.79	9th Grade Science Order *Curriculum & Instruction #01 E
296	845547	R	11/5/2024	SENROR WOOLY	567.15	Global Language Software
297	845551	R	11/5/2024	STAPLES ADVANTAGE	35.8	Label/ Ink/stamp/tape/sharpie/pens/mouse/calendar/ sticky
298	845551	R	11/5/2024	STAPLES ADVANTAGE	4.7	Label/ Ink/stamp/tape/sharpie/pens/mouse/calendar/ sticky
299	845551	R	11/5/2024	STAPLES ADVANTAGE	9.99	Label/ Ink/stamp/tape/sharpie/pens/mouse/calendar/ sticky
300	845551	R	11/5/2024	STAPLES ADVANTAGE	384.69	Label/ Ink/stamp/tape/sharpie/pens/mouse/calendar/ sticky
301	845551	R	11/5/2024	STAPLES ADVANTAGE	217.48	Supplies
302	845551	R	11/5/2024	STAPLES ADVANTAGE	297.83	toner
303	845551	R	11/5/2024	STAPLES ADVANTAGE	151.22	Office Supplies
304	845551	R	11/5/2024	STAPLES ADVANTAGE	30.24	Office Supplies
305	845551	R	11/5/2024	STAPLES ADVANTAGE	23.19	Supplies
306	845551	R	11/5/2024	STAPLES ADVANTAGE	185.68	Supplies
307	845551	R	11/5/2024	STAPLES ADVANTAGE	192.37	Classroom supplies
308	845551	R	11/5/2024	STAPLES ADVANTAGE	60.17	Neill -- Office
309	845551	R	11/5/2024	STAPLES ADVANTAGE	488.96	KRISTEN - TONER CARTRIDGE
310	845551	R	11/5/2024	STAPLES ADVANTAGE	757.12	Art Dept Order
311	845551	R	11/5/2024	STAPLES ADVANTAGE	15.29	Supply order for CHS Media Center
312	845551	R	11/5/2024	STAPLES ADVANTAGE	77.78	Supply order for CHS Media Center
313	845551	R	11/5/2024	STAPLES ADVANTAGE	10.37	Supplies for schools
314	845552	R	11/5/2024	STATE SUPPLY COMPANY INC	72.47	
315	845553	R	11/5/2024	STERICYCLE, INC	412.87	BLANKET ORDER FOR SHREDDING NEEDS
316	845553	R	11/5/2024	STERICYCLE, INC	96.27	BLANKET ORDER FOR SHREDDING NEEDS
317	845553	R	11/5/2024	STERICYCLE, INC	680.81	2024-2025 Sharps mail back program
318	845554	R	11/5/2024	THERAPRO INC	62.95	Listening comprehension Test records
319	845555	R	11/5/2024	TRIMARK HOCKENBERGS	10,451.58	Ovens for Meadow Lake
320	845557	R	11/5/2024	TRUSTWORTHY GLASS	1,590.00	Purchase & Install - Security Window Glass @ FAIR-PLE Main
321	845557	R	11/5/2024	TRUSTWORTHY GLASS	1,115.00	NOBLE ELEMENTARY - Insulated Glass Replacement and Labor
322	845557	R	11/5/2024	TRUSTWORTHY GLASS	50	Lakeview Room #202 - Clear Tempered Glass
323	845557	R	11/5/2024	TRUSTWORTHY GLASS	110	Sandburg Middle School (Door #4) - Clear Tempered Glass
324	845558	R	11/5/2024	ULINE	336	RESTOCK - Stretch Wrap (Uline S-2190)
325	845558	R	11/5/2024	ULINE	50.06	RESTOCK - Stretch Wrap (Uline S-2190)
326	845559	R	11/5/2024	WPS	2,079.00	Re-order of ASRS protocol from the correct vendor
327	845560	R	11/5/2024	CITY OF NEW HOPE	4,747.26	SROSERVICES- COOPER HIGH SCHOOL SUMMER SCHOOL- JUNE 10,
328	845561	R	11/5/2024	ISD #622 EDUCATION CENTER	2,283.90	FY24 NON-RESIDENT TUITION BILL
329	845562	R	11/5/2024	ISD 272 EDEN PRAIRIE SCHOOL	105	HUG HOME VISITING WITH ISD #272 DURING MARCH 2024
330	845562	R	11/5/2024	ISD 272 EDEN PRAIRIE SCHOOL	210	HUG HOME VISITING WITH ISD #272 DURING APRIL 2024
331	845563	R	11/5/2024	ISD 287	38,671.69	ALC FISCAL HOST ESSERIII (FIN161)- NECA- JUNE, 2024
332	845564	R	11/5/2024	ISD 318 - GRAND RAPIDS PUBLIC SCHOOLS	1,373.49	TUITION BILLING CARE AND TREATMENT - 6/12/23-8/3/23
333	845565	R	11/5/2024	ISD# 347 - WILMAR PUBLIC SCHOOLS	511.88	TUITION BILLING CARE AND TREATMENT- EW- FY24
334	845566	R	11/5/2024	MANIKOWSKI, SUSAN	14.99	REIMBURSE FOR BROKEN EYE GLASS FRAMES
335	845567	R	11/5/2024	MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE	3,624.30	FALL SEMESTER, 2023- PSEO- ARMSTRONG, FALL SEMESTER, 2023-
336	845567	R	11/5/2024	MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE	6,523.74	FALL SEMESTER, 2023- PSEO- ARMSTRONG, FALL SEMESTER, 2023-
337	845567	R	11/5/2024	MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE	5,315.64	SPRING SEMESTER, 2024- PSEO- ARMSTRONG, SPRING SEMESTER,
338	845567	R	11/5/2024	MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE	8,698.32	SPRING SEMESTER, 2024- PSEO- ARMSTRONG, SPRING SEMESTER,
339	845568	R	11/5/2024	ABELLEIRA INTERACTIVE	450	ADD TEXT TO SPEECH CAPABILITY TO ARTICLES ON PANDA WEBSITE
340	845569	R	11/5/2024	ALHANIDI, ZAHARA	130	WSI SWIM SUB AT \$20/HOUR - 10/15/24- 3.25 HOURS & 10/17/24-
341	845570	R	11/5/2024	BALANCED LIFE TAI CHI	434.7	TAI CHI YANG STYLE A66A24 9/10/2024-10/15/2024 - 9 STUDENTS
342	845571	R	11/5/2024	Beaulieu, Ann	233.5	CPR/FIRST AID A85B24 10/9/2024 - CPR TEST OUT 2.5
343	845572	R	11/5/2024	BECCARD, SETH	125	VARSITY FOOTBALL OFFICIAL - COOPER VS. HASTINGS
344	845573	R	11/5/2024	BERGH, MADELINE	100	DEBATE JUDGE
345	845576	R	11/5/2024	BLAZERWORKS	6,587.50	PERIOD END DATE 10/6/2024: PARAPROFESSIONALS, SCHOOL LPNS,
346	845576	R	11/5/2024	BLAZERWORKS	3,400.00	PERIOD END DATE 10/6/2024: PARAPROFESSIONALS, SCHOOL LPNS,
347	845576	R	11/5/2024	BLAZERWORKS	3,400.00	PERIOD END DATE 10/6/2024: PARAPROFESSIONALS, SCHOOL LPNS,
348	845576	R	11/5/2024	BLAZERWORKS	49,032.37	PERIOD END DATE 10/6/2024: PARAPROFESSIONALS, SCHOOL LPNS,
349	845576	R	11/5/2024	BLAZERWORKS	10,972.74	PERIOD END DATE 10/6/2024: PARAPROFESSIONALS, SCHOOL LPNS,

Robbinsdale Area Schools
Board Disbursement Report
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	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
350	845576	R	11/5/2024	BLAZERWORKS	5,950.00	PERIOD END DATE 10/13/2024:PARAPROFESSIONALS, SCHOOL LPNs,
351	845576	R	11/5/2024	BLAZERWORKS	3,400.00	PERIOD END DATE 10/13/2024:PARAPROFESSIONALS, SCHOOL LPNs,
352	845576	R	11/5/2024	BLAZERWORKS	2,380.00	PERIOD END DATE 10/13/2024:PARAPROFESSIONALS, SCHOOL LPNs,
353	845576	R	11/5/2024	BLAZERWORKS	1,912.50	PERIOD END DATE 10/13/2024:PARAPROFESSIONALS, SCHOOL LPNs,
354	845576	R	11/5/2024	BLAZERWORKS	41,680.25	PERIOD END DATE 10/13/2024:PARAPROFESSIONALS, SCHOOL LPNs,
355	845576	R	11/5/2024	BLAZERWORKS	11,373.30	PERIOD END DATE 10/13/2024:PARAPROFESSIONALS, SCHOOL LPNs,
356	845577	R	11/5/2024	BUDD, JOHN	70	ADAPTED SOCCER CI OFFICIAL ROBINS VS. PARK CENTER
357	845578	R	11/5/2024	CAMP, NICHELLE	64	ADVENTURE CLUB INVOICE SEP 02-SAP 13, TO REFUND PARENT SEPT
358	845579	R	11/5/2024	CHAU, HEP	100	DEBATE JUDGE
359	845580	R	11/5/2024	CITY OF PLYMOUTH	400	PMS- FALSE ALARM #'S: #17; OCCURED ON: 09.21.2024, AND #18;
360	845581	R	11/5/2024	CITY OF ROBBINSDALE	4,179.43	RMS- WATER SERVICE/SEWER SERVICE/STROM DRAINAGE FOR BILLING
361	845581	R	11/5/2024	CITY OF ROBBINSDALE	1,502.58	LKV- WATER SERVICE/SEWER SERVICE/STORM DRAINAGE FOR BILLING
362	845582	R	11/5/2024	CITY OF ST LOUIS PARK	440	WESTWOOD HILLS NATURE CENTER PROGRAMS
363	845583	R	11/5/2024	CITY OF ST LOUIS PARK	605	KINDERGARTEN FIELD TRIP TO WESTWOOD NATURE CENTER 11/2024
364	845584	R	11/5/2024	CONSTANTINE DANCE CLASSES, INC.	502.5	EASY PARTNER DANCING FOR ALL OCCASIONS 9/15/2024 TO
365	845585	R	11/5/2024	COON RAPIDS HIGH SCHOOL	90	DEBATE INVITE ENTRY FEE
366	845585	R	11/5/2024	COON RAPIDS HIGH SCHOOL	35	HOUSE/SENATE ENTRIES - DEBATE TOURNAMENT OCT. 5
367	845586	R	11/5/2024	DERKSEN, CAROLYN	125	VARSITY FOOTBALL OFFICIAL - COOPER VS. B. JEFFERSON
368	845587	R	11/5/2024	FLOWERS, CHRIS	70	PI ADAPTED SOCCER OFFICIAL
369	845587	R	11/5/2024	FLOWERS, CHRIS	70	ADAPTED SOCCER CI OFFICIAL - ROBINS VS. PARK CENTER
370	845588	R	11/5/2024	FRANCZAK, JOHN	89	JV FOOTBALL OFFICIAL
371	845589	R	11/5/2024	GBR INTERPRETING AND TRANSLATION SERVICES	4,320.00	ELEMENTARY CONFERENCES
372	845590	R	11/5/2024	GROTH MUSIC CO	527.74	METHOD BOOKS FOR GUITAR
373	845590	R	11/5/2024	GROTH MUSIC CO	798.42	METHOD BOOKS FOR GUITAR
374	845590	R	11/5/2024	GROTH MUSIC CO	918.1	METHOD FOR ORCHESTRA AND GUITAR BOOKS
375	845591	R	11/5/2024	GROUP TRAVEL PLANNERS, INC	1,218.00	PER PERSON INSTALLMENT
376	845592	R	11/5/2024	GUDI, SAAHIL	100	DEBATE JUDGE
377	845592	R	11/5/2024	GUDI, SAAHIL	100	DEBATE JUDGE
378	845593	R	11/5/2024	GUDI, SOUMIL	100	DEBATE JUDGE
379	845593	R	11/5/2024	GUDI, SOUMIL	100	DEBATE JUDGE
380	845594	R	11/5/2024	HACHEM, DRISS	85	VARSITY BOYS SOCCER
381	845595	R	11/5/2024	HAMMER SPORTS, LLC	120	GIRLS VOLLEYBALL
382	845595	R	11/5/2024	HAMMER SPORTS, LLC	170	7TH AND 8TH GRADE VOLLEYBALL REFS
383	845595	R	11/5/2024	HAMMER SPORTS, LLC	60	GIRLS VOLLEYBALL OFFICIALS - COOPER VS. ROOSEVELT LOWER
384	845595	R	11/5/2024	HAMMER SPORTS, LLC	170	7TH AND 8TH GRADE VOLLEYBALL REFS
385	845596	R	11/5/2024	HARRIS, PAUL	70	ADAPTED SOCCER CI OFFICIAL - ROBINS VS. COLUMBIA HEIGHTS
386	845597	R	11/5/2024	HASSE, TYLER	125	VARSITY FOOTBALL OFFICIAL - COOPER VS. HASTINGS
387	845598	R	11/5/2024	Haugen, CHRIS	125	VARSITY FOOTBALL OFFICIAL - COOPER VS. BLOOMINGTON
388	845599	R	11/5/2024	HILTON MINNEAPOLIS	1,000.00	DEPOSIT DUE ON EXPRESS AGREEMENT FOR NOV. 11TH, 2024 FALL
389	845600	R	11/5/2024	HIRTE, DIANA	144	BEGINNING CAKE DECORATING A2624 9/18/2024 - 8 STUDENTS @
390	845601	R	11/5/2024	HOUSE OF NOTE, INC.	414.5	ARMSTRONG HIGH SCHOOL REPAIRS
391	845601	R	11/5/2024	HOUSE OF NOTE, INC.	25	COOPER HIGH SCHOOL REPAIRS
392	845601	R	11/5/2024	HOUSE OF NOTE, INC.	165	FOREST ELEMENTARY REPAIRS
393	845601	R	11/5/2024	HOUSE OF NOTE, INC.	820	STRING REPAIRS ZL
394	845601	R	11/5/2024	HOUSE OF NOTE, INC.	904	STRING REPAIRS FAIR PL
395	845602	R	11/5/2024	HUFENDICK, BRETT	125	VARSITY FOOTBALL OFFICIAL - COOPER VS. B. JEFFERSON
396	845603	R	11/5/2024	HOPKINS SCHOOL - HARLEY HOPKINS FAMILY CTR	905	HUG HOME VISITING WITH ISD #272 DURING SEPTEMBER 2024
397	845604	R	11/5/2024	ISD 272 EDEN PRAIRIE SCHOOL	615	HUG HOME VISITING WITH ISD #272 DURING SEPTEMBER 2024
398	845605	R	11/5/2024	MINNETONKA AREA SCHOOLS ECFE	530	HUG HOME VISITING WITH ISD #276 DURING SEPTEMBER 2024
399	845606	R	11/5/2024	ISD#279 - OSSEO AREA SCHOOLS	1,165.00	HUG HOME VISITING WITH ISD #279 DURING SEPTEMBER 2024
400	845607	R	11/5/2024	ISD#284 WAYZATA AREA SCHOOLS ECFE	105	HUG HOME VISITING WITH ISD #284 DURING SEPTEMBER 2024
401	845608	R	11/5/2024	ISD#284 - WAYZATA HIGH SCHOOL	45	DEBATE INVITE ENTRY FEE
402	845608	R	11/5/2024	ISD#284 - WAYZATA HIGH SCHOOL	22.5	ENTRY #706090 ENTRIES IN HOUSE - CONGRESS / SENATE -
403	845609	R	11/5/2024	ISD 287	4,474.22	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
404	845609	R	11/5/2024	ISD 287	9,952.16	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
405	845609	R	11/5/2024	ISD 287	4,560.79	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
406	845609	R	11/5/2024	ISD 287	13,727.98	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
407	845609	R	11/5/2024	ISD 287	74,792.97	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
408	845609	R	11/5/2024	ISD 287	56,533.65	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
409	845609	R	11/5/2024	ISD 287	13,682.38	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
410	845609	R	11/5/2024	ISD 287	11,245.35	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
411	845609	R	11/5/2024	ISD 287	462.09	OCTOBER 2024: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
412	845610	R	11/5/2024	J W PEPPER & SON, INC	105.86	METHOD BOOKS FOR INSTRUMENTAL CLASS AT FAIR C
413	845610	R	11/5/2024	J W PEPPER & SON, INC	299.72	METHOD BOOKS FOR INSTRUMENTAL CLASS AT FAIR C
414	845610	R	11/5/2024	J W PEPPER & SON, INC	135.99	MUSIC FOR ALL DISTRICT CHOIR
415	845610	R	11/5/2024	J W PEPPER & SON, INC	489.77	CONSUMABLES FOR BAND
416	845611	R	11/5/2024	M & D SPORTS SERVICES	208	BOYS SOCCER OFFICIALS ASSIGNER FEE
417	845612	R	11/5/2024	MALLEY, DAVID	70	ADAPTED SOCCER CI OFFICIAL - ROBINS VS. COLUMBIA HEIGHTS
418	845613	R	11/5/2024	MEDINA ENTERTAINMENT CENTER	7,000.00	VENUE FOR PROM 2025
419	845614	R	11/5/2024	MESPA - MN ELEMENTARY SCHOOL PRINCIPAL ASSOC	962	MESPA RENEWAL HEATHER HANSON
420	845615	R	11/5/2024	METRO VOLLEYBALL OFFICIAL ASSOCIATION, LLC	120	VOLLEYBALL OFFICIALS
421	845615	R	11/5/2024	METRO VOLLEYBALL OFFICIAL ASSOCIATION, LLC	270	GIRLS VB OFFICIAL - COOPER VS. MPLS ROOSEVELT
422	845616	R	11/5/2024	MINNESOTA ELITE ASSIGNING LLC	411	VOLLEYBALL OFFICIALS
423	845616	R	11/5/2024	MINNESOTA ELITE ASSIGNING LLC	369	ASSIGNOR INVOICE - BOYS SOCCER GAMES LOWER LEVEL 9/26-10/1,
424	845616	R	11/5/2024	MINNESOTA ELITE ASSIGNING LLC	315	ASSIGNOR INVOICE - BOYS SOCCER GAMES LOWER LEVEL 9/26-10/1,
425	845617	R	11/5/2024	MINNSPRA	200	MINNSPRA FALL CONFERENCE REGISTRATION FOR TOYA STEWART
426	845618	R	11/5/2024	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	885	MASSP RENEWAL FOR TAMIKO THOMAS PMS
427	845618	R	11/5/2024	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	885	MASSP RENEWAL FOR CHARLES JOHNSON NIXON
428	845619	R	11/5/2024	MN LANDSCAPE ARBORETUM	690	GREEN GROCERY FIELD TRIP 5/21/2024
429	845620	R	11/5/2024	MN DEPT LABOR & INDUSTRY	100	PMS MUSIC- ELV- 1054482 ELEVATOR ANNUAL OP.
430	845621	R	11/5/2024	MNSAA	150	MNSAA CONFERENCE - EARLY BIRD REGISTRATION
431	845622	R	11/5/2024	MOHN, MONICA	136	TAYLOR SWIFT "SHAKE IT OFF" LINE DANCE A6824 9/23/2024 - 7
432	845623	R	11/5/2024	MORBEN, BRYAN	125	VARSITY FOOTBALL OFFICIAL - COOPER VS. HASTINGS
433	845624	R	11/5/2024	NIESON, ANDREW	15	VARSITY SOCCER OFFICIAL (PREVIOUSLY PAID WRONG RATE - THIS
434	845625	R	11/5/2024	NYSTROM PUBLISHING COMPANY	10,706.05	LEVY - TECHNOLOGY BOOKLET - EIGHT PAGER
435	845625	R	11/5/2024	NYSTROM PUBLISHING COMPANY	3,376.53	LEVY - 6x9 CARD - LEGAL MAILING
436	845626	R	11/5/2024	OFFICE OF MN IT SERVICES	4,694.55	SEPTEMBER 2024 LANGUAGE LINE SERVICE

Robbinsdale Area Schools
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	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
437	845627	R	11/5/2024	PEREZ, CHRISTIAN	85	BOYS VARSITY SOCCER OFFICIAL - 9/24 - COOPER VS. RICHFIELD
438	845628	R	11/5/2024	PMA SECURITIES, LLC	2,000.00	2023 ANNUAL REPORT REQUIRED BY THE DISTRICT'S CONTINUING
439	845629	R	11/5/2024	POLACEK, DOUGLAS	125	Varsity Football Official
440	845630	R	11/5/2024	POLOMIS, TAYLOR	70	ADAPTED SOCCER CI - ROBINS VS. CENTENNIAL
441	845631	R	11/5/2024	RANADE, PIYUSH	125	Varsity Football Official - COOPER VS. HASTINGS
442	845632	R	11/5/2024	Ross, Lyndsey	1,050.00	COORDINATE YOUTH AND ADULT AQUATIC PROGRAMMING 9/12/2024 -
443	845633	R	11/5/2024	RUIZ, ANTHONY	70	ADAPTED SOCCER CI OFFICIAL - ROBINS VS. CENTENNIAL
444	845634	R	11/5/2024	SANCHEZ, GIOVANA	100	DEBATE JUDGE
445	845635	R	11/5/2024	SCHMID, BRIAN	125	Varsity Football Official
446	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	177	INSTRUMENT REPAIRS PMS
447	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	57	INSTRUMENT REPAIRS PMS
448	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	232	INSTRUMENT REPAIRS CHS
449	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	47	INSTRUMENT REPAIRS CHS
450	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	97	INSTRUMENT REPAIRS CHS
451	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	-30	CREDIT INVOICE (5552697)
452	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	-29.69	CREDIT INVOICE (5609833)
453	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	107.23	DRUM REPAIRS FAIR CRYSTAL
454	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	35.4	MISC SUPPLIES
455	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	136	REPAIRS COOPER
456	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	67	REPAIRS COOPER
457	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	40	REPAIRS COOPER
458	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	99	REPAIRS MEADOW LAKES
459	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	-22	CREDIT FOR INVOICE 5517549
460	845638	R	11/5/2024	SCHMITT MUSIC COMPANY	-90	CREDIT INVOICE
461	845639	R	11/5/2024	SCHOEN, MATTHEW	82	GIRLS SWIM OFFICIAL
462	845640	R	11/5/2024	SODEKO, INC & AFFILIATES	336	AVD STUDENTS LUNCH @ CAMPUS VISIT
463	845641	R	11/5/2024	STAGES THEATRE CO	2,000.00	MUSICAL THEATRE RESIDENCY AT FAIR PILGRIM LANE MSAB GRANT
464	845642	R	11/5/2024	STRAIT STUFF SCREEN PRINTING	50.35	PC55 CHARCOAL 6XL SHIRT, PC55 LONG SLEEVE CHARCOAL 6XL
465	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	244.16	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
466	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	180.05	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
467	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	2,118.08	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
468	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	481.4	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
469	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	91.2	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
470	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	349.2	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
471	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	95.76	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
472	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	137.48	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
473	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	199.2	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
474	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	242.5	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
475	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	199.2	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
476	845643	R	11/5/2024	SYMMETRY ENERGY SOLUTIONS, LLC	181.2	NATURAL GAS DELIVERIES- SEPTEMBER 2024: CHS, NEI, LKV, MLE,
477	845644	R	11/5/2024	THREE RIVERS PARK DISTRICT	112.5	FAMILY ARCHERY AF3824 10/9/2024
478	845645	R	11/5/2024	THREE RIVERS PARK DISTRICT	1,350.00	5TH GRADE FIELD TRIP BAKER LEARNING CENTER
479	845646	R	11/5/2024	TRAINING ROOM, INC	526.56	ATHLETIC TRAINING ROOM SUPPLIES
480	845646	R	11/5/2024	TRAINING ROOM, INC	179.33	ATHLETIC TRAINING ROOM SUPPLIES - MUELLER TAPE
481	845647	R	11/5/2024	TRINH, NOLAN	100	DEBATE JUDGE
482	845648	R	11/5/2024	UNDER PRESSURE BREWING COMPANY	242	UKRAINIAN EGG DECORATING A9824 10/9/2024 - 11 STUDENTS @
483	845649	R	11/5/2024	VANTTORNE, VEDA	100	DEBATE JUDGE
484	845650	R	11/5/2024	WELSH, NICKIE	45	USE VENMO SAFELY A10824 10/3/2024 - 3 STUDENTS @
485	845650	R	11/5/2024	WELSH, NICKIE	30	CANVA FOR AWESOME BEGINNERS! 10/10/2024 - 2 STUDENTS @
486	845651	R	11/5/2024	ZRUST, DAN	152	GIRLS SWIM & DIVE OFFICIAL
487	845651	R	11/5/2024	ZRUST, DAN	142	GIRLS SWIM & DIVE OFFICIAL
488	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	1,107.54	FOREST FFVP
489	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	977.04	FOREST FFVP
490	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	1,322.50	FOREST FFVP
491	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	-153.75	FOREST FFVP- Credit
492	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	1,318.75	FOREST FFVP
493	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	123	FOREST FFVP
494	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	30.75	FOREST FFVP
495	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	530.85	LKE FFVP
496	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	381.65	LKE FFVP
497	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	881.42	LKE FFVP
498	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	457.98	LKE FFVP
499	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	-30.75	LKE FFVP
500	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	-41.6	MLE FFVP - Credit
501	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	1,107.54	MLE FFVP
502	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	1,322.50	MLE FFVP
503	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	977.04	MLE FFVP
504	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	310.75	MLE FFVP
505	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	870	MLE FFVP
506	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	669.45	NEILL FFVP
507	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	869.73	NEILL FFVP
508	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	724.55	NEILL FFVP
509	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	686.43	NOBLE FFVP
510	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	606.33	NOBLE FFVP
511	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	793.5	NOBLE FFVP
512	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	1,050.94	NORTHPORT FFVP
513	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	206.75	NORTHPORT FFVP
514	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	1,211.95	NORTHPORT FFVP
515	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	1,203.69	NORTHPORT FFVP
516	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	957	NORTHPORT FFVP
517	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	310.75	NORTHPORT FFVP
518	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	793.5	SOE FFVP
519	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	606.33	SOE FFVP
520	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	782.58	SOE FFVP
521	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	190.75	SOE FFVP
522	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	705.5	SOE FFVP
523	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	207.25	SOE FFVP

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	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
524	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	274.47	SCAF Produce SOE
525	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	293.85	SCAF Produce SOE
526	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	197.89	SCAF Produce SOE
527	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	223.25	SCAF Produce SOE
528	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	247.12	SCAF Produce SOE
529	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	147.88	SCAF Produce FOE
530	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	54.5	SCAF Produce FOE
531	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	61.1	SCAF Produce FOE
532	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	188.49	SCAF Produce FOE
533	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	81.75	SCAF Produce LKE
534	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	162.62	SCAF Produce SEA
535	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	136.85	SCAF Produce SEA
536	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	165.89	SCAF Produce SEA
537	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	125.31	SCAF Produce MLE
538	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	134.94	SCAF Produce MLE
539	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	142.19	SCAF Produce MLE
540	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	128.03	SCAF Produce MLE
541	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	15.58	SCAF Produce NEILL
542	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	243.82	SCAF Produce RSI
543	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	154.3	SCAF Produce RSI
544	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	186.78	SCAF Produce RSI
545	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	171.2	SCAF Produce RSI
546	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	52.68	SCAF Produce RSI
547	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	120.44	SCAF Produce NPE
548	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	223.2	SCAF Produce NPE
549	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	264.82	SCAF Produce NPE
550	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	223.6	SCAF Produce NPE
551	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	70.08	SCAF Produce FPLE
552	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	181.05	SCAF Produce FPLE
553	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	187.84	SCAF Produce FPLE
554	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	148.36	SCAF Produce FPLE
555	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	120.14	SCAF Produce ZLE
556	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	124	SCAF Produce ZLE
557	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	164.87	SCAF PRODUCE PMS
558	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	159.19	SCAF PRODUCE RMS
559	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	311.95	SCAF PRODUCE RMS
560	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	69.83	SCAF PRODUCE RMS
561	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	411.98	SCAF PRODUCE RMS
562	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	44.27	SCAF PRODUCE SMS
563	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	169.59	SCAF PRODUCE SMS
564	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	115.17	SCAF PRODUCE CHS
565	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	201.47	SCAF PRODUCE CHS
566	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	76.94	SCAF PRODUCE CHS
567	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	209.16	SCAF PRODUCE CHS
568	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	137.69	SCAF PRODUCE AHS
569	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	248.73	SCAF PRODUCE AHS
570	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	27.25	SCAF PRODUCE FAIR CRYSTAL
571	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	90.73	SCAF PRODUCE FAIR CRYSTAL
572	845665	R	11/5/2024	BIX PRODUCE COMPANY, LLC	48.26	SCAF PRODUCE FAIR CRYSTAL
573	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	221.95	SCAF MILK FOE
574	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	227.16	SCAF MILK FAIR CRYSTAL
575	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	393.04	SCAF MILK NPE
576	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	206.81	SCAF MILK CHS
577	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	417.36	SCAF MILK CHS
578	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	543	SCAF MILK AHS
579	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	250.24	SCAF MILK AHS
580	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	88.16	SCAF MILK ZLE
581	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	237.27	SCAF MILK ZLE
582	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	277.97	SCAF MILK FPLE
583	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	276.96	SCAF MILK PMS
584	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	332.92	SCAF MILK PMS
585	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	92.32	SCAF MILK SOE
586	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	481	SCAF MILK RSI
587	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	279.67	SCAF MILK RSI
588	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	154.21	SCAF MILK SMS
589	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	188.76	SCAF MILK NEILL
590	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	226.25	SCAF MILK RMS
591	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	215.62	SCAF MILK RMS
592	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	385.11	SCAF MILK SEA
593	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	183.73	SCAF MILK MLE
594	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	180.09	SCAF MILK MLE
595	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	199.39	SCAF MILK FOE
596	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	205.9	SCAF MILK FAIR CRYSTAL
597	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	213.28	SCAF MILK LKE
598	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	156.1	SCAF MILK NOBLE
599	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	154.21	SCAF MILK SMS
600	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	320.21	SCAF MILK NPE
601	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	156.1	SCAF MILK NOE
602	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	163.2	SCAF MILK FOE
603	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	178.13	SCAF MILK NEILL
604	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	158.86	SCAF MILK SOE
605	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	99.7	SCAF MILK FPLE
606	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	314.79	SCAF MILK RSI
607	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	406.73	SCAF MILK CHS
608	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	294.58	SCAF MILK CHS
609	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	520.83	SCAF MILK AHS
610	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	394.8	SCAF MILK AHS

Robbinsdale Area Schools
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	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
611	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	180.48	SCAF MILK ZLE
612	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	213.66	SCAF MILK ZLE
613	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	256.71	SCAF MILK FPLE
614	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	179.18	SCAF MILK FPLE
615	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	284.34	SCAF MILK PMS
616	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	276.08	SCAF MILK PMS
617	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	168.55	SCAF MILK SOE
618	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	78.05	SCAF MILK SOE
619	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	481	SCAF MILK RSI
620	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	167.98	SCAF MILK SMS
621	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	207.72	SCAF MILK SMS
622	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	205.02	SCAF MILK NEILL
623	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	268.63	SCAF MILK NEILL
624	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	156.1	SCAF MILK NOBLE
625	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	156.1	SCAF MILK NOBLE
626	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	296.04	SCAF MILK SEA
627	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	211.46	SCAF MILK SEA
628	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	323.74	SCAF MILK MLE
629	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	213.8	SCAF MILK MLE
630	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	266.81	SCAF MILK FOE
631	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	228.8	SCAF MILK FOE
632	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	196.18	SCAF MILK FAIR CRYSTAL
633	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	136.66	SCAF MILK FAIR CRYSTAL
634	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	244.78	SCAF MILK NPE
635	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	138.48	SCAF MILK NPE
636	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	146.38	SCAF MILK LKE
637	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	226.25	SCAF MILK RMS
638	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	156.49	SCAF MILK LKE
639	845676	R	11/5/2024	ST PAUL BEVERAGE SOLUTIONS, LLC	226.25	SCAF MILK RMS
640	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	362.76	SMS BFK
641	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	239.46	SMS BFK
642	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,950.36	SMS LUNCH
643	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,301.92	SMS LUNCH
644	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	459.83	SMS LUNCH
645	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	199.45	SMS BFK
646	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	30.95	SMS lunch
647	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	223.56	SMS lunch
648	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,651.99	SMS lunch
649	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	514.84	SMS lunch
650	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	12	SMS lunch
651	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	54	FPLE EARLY ADVENTURES
652	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	54	FPLE EARLY ADVENTURES
653	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	52.16	FPLE EARLY ADVENTURES
654	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	495.26	FPLE BFK
655	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,257.30	FPLE BFK
656	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,106.39	FPLE BFK
657	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	803.12	FPLE BFK
658	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,056.87	FPLE BFK
659	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	18.45	FPLE LUNCH
660	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,189.54	FPLE LUNCH
661	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,976.10	FPLE LUNCH
662	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	18.45	FPLE LUNCH
663	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	18.45	FPLE LUNCH
664	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	27.21	FPLE LUNCH
665	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,087.65	FPLE LUNCH
666	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	710.69	FOE BFK
667	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	970.6	FOE BFK
668	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,159.47	FOE BFK
669	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,674.44	FOE LUNCH
670	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,066.21	FOE LUNCH
671	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	12.2	FOE LUNCH
672	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	FOE LUNCH
673	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,009.08	FOE LUNCH
674	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	62.43	FOE ADVENTURE CLUB
675	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,947.66	LKE LUNCH
676	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	LKE LUNCH
677	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,077.23	LKE LUNCH
678	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,739.76	LKE LUNCH
679	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	30.95	LKE LUNCH
680	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	464.62	LKE bfk
681	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,167.75	LKE bfk
682	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	611.32	LKE bfk
683	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	770.77	MLE BFK
684	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,096.15	MLE BFK
685	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	877.3	MLE BFK
686	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	41.93	MLE BFK
687	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,083.48	MLE LUNCH
688	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,956.53	MLE LUNCH
689	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	MLE LUNCH
690	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,078.70	MLE LUNCH
691	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	195.47	NEILL LUNCH
692	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,153.09	NEILL LUNCH
693	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,794.65	NEILL LUNCH
694	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	12.2	NEILL LUNCH
695	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	41.62	NEILL LUNCH
696	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	NEILL LUNCH
697	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	188.13	NEILL LUNCH

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	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
698	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,627.29	NEILL LUNCH
699	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	439.54	NEILL Breakfast
700	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	909.07	NEILL Breakfast
701	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	674.65	NEILL Breakfast
702	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	461.82	NOBLE BFK
703	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	600.17	NOBLE BFK
704	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	380.27	NOBLE BFK
705	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	359.88	NOBLE LUNCH
706	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	63.96	NOBLE LUNCH
707	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,358.83	NOBLE LUNCH
708	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,726.68	NOBLE LUNCH
709	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	373.58	NOBLE LUNCH
710	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	732.51	NOBLE LUNCH
711	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	-90	NOBLE LUNCH - Overpayment
712	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	30.95	NORTHPORT LUNCH
713	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,699.22	NORTHPORT LUNCH
714	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,147.56	NORTHPORT LUNCH
715	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	AHS LUNCH
716	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,867.85	NORTHPORT LUNCH
717	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	30.95	NORTHPORT LUNCH
718	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,046.63	NORTHPORT BFK
719	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,653.91	NORTHPORT BFK
720	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	605.75	NORTHPORT BFK
721	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,079.70	NORTHPORT BFK
722	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	111.78	AHS LUNCH
723	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,046.73	AHS LUNCH
724	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	-16.22	SEA LUNCH
725	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,524.06	SEA LUNCH
726	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,613.66	SEA LUNCH
727	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	12.5	SEA LUNCH
728	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,828.83	SEA LUNCH
729	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,047.38	SEA BFK
730	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	828.44	SEA BFK
731	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	831.06	SEA BFK
732	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	724.09	SEA BFK
733	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	647.94	SOE BFK
734	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	329.92	SOE BFK
735	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	421.29	SOE BFK
736	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	572.57	SOE BFK
737	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,702.16	SOE LUNCH
738	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	945.07	SOE LUNCH
739	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,495.79	SOE LUNCH
740	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	SOE LUNCH
741	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,189.91	SOE LUNCH
742	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	22.68	SOE LUNCH
743	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,656.03	RSI LUNCH
744	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,793.60	RSI LUNCH
745	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	986.98	RSI LUNCH
746	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,988.71	RSI LUNCH
747	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,546.70	RSI LUNCH
748	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	527.22	RSI BFK
749	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	768.06	RSI BFK
750	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	479.85	RSI BFK
751	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	762.71	RSI BFK
752	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	674.52	RSI BFK
753	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	26.34	ZLE LUNCH
754	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	ZLE LUNCH
755	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,287.17	ZLE LUNCH
756	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	994.84	ZLE LUNCH
757	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,323.40	ZLE LUNCH
758	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	375.71	ZLE BFK
759	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	334.05	ZLE BFK
760	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	463.7	ZLE BFK
761	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	289.78	ZLE ADVENTURE CLUB
762	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	43.45	RMS lynch
763	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	44	AHS LUNCH
764	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	5,800.44	AHS LUNCH
765	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	208.93	AHS LUNCH
766	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	5,852.59	AHS LUNCH
767	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	79	AHS LUNCH
768	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	5,853.91	AHS LUNCH
769	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,170.82	AHS BFK
770	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,025.98	AHS BFK
771	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,273.43	AHS BFK
772	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,274.62	CHS BFK
773	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,112.61	CHS BFK
774	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	568.78	CHS BFK
775	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	-30.24	CHS BFK
776	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	708.32	CHS BFK
777	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	3,095.61	CHS Lunch
778	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	CHS Lunch
779	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,794.93	CHS Lunch
780	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	30.95	CHS Lunch
781	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	4,109.45	CHS Lunch
782	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,175.46	CHS Lunch
783	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	3,197.27	CHS Lunch
784	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	3,394.58	CHS Lunch

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1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
785	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	44	CHS Lunch
786	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,532.77	PMS LUNCH
787	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	66.61	PMS LUNCH
788	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	32	PMS LUNCH
789	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	-35.89	PMS LUNCH
790	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,171.16	PMS LUNCH
791	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	100.62	PMS LUNCH
792	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	503.01	PMS LUNCH
793	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	PMS LUNCH
794	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	3,334.90	PMS LUNCH
795	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,559.15	PMS LUNCH
796	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	333.62	PMS BFK
797	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	270.92	PMS BFK
798	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	617.95	PMS BFK
799	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	147.74	PMS BFK
800	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	614.48	FAIR CRYSTAL BFK
801	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	465.62	FAIR CRYSTAL BFK
802	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	297.94	FAIR CRYSTAL BFK
803	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	80.04	FAIR CRYSTAL BFK
804	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	186.68	FAIR CRYSTAL BFK
805	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24.7	FAIR CRYSTAL LUNCH
806	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,429.27	FAIR CRYSTAL LUNCH
807	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,917.12	FAIR CRYSTAL LUNCH
808	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	18.45	FAIR CRYSTAL LUNCH
809	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,347.81	FAIR CRYSTAL LUNCH
810	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	12	FAIR CRYSTAL LUNCH
811	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	37.2	RMS LUNCH
812	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,885.08	RMS LUNCH
813	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,922.04	RMS LUNCH
814	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	30.95	RMS LUNCH
815	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	279.45	RMS LUNCH
816	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,686.02	RMS LUNCH
817	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,225.07	RMS LUNCH
818	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	2,549.53	RMS LUNCH
819	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	24	RMS LUNCH
820	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	1,918.43	RMS LUNCH
821	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	565.57	RMS BFK
822	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	807.1	RMS BFK
823	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	584.84	RMS BFK
824	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	563.07	RMS BFK
825	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	754.89	RMS BFK
826	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	900.76	RMS BFK
827	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	347.86	SMS BFK
828	845706	R	11/5/2024	UPPER LAKES FOODS, INC.	436.89	SMS BFK
829					\$1,131,951.04	

FUTURE EVENTS:

- **November 5, 2024 - Election Day**

No School for Students

- **November 6, 2024**

Ad Hoc Safety and Security Committee Meeting - 4:30 p.m.
Policy Committee Meeting - 6:00 p.m.

- **November 12, 2024**

Canvassing the Election Results - 6:00 p.m.

- **November 14, 2024**

Ad Hoc Transportation and Capital Infrastructure Meeting -
5:30 p.m.



School Board of Robbinsdale Area Schools

Business Meeting – November 4, 2024

AGENDA SECTION: Adjourn Meeting

ITEM: 11. Adjourn Meeting

COMMENTS BY: ReNae Bowman, School Board Chair

Recommended Action: Adjourn the business meeting.

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

Time Adjourned: _____