

# SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





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

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November 18, 2019  
6:00 PM

1. CALL TO ORDER SCHOOL BOARD BUSINESS MEETING AND ROLL CALL - CHAIR BOWERMAN
2. PLEDGE OF ALLEGIANCE
3. Moment of Reflection and Appreciation of School Board Member Mary Romansky
4. WE ARE SHAKOPEE SCHOOLS

Out of several hundred middle schoolers, nine of our students -- from West and East Middle schools - were selected to participate in the ACDA All-State Honor Choir. Cannon Miller, Bodie Hanninen, Noah Kauhane, Stellan Joyce, Jonas Gerold, Sarah Armstrong, Hailey Sauer, Hogan Vaupel, and Henry Hewitt. The event was held at Mahtomedi High School on November 16, and concluded with a late afternoon concert at St. Andrew's Lutheran Church.

Presenters: Teachers | Karen Van Sickle and Gary Butler

For the first time since 1981, the Shakopee Football Team qualified for state. The Sabers played in the Class 6A state football tournament on November 7 against Lakeville North. Congrats to all of our players and coaches on your hard work!

Presenter: Head Football Coach Ray Betton

5. CONSIDERATION OF AGENDA AS PRESENTED
6. CONSENT ITEMS

6. 1. Personnel Items

- 6.1.1 **Acceptance of Resignations**

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

Norton, Larry, Program Support Assistant, High School, 11/19/2019

Mazzara, Suzanne, Program Support Assistant, Jackson Elementary School, 10/29/2019

Schubbe, Connie, Program Support Assistant, High School, 12/01/2019

**Recommended Action**

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

presented.

### **6.1.2 Approval of Certified Contract for the 2019-20 School Year**

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

Adams, Emily, Teacher, ESL, High School, BA, 9, 1.0, 11/18/2019, \$31,068.07 (prorated)

#### **Recommended Action**

Approve certified contract as presented.

### **6.1.3 Approval of Long-Term Substitute Contracts**

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, FTE, Salary

Garlock, Paul, Wagener, Tara, Teacher, Social Studies, West Middle School, 11/20/2019 through approx. 2/11/2020, MA + 30 Step 3, 1.0, \$288.76/day

McManmon, Claire, Hales, Holly, Teacher, Social Studies, High School, 10/23/2019 through approx. 12/02/2019, BA Step 3, 1.0, \$214.35/day

Jensen, Julia, N/A, Teacher, Special Services, Sweeney Elementary School, 12/02/2019 through approx. 6/05/2020, MA +10 Step 3, 1.0, \$267.51/day

Nix, Jay, Fore, Ashley, Teacher, Technology Education, West Middle School, 11/11/2019 through approx. 1/20/2020, MA Step 3, 1.0, \$256.86/day

#### **Recommended Action**

Approve the long-term substitute contracts as presented.

### **6.1.4 Approval of Non-Certified Contracts for the 2019-20 School Year**

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

Ta, Ha, Program Support Assistant, Eagle Creek Elementary School, \$16.60/hr, 10/25/2019

Yang, Vatoua, Technology Assistant, High School, \$18.30/hr, 11/04/2019

Ruzek, Roger, Custodian, West Middle School, \$17.31/hr, 10/28/2019

Fithar, Aden, Cultural Liaison, High School, \$18.28/hr, 11/04/2019

Rodriguez, Bruce, Custodian, Red Oak Elementary School, \$16.41/hr, 11/06/2019

Schroeder, Sarah, Program Support Assistant, Sweeney Elementary School, \$14.59/hr, 11/11/2019

Marin Cuevas, Concepcion, Custodian, Red Oak Elementary School, \$16.41/hr, 11/13/2019

Byrd, Stephanie, Program Support Assistant, Central Family Center, \$14.87/hr, 11/13/2019

Hofius, Joshua, Program Support Assistant, Sun Path Elementary School, \$14.59/hr, 10/23/2019

#### **Recommended Action**

Approve non-certified contracts as presented.

### **6.1.5 Approval of Co-Curricular Assignments**

Last Name, First Name, Position Title

Boeltl, Christopher, Assistant Boys Hockey Coach  
 Weber, Jeff, Assistant Boys Hockey Coach  
 Carlson, Jennifer, Assistant Boys Swim & Dive  
 Kubes, Joseph, Assistant Boys Hockey Coach  
 Huth, Christopher, Assistant Boys Hockey Coach  
 Johnston, Matthew, Knowledge Bowl  
 Bell Fleming, Liesl, Knowledge Bowl  
 Amundsen, Thomas, One Act Play  
 Brown, Andrew, One Act Play Assist  
 Schultz, Heather, Yearbook Advisor  
 Shampine, Wendy, Yearbook Advisor  
 Stone, Jody, Youth in Government

**Recommended Action**

Approve the co-curricular assignments as presented.

6. 2. Approval of Minutes of the October 28, 2019 School Board Business Meeting 7

**Recommended Action**

Approve the minutes of the October 28, 2019 School Board Business Meeting as presented.

6. 3. Consideration of Bills and Authorization to Pay Same 13

**Recommended Action**

Approve the bills and authorize to pay same as presented.

6. 4. Approval of Wires Reports 18

**Recommended Action**

Approve the wires reports as presented.

7. OLD BUSINESS

7. 1. Approval of 2nd Reading School District Policies 19

The following School District policy updates will be presented for \*2nd Reading and final approval:

- 404 Employment Background Checks
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 419 Tobacco-Free Environment
- 421 Gifts to Employees and School Board Members
- 510 School Activities
- 516 Student Medication
- 524 Internet Acceptable Use and Safety Policy
- 534 Unpaid Meal Charges
- 613 Graduation Requirements
- 703 Annual Audit
- 707 Transportation of Public School Students
- 708 Transportation of Nonpublic School Students
- 802 Disposition of Obsolete Equipment and Material
- 414FRM Confidential Student Maltreatment Reporting Form

**Recommended Action**

Approve the school district policy updates as presented.

\*Below is a link to the red-line versions of these policies that were discussed at the October 28, 2019 School Board Meeting.

<https://v3.boardbook.org/Public/PublicAgenda.aspx?ak=1000797&mk=50351313>

Presenter: Policy Committee Chair Kristi Peterson

Time: 5 minutes

- 7. 2. Finance Update 84  
Superintendent Mike Redmond will present a district financial update for the Board.  
Presenter: Superintendent Mike Redmond  
Time: 5 minutes
  
- 8. NEW BUSINESS
  
- 8. 1. Consideration to Approve: World's Best Workforce & Achievement and Integration 2018-19 Reports 85  
The board will be presented with results related to our 2018-2019 World's Best Workforce and Achievement & Integration goals as well as a preview of our 2019-2020 goals.  
Presenter: Assessment & Testing Supervisor Ford Rolfsrud and Excellence with Equity Supervisor Ray Betton  
Time: 15 minutes
  
- 8. 2. Informational Presentation: Merger of Equity and Teaching & Learning Teams 106  
An overview of our partnership with Equity Alliance MN including details for the upcoming Comprehensive Needs Assessment.  
Presenter: Sebastian Witherspoon, Executive Director of Equity Alliance MN, Ray Betton, Equity Supervisor and Nancy Thul, Director of Teaching and Learning  
Time: 15 minutes
  
- 8. 3. Informational Presentation: EL Graduation Plans  
Overview of plan to identify pathways to graduation for English Learners by service level (Newcomers to Level 4) will be presented.  
Presenter: Director of Teaching & Learning Nancy Thul and EL Coordinator Myrlene Schneck  
Time: 5 minutes
  
- 8. 4. Consideration to Approve: Memorandum of Understanding with SEA 113  
This MOU was generated during contract negotiations between the district and the SEA. As this item has reached the status of tentative approval both sides of negotiations supported the creation of implementing the MOU.  
Presenter: School Board Personnel Chair Matt McKeand  
Time: 5 minutes
  
- 8. 5. 1st Reading: 2020-21 and 2021-22 School Calendar Drafts 114

A draft the 2020-21 and 2021-22 school calendars will be presented to the board for review.

Presenter: Superintendent Mike Redmond and SEA President Dale Anderson

Time: 5 minutes

8. 6. Consideration to Approve: Undeveloped Land-Shift of Elementary Attendance Area 116

Presenter: Superintendent Mike Redmond

Time: 5 minutes

8. 7. Consideration to Approve: Shakopee High School Activity Leadership Positions

It is the recommendation of the High School Activities Director, High School Principal, and the Superintendent the following positions become paid Activity Leadership positions for the 2019-20 school year: DECA/Coffee Shop-- two positions, Mountain Biking-- two positions, and Robotics-- addition of a third position.

Presenter: Mike Redmond

Time: 5 minutes

9. OTHER

9. 1. Informational Update: School Board Vacancy 118

\*October 15, 2019 - November 27, 2019 at 4:30PM Candidate application window

\*December 9, 2019 School Board Business Meeting Discussion and selection of candidate finalist(s)

\*December 16, 2019 Special School Board Meeting Candidate finalist(s) interviews

\*January 6, 2020 School Board Business Meeting Selection of person to be appointed to board

\*Followed by 30-day waiting period

\*February 10, 2020 School Board Business Meeting Appointee seated on the Shakopee School Board

9. 2. Informational Update: 2020-21 Middle School Attendance Areas 122

9. 3. Informational Update: Community Facilities Task Force Update 138

10. RECOGNITION OF VISITORS TO BOARD MEETING

11. COMMITTEE REPORTS

12. UPCOMING MEETINGS AND IMPORTANT DATES 139

November 20, 2019 5:00PM Facilities Committee Meeting District Office Boardroom

December 2, 2019 5:00PM Policy Committee Meeting District Office Supt Office

December 9, 2019 5:00PM Finance Committee Meeting District Office Room 202

December 9, 2019 6:00PM Truth in Taxation Hearing &

School Board Business Meeting District Office Boardroom

December 11, 2019 5:00PM Facilities Committee Meeting District Office Boardroom

December 16, 2019 5:00PM Personnel Committee Meeting District Office

Boardroom

December 16, 2019 6:00PM Special School Board Meeting District Office Boardroom

January 6, 2020 6:00PM ReOrganization Meeting District Office Boardroom

January 11, 2020 9:00-2:00PM School Board Winter Retreat District Office Boardroom

January 15-17, 2020 All Day MSBA Winter Leadership Conference

January 27, 2020 6:00PM School Board Business Meeting District Office Boardroom

13. ADJOURNMENT

# Minutes of School Board Regular Business Meeting

## School Board Shakopee Public Schools

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A School Board Regular Business Meeting of the School Board of Shakopee Public Schools was held Monday, October 28, 2019, beginning at 6:00 PM in the District Office Board Room, 1200 Town Square, Shakopee.

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

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

ABSENT: None

### 2. PLEDGE OF ALLEGIANCE

### 3. WE ARE SHAKOPEE SCHOOLS

Please help us congratulate five high school students on being named 2020 National Merit Scholarship semifinalists. In September, the National Merit Scholarship Corporation announced approximately 16,000 semifinalists, which includes the following five Shakopee High School seniors:

\*Thomas Bethel

\*Cera Mitchum

\*Gautham Nair

\*Parth Purani

\*Samyuktha Ravikumar

The National Merit Scholarship Corporation will notify students who make it to the next phase of the competition in February. Finalists will have the opportunity to compete for scholarships worth more than \$31 million.

Three of our students were also named National Merit Scholarship Commended students.

\*Isabelle Hoversten

\*Mary Krause

\*Elise Weier

Some students recognized in this category become candidates for special scholarships sponsored by corporations and businesses. Please join me in congratulating all of our students on this amazing honor!

### 4. CONSIDERATION OF AGENDA AS PRESENTED

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

### 5. CONSENT ITEMS

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

#### 5. 1. Personnel Items

##### 5.1.1 Acceptance of Resignations

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

Andreen, Debra, Program Support Assistant, High School, 10/23/2019

Ball, Patricia, Food Service Worker, High School, 9/25/2019

Listrude, Pamela, Program Support Assistant, Jackson Elementary School, 10/08/2019

Malinski, Emily, HR/Payroll Assistant, District Office, 10/04/2019

Mohamed, Ibrahim, Cultural Liaison, High School, 10/04/2019  
Rutherford, Robin, Health Assistant, West Middle School, 10/04/2019  
Thomas, Hilaire, Accounts Payable, District Office, 11/01/2019  
Young, Joel, TOSA, Dean of Students, West Middle School, 10/20/2019

**Recommended Action**

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

**5.1.2 Approval of Terminations**

The district recommended the termination of employment of Renee Gutierrez, Program Support Assistant at Central Family Center. The termination will be effective 9/26/2019.

The district recommended the termination of employment of Alex Gause, Technology Assistant at the High School. The termination will be effective 9/27/2019.

**Recommended Action**

Approved the terminations as presented.

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

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

Alf, Alexandra, Teacher, Special Services, West Middle School, BA, 3, .80, 8/19/2019, \$31,552.00

Conger, Jennifer, Teacher, Special Services, High School, BA, 12, 1.0, 8/19/2019, \$45,012.00

Kaufhold, Brett, Teacher, Technology Education, High School, BA + 30, 3, 1.0, 8/19/2019, \$45,307.00

LaRosa, Miranda, Speech Language Pathologist, East/West Middle School, Eagle Creek Elementary School, MA, 14, 1.0, 10/09/2019, \$53,025.38 (prorated)

Weber, Marjorie, School Psychologist, West Middle School, MA + 30, 6, .70, 8/19/2019, \$40,309.00

Inz, Nelson, Teacher, Special Services, High School, MA + 30, 15, 1.0, 8/19/2019, \$72,553.00

Seibert, Paige, Teacher, Special Services, High School, BA + 30, 9, 1.0, 8/19/2019, \$53,007.00

Vassar-Kuss, Kimberly, Teacher, Kindergarten, Eagle Creek Elementary School, BA + 30, 7, 1.0, 10/01/2019, \$43,858.26 (prorated)

Zirkle, Jack, Teacher, Social Studies, West Middle School, BA, 5, 1.0, 9/11/2019, \$39,406.27 (prorated)

**Recommended Action**

Approved certified contracts as presented.

**5.1.4 Approval of Long-Term Substitute Contracts**

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, FTE, Salary

Erdahl, Karen, Sharpe, Julie (Monday p.m. Class), Teacher, PACE, Central Family Center, 9/09/2019 through approx. 10/28/2019, MA Step 3, .10, \$32.11/hr

Baer, Emma, Otting, Kailey, Teacher, Grade 3, Jackson Elementary School, 1/22/2020 through approx. 6/05/2020, BA Step 3, 1.0, \$214.35/day

Klein, Alyssa, Alovera, Sara, Teacher, High Potential, Eagle Creek Elementary School, 10/01/2019 through approx. 6/05/2020, BA Step 3, 1.0, \$214.35/day

Ta, Ha, N/A, Bi-Lingual Program Support Assistant, Eagle Creek Elementary School, 10/25/2019 through approx. 4-6 weeks, Grade 4 Step 1, .807, \$16.60/hr

**Recommended Action**

Approved the long-term substitute contracts as presented.

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

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

Barrett, Nicole, Program Support Assistant, Jackson Elementary School, \$14.87/hr, 10/21/2019

Beckrich, Katie, Program Support Assistant, Jackson Elementary School, \$14.59/hr, 10/02/2019

Charter, Susan, Office Assistant, High School, \$16.44/hr, 9/30/2019

Haefs, Steven, Payroll/Human Resources Assistant, District Office, \$18.00/hr, 10/21/2019

LaPlant, Margaret, Program Support Assistant, Jackson Elementary School, \$13.35/hr, 9/25/2019

Larson, Marena, LPN/Health Assistant, West Middle School, \$21.95/hr, 10/21/2019  
Pel, Rachel, Program Support Assistant, Eagle Creek Elementary School, \$14.59/hr, 10/21/2019  
Tlougan, Stephen, Program Support Assistant, High School, \$14.59/hr, 10/21/2019  
Yang, Sheng, Benefit Specialist, (15-month Contract), District Office, \$49,000.00/yr, 11/11/2019

**Recommended Action**

Approved non-certified contracts as presented.

**5.1.6 Approval of Assignment Change**

Last Name, First Name, Old Position, New Position, FTE, Salary, Effective  
Luce, Bart, Custodian, Program Support Assistant, .813, \$14.59/hr, 10/21/2019

**Recommended Action**

Approved the assignment change as presented.

**5.1.7 Approval of Co-Curricular Assignments**

Last Name, First Name, Position Title  
Schultz, Heather, Yearbook Advisor  
Shampine, Wendy, Yearbook Advisor  
Sayer, Samantha, Head Dance Coach  
Altringer, Haley, Assistant Dance Coach  
Dub, Katelynn, Assistant Dance Coach  
Oliver, Tracy, Assistant Dance Coach  
Hunt, Erin, Head Girls Hockey  
Krpmotich, Colleen, Assistant Girls Hockey  
Fish, Joshua, Assistant Girls Hockey  
Mahoney, Amanda, Assistant Girls Hockey  
Hespenheide, Lauren, Assistant Girls Hockey  
Simon, Calvin, Head Boys Hockey  
Weber, Jeff, Assistant Boys Hockey  
Dammann, Jacob, Head Boys Basketball  
Schmitz, Eric, Assistant Boys Basketball  
Tlougan, Stephen, Volunteer Boys Basketball  
Eicher, Sam, Volunteer Boys Basketball  
Lingenfelter, Steven, Assistant Boys Basketball  
Flowers, Isaiah, Volunteer Boys Basketball  
Olene, Tim, Assistant Boys Basketball  
Snell, Brian, Assistant Boys Basketball  
Granai, Anthony, Volunteer Boys Basketball  
Mitchell, Juan, Head Girls Basketball  
Hack, Steven, Assistant Girls Basketball  
Russell, Daniel, Assistant Girls Basketball  
Tiedens, Scott, Assistant Girls Basketball  
Jackson, James, Head Wrestling  
LeVesseur, Marcus, Assistant Wrestling  
Boos, Dan, Assistant Wrestling  
Harwood, Derek, Assistant Wrestling  
Slack, Nick, Assistant Wrestling  
Trelstad, Jason, Assistant Wrestling  
Neu, Mark, Junior High Wrestling  
Farmer, William, Junior High Wrestling  
Luna, Zabdiel, Junior High Wrestling  
Creamier, Nick, Volunteer Wrestling

Peterson, Trom, Volunteer Wrestling  
DeVilbiss, Jayden, Volunteer Wrestling  
Skattum, Zach, Volunteer Wrestling  
Baumgartner, Cole, Volunteer Wrestling  
Manville, David, Volunteer Wrestling  
Murray, Aaron, Volunteer Wrestling  
Hills, Eric, Head Boys Swim & Dive  
Chmielewski, Megan, Assistant Boys Swim & Dive  
Neuarth, Jared, Assistant Boys Swim & Dive  
Nyberg, Kirsten, Cheerleading  
Fall, Alyssa, Assistant Cheerleading  
Slaughter, Duane, Concessions Manager

**Recommended Action**

Approved the co-curricular assignments as presented.

**5.1.8 Approval of Director of Finance and Operations**

Last Name, First Name , Position, Location, Effective, Salary  
Menozzi, William, Director of Finance and Operations, DistrictWide, 1/13/2020, \$146,000.00

**Recommended Action**

Approved the Director of Finance and Operations as presented.

**5.1.9 Acceptance of Resignation of School Board Member**

**Recommended Action**

Accepted the resignation from School Board Member Reggie Bowerman effective December 31, 2019 and thanked him for his service to the school district.

5. 2. Approval of Minutes of the September 23, 2019 School Board Business Meeting and October 14, 2019 School Board Work Session

**Recommended Action**

Approved the minutes of the September 23, 2019 School Board Business Meeting and October 14, 2019 School Board Work Session as presented.

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

**Recommended Action**

Approved the bills and authorized to pay same as presented.

5. 4. Approval of Wires Reports

**Recommended Action**

Approved the wires reports as presented.

**6. DISCUSSION**

6. 1. Acceptance of School District Policy Updates for 1st Reading

Policy Committee Chair Kristi Peterson presented the following School District policy updates for 1st Reading:

404 Employment Background Checks

414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

419 Tobacco-Free Environment

421 Gifts to Employees and School Board Members

510 School Activities

516 Student Medication

524 Internet Acceptable Use and Safety Policy

534 Unpaid Meal Charges

613 Graduation Requirements

703 Annual Audit

707 Transportation of Public School Students

708 Transportation of Nonpublic School Students

802 Disposition of Obsolete Equipment and Material

414FRM Confidential Student Maltreatment Reporting Form

Peterson/Christiansen moved to accept the policies for 1<sup>st</sup> Reading as presented; motion passed unanimously.

## 6. 2. Finance Update

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

## 7. DISCUSSION AND POSSIBLE ACTION

### 7. 1. Undeveloped Land-Shift of Elementary Attendance Area

Red Oak Elementary is currently the elementary school with the lowest student enrollment. Projections continue this enrollment trend. An opportunity exists to possibly shift undeveloped land from the Eagle Creek to the Red Oak Elementary attendance area. No action was taken at this time. This agenda item is expected on an agenda in the near future.

## 8. INFORMATION

### 8. 1. 2020-21 Middle Schools Attendance Areas Update

Assistant Superintendent Dave Orłowsky and Communications Supervisor Ashley McCray provided a communications update regarding the proposed changes to our Middle School Attendance Areas effective the 2020-21 school year.

### 8. 2. Ford Next Generation Learning Framework

Superintendent Mike Redmond presented an update of the framework supporting the Academies of Shakopee. The framework is a revision provided by Ford NGL to elevate and sustain the impact of the career academy model.

## 9. ACTION

### 9. 1. Approval of School District Policy Updates

Policy Committee Chair Kristi Peterson presented the following policies for final approval:

205 Open Meeting and Closed Meeting

504 Student Dress and Appearance

506 Student Discipline

509 Enrollment of NonResident Students

513 Student Promotion, Retention, and Program Design

529 Staff Notification of Violent Behavior by Students

530 Immunization Requirements

602 Organization of School Calendar and School Day

624 Online Learning Options

904 Distribution of Materials on School District Property by Nonschool Persons

#### **Recommended Action**

Peterson/Christiansen moved to approve the school district policy updates as presented; motion passed unanimously.

## 9. 2. Approval of Energy Efficiency Project

Director of Finance & Operations Jeff Priess presented a recommendation to approve the Energy Efficiency Program. Program funds necessary improvements that are ineligible LTFM expenditures. The program self-funds and is budget neutral over the 15-year term of financing. Attached presentation provides scope of work, estimated costs and annual utility savings.

### **Recommended Action**

Peterson/McKeand moved to approve the Energy Efficiency (Guaranteed Savings) Program; motion passed unanimously.

## 10. OTHER

### 10. 1. Approval of 2020 School Board Meetings

The School Board annually approves the calendar of meetings at the January ReOrganizational Meeting. Until then, additional meeting dates needed to be approved.

### **Recommended Action**

Tucker/Aldrich moved to set the following meetings in 2020 as presented; motion passed, Bowerman abstained.

January 6, 2020 at 6:00PM - School Board ReOrganizational Meeting, District Office Board Room

January 11, 2020 at 9:00AM-2:00PM - School Board Retreat, District Office Board Room

January 27, 2020 at 6:00PM - School Board Business Meeting, District Office Board Room

## 11. RECOGNITION OF VISITORS TO BOARD MEETING

## 12. COMMITTEE REPORTS

## 13. UPCOMING MEETINGS AND IMPORTANT DATES

October 15-November 27, 2019		School Board Candidate Application Window	
October 28, 2019	5:00PM	Finance Committee Meeting	District Office Room 202
October 28, 2019	5:00PM	Personnel Committee Meeting	District Office Room 202
October 28, 2019	6:00PM	School Board Business Meeting	District Office Boardroom
October 29, 2019	6:00-7:00PM	Middle School Attendance Areas Info & Input Session Shakopee East Middle School - 1137 Marschall Road (a quorum of the School Board may be present)	
November 4, 2019	5:00PM	Policy Committee Meeting	District Office Room 202
November 7, 2019	6:00-7:00PM	Middle School Attendance Areas Info & Input Session Shakopee West Middle School - 200 10th Ave East (a quorum of the School Board may be present)	
November 18, 2019	5:00PM	Finance Committee Meeting	District Office Room 202
November 18, 2019	6:00PM	School Board Business Meeting	District Office Boardroom
November 20, 2019	5:00PM	Facilities Committee Meeting	District Office Boardroom
December 2, 2019	5:00PM	Policy Committee Meeting	District Office Supt Office
December 9, 2019	5:00PM	Finance Committee Meeting	District Office Room 202
December 9, 2019	6:00PM	Truth in Taxation Hearing & School Board Business Meeting	District Office Boardroom
December 11, 2019	5:00PM	Facilities Committee Meeting	District Office Boardroom
December 16, 2019	5:00PM	Personnel Committee Meeting	District Office Boardroom
December 16, 2019	6:00PM	Special School Board Meeting	District Office Boardroom

## 14. ADJOURNMENT

At 7:26PM, Peterson/Christiansen moved to adjourn; motion passed unanimously.

# Ultimate EDGE Account's Payable Check Register

Account:

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/1/2019 3:01:20 PM	EDG	105252057	743926	ACADEMIC ALL STAR TUTORING	4,494.20	No	Yes
11/1/2019 3:01:20 PM	EDG	105252057	743927	ADARA HOME HEALTH	2,031.25	No	Yes
11/1/2019 3:01:20 PM	EDG	105252057	743928	ADVANCED IMAGING SOLUTIONS	1,742.88	No	Yes
11/1/2019 3:01:21 PM	EDG	105252057	743929	AIRGAS NATIONAL CARBONATION	253.21	No	Yes
11/1/2019 3:01:21 PM	EDG	105252057	743930	ANCHOR PAPER	7,398.29	No	Yes
11/1/2019 3:01:21 PM	EDG	105252057	743931	ANDREEN, DEBRA JOY	412.50	No	Yes
11/1/2019 3:01:21 PM	EDG	105252057	743932	ANDYMARK INC	148.84	No	Yes
11/1/2019 3:01:21 PM	EDG	105252057	743933	ARAMARK	58.93	No	Yes
11/1/2019 3:01:21 PM	EDG	105252057	743934	ARCH LANGUAGE NETWORK INC	990.00	No	Yes
11/1/2019 3:01:22 PM	EDG	105252057	743935	AWARD DECALS.COM	147.95	No	Yes
11/1/2019 3:01:22 PM	EDG	105252057	743936	BANG-SKOGRAND, JOEY	90.00	No	Yes
11/1/2019 3:01:22 PM	EDG	105252057	743937	BENITEZ, FREDMARIE ANDINO	100.00	No	Yes
11/1/2019 3:01:22 PM	EDG	105252057	743938	BERANAK, MARI	100.00	No	Yes
11/1/2019 3:01:22 PM	EDG	105252057	743939	BIFFS INC	1,589.84	No	Yes
11/1/2019 3:01:22 PM	EDG	105252057	743940	SW NEWS MEDIA	68.10	No	Yes
11/1/2019 3:01:23 PM	EDG	105252057	743941	BISSONETTE, ROBERT	158.00	No	Yes
11/1/2019 3:01:23 PM	EDG	105252057	743942	BIX PRODUCE COMPANY	5,134.62	No	Yes
11/1/2019 3:01:23 PM	EDG	105252057	743943	BOCK, FRED	168.00	No	Yes
11/1/2019 3:01:23 PM	EDG	105252057	743944	BOTHOF, TIM	79.00	No	Yes
11/1/2019 3:01:23 PM	EDG	105252057	743945	BREAKOUT INC	50.00	No	Yes
11/1/2019 3:01:23 PM	EDG	105252057	743946	BSN SPORTS	11,952.16	No	Yes
11/1/2019 3:01:24 PM	EDG	105252057	743947	BUCKEYE CLEANING CENTER	933.16	No	Yes
11/1/2019 3:01:24 PM	EDG	105252057	743948	CANON FINANCIAL SERVICES	2,563.44	No	Yes
11/1/2019 3:01:24 PM	EDG	105252057	743949	CENTERPOINT ENERGY MINNEGASCO	1,964.91	No	Yes
11/1/2019 3:01:24 PM	EDG	105252057	743950	CENTERPOINT ENERGY SERVICES	6,353.49	No	Yes
11/1/2019 3:01:24 PM	EDG	105252057	743951	CHALLENGEN, MARK A	75.00	No	Yes
11/1/2019 3:01:24 PM	EDG	105252057	743952	CHAVEZ, CARLOS	54.00	No	Yes
11/1/2019 3:01:25 PM	EDG	105252057	743953	CHOICE ELECTRIC, INC	5,633.57	No	Yes
11/1/2019 3:01:25 PM	EDG	105252057	743954	CHRISTENSEN, JENNIFER	43.60	No	Yes
11/1/2019 3:01:25 PM	EDG	105252057	743955	CHURCHILL, ADAM	79.00	No	Yes
11/1/2019 3:01:25 PM	EDG	105252057	743956	CITY OF SHAKOPEE	2,728.74	No	Yes
11/1/2019 3:01:25 PM	EDG	105252057	743957	COMMERCIAL KITCHEN SERVICES	97,453.00	No	Yes
11/1/2019 3:01:25 PM	EDG	105252057	743958	CSTMN	89,389.97	No	Yes
11/1/2019 3:01:26 PM	EDG	105252057	743959	CUB FOODS	1,004.02	No	Yes

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Account:

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/1/2019 3:01:26 PM	EDG	105252057	743960	DAN'S COMPUTER SERVICE	99.24	No	Yes
11/1/2019 3:01:26 PM	EDG	105252057	743961	DEARLY, JERRY M	744.00	No	Yes
11/1/2019 3:01:26 PM	EDG	105252057	743962	DELL MARKETING LP	6,157.75	No	Yes
11/1/2019 3:01:26 PM	EDG	105252057	743963	DISCOUNT STEEL, INC.	327.95	No	Yes
11/1/2019 3:01:26 PM	EDG	105252057	743964	DIVERSIFIED SNACK DISTRIBUTORS	10,570.67	No	Yes
11/1/2019 3:01:27 PM	EDG	105252057	743965	DOOR WORKS	876.00	No	Yes
11/1/2019 3:01:27 PM	EDG	105252057	743966	EARL F. ANDERSON, INC	105.00	No	Yes
11/1/2019 3:01:27 PM	EDG	105252057	743967	ELMI, FARTUN	100.00	No	Yes
11/1/2019 3:01:27 PM	EDG	105252057	743968	ELSMORE SWIM SHOP	724.70	No	Yes
11/1/2019 3:01:27 PM	EDG	105252057	743969	FAGER, STEVEN E	168.00	No	Yes
11/1/2019 3:01:27 PM	EDG	105252057	743970	FASTSIGNS 270102 INC	234.62	No	Yes
11/1/2019 3:01:28 PM	EDG	105252057	743971	GENERAL PARTS, INC	2,424.31	No	Yes
11/1/2019 3:01:28 PM	EDG	105252057	743972	GIRL SCOUTS OF MN AND WI RIVER VA	50.90	No	Yes
11/1/2019 3:01:28 PM	EDG	105252057	743973	GRAINGER, INC.	211.39	No	Yes
11/1/2019 3:01:28 PM	EDG	105252057	743974	GROTH MUSIC	100.03	No	Yes
11/1/2019 3:01:28 PM	EDG	105252057	743975	HAFERMANN, LAURA	5.00	No	Yes
11/1/2019 3:01:29 PM	EDG	105252057	743976	HARRIS, PAUL	89.00	No	Yes
11/1/2019 3:01:29 PM	EDG	105252057	743977	HEARTLAND BUSINESS SYSTEMS	18,281.61	No	Yes
11/1/2019 3:01:29 PM	EDG	105252057	743978	HELMER PRINTING INC	684.00	No	Yes
11/1/2019 3:01:29 PM	EDG	105252057	743979	HENNENS AUTO SERVICE	34.19	No	Yes
11/1/2019 3:01:29 PM	EDG	105252057	743980	HILLYARD / HUTCHINSON	3,776.22	No	Yes
11/1/2019 3:01:29 PM	EDG	105252057	743981	HORIZON COMMERCIAL POOL SUPPLY	4,364.17	No	Yes
11/1/2019 3:01:30 PM	EDG	105252057	743982	IMPACT APPLICATIONS INC	875.00	No	Yes
11/1/2019 3:01:30 PM	EDG	105252057	743983	INDUSTRIAL LUMBER & PLYWOOD, INC	1,318.46	No	Yes
11/1/2019 3:01:30 PM	EDG	105252057	743984	INNOVATIONAL CONCEPTS	1,554.00	No	Yes
11/1/2019 3:01:30 PM	EDG	105252057	743985	INNOVATIVE GRAPHICS	3,950.00	No	Yes
11/1/2019 3:01:30 PM	EDG	105252057	743986	INNOVATIVE OFFICE SOLUTIONS	13,511.43	No	Yes
11/1/2019 3:01:30 PM	EDG	105252057	743987	INSTITUTE FOR ENVIRON ASSESS	6,493.35	No	Yes
11/1/2019 3:01:31 PM	EDG	105252057	743988	JAH SCHEDULING, LLC	324.00	No	Yes
11/1/2019 3:01:31 PM	EDG	105252057	743989	JOBS FOUNDATION/TECH DUMP	506.87	No	Yes
11/1/2019 3:01:31 PM	EDG	105252057	743990	JOHN'S SEWER & DRAIN	162.50	No	Yes
11/1/2019 3:01:31 PM	EDG	105252057	743991	JOHNSON CONTROLS	7,710.59	No	Yes
11/1/2019 3:01:31 PM	EDG	105252057	743992	JOHNSON, JOAN	46.30	No	Yes
11/1/2019 3:01:31 PM	EDG	105252057	743993	JONCKOWSKI, DICK	65.00	No	Yes

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Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/1/2019 3:01:32 PM	EDG	105252057	743994	KARST, BONNIE	184.00	No	Yes
11/1/2019 3:01:32 PM	EDG	105252057	743995	KEHOE, MARYAH	5.00	No	Yes
11/1/2019 3:01:32 PM	EDG	105252057	743996	KLEINWOLTERINK, KRISTINA	10.00	No	Yes
11/1/2019 3:01:32 PM	EDG	105252057	743997	KRIEGL, PETER	100.00	No	Yes
11/1/2019 3:01:32 PM	EDG	105252057	743998	LAGRO, APRIL	90.00	No	Yes
11/1/2019 3:01:32 PM	EDG	105252057	743999	LANG, KELA	275.00	No	Yes
11/1/2019 3:01:33 PM	EDG	105252057	744000	LEARNING A-Z	12,148.15	No	Yes
11/1/2019 3:01:33 PM	EDG	105252057	744001	LICHTENWALTER, KIMBERLY	150.00	No	Yes
11/1/2019 3:01:33 PM	EDG	105252057	744002	LIEBL, MICHELLE	300.00	No	Yes
11/1/2019 3:01:33 PM	EDG	105252057	744003	LOFFLER	6,148.83	No	Yes
11/1/2019 3:01:33 PM	EDG	105252057	744004	LOUIS DEGIDIO SERVICES INC	3,019.00	No	Yes
11/1/2019 3:01:33 PM	EDG	105252057	744005	MACKIN EDUCATIONAL RESOURCES	3,887.99	No	Yes
11/1/2019 3:01:34 PM	EDG	105252057	744006	MASPASTATE NEGOTIATORS	35.00	No	Yes
11/1/2019 3:01:34 PM	EDG	105252057	744007	MCCRARY, KELLY	89.00	No	Yes
11/1/2019 3:01:34 PM	EDG	105252057	744008	MCPHILLIPS BROS ROOFING CO	295,445.25	No	Yes
11/1/2019 3:01:34 PM	EDG	105252057	744009	MN DEPT OF HEALTH	35.00	No	Yes
11/1/2019 3:01:34 PM	EDG	105252057	744010	MEI TOTAL ELEVATOR SOLUTIONS	36.72	No	Yes
11/1/2019 3:01:34 PM	EDG	105252057	744011	MELBY, DAVID	20.00	No	Yes
11/1/2019 3:01:35 PM	EDG	105252057	744012	ME IRRIGATION SERVICES	3,100.00	No	Yes
11/1/2019 3:01:35 PM	EDG	105252057	744013	MIDWEST PLAYSCAPES INC	55.00	No	Yes
11/1/2019 3:01:35 PM	EDG	105252057	744014	MIDWEST SPECIAL INSTRUMENTS	10,003.00	No	Yes
11/1/2019 3:01:35 PM	EDG	105252057	744015	MINNESOTA CLAY	1,279.19	No	Yes
11/1/2019 3:01:35 PM	EDG	105252057	744016	MESPA	150.00	No	Yes
11/1/2019 3:01:35 PM	EDG	105252057	744017	MINNESOTA SCHOOL OF BUSINESS	37,028.67	No	Yes
11/1/2019 3:01:36 PM	EDG	105252057	744018	MINNESOTA SCIENCE OLYMPIAD	150.00	No	Yes
11/1/2019 3:01:36 PM	EDG	105252057	744019	MINNETONKA PUBLIC SCHOOLS	72.22	No	Yes
11/1/2019 3:01:36 PM	EDG	105252057	744020	MN DEPT OF LABOR AND INDUSTRY	170.00	No	Yes
11/1/2019 3:01:36 PM	EDG	105252057	744021	MN HARVEST, LLC	1,904.00	No	Yes
11/1/2019 3:01:36 PM	EDG	105252057	744022	MUSIC MART	4,125.00	No	Yes
11/1/2019 3:01:36 PM	EDG	105252057	744023	NORMANDALE COMMUNITY COLLEGE	199,800.00	No	Yes
11/1/2019 3:01:37 PM	EDG	105252057	744024	NORTHERN SALT INC	4,742.50	No	Yes
11/1/2019 3:01:37 PM	EDG	105252057	744025	OFFICE OF MN IT SERVICES	768.67	No	Yes
11/1/2019 3:01:37 PM	EDG	105252057	744026	OPITZ, MOLLY	5.00	No	Yes
11/1/2019 3:01:37 PM	EDG	105252057	744027	PALMER BUS SERVICES	33,656.71	No	Yes

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Account:

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/1/2019 3:01:37 PM	EDG	105252057	744028	PAN O GOLD BAKING	2,480.55	No	Yes
11/1/2019 3:01:37 PM	EDG	105252057	744029	PEARSON EDUCATION	569.12	No	Yes
11/1/2019 3:01:38 PM	EDG	105252057	744030	PERFORMANCE FOOD GROUP	10,163.71	No	Yes
11/1/2019 3:01:38 PM	EDG	105252057	744031	PETERSON BROS. ROOFING	509.15	No	Yes
11/1/2019 3:01:38 PM	EDG	105252057	744032	PLAINVIEW MILK PRODUCTS	19,810.10	No	Yes
11/1/2019 3:01:38 PM	EDG	105252057	744033	PRO3 SOLUTIONS LLC	780.00	No	Yes
11/1/2019 3:01:38 PM	EDG	105252057	744034	PROCARE THERAPY	2,881.50	No	Yes
11/1/2019 3:01:38 PM	EDG	105252057	744035	REGION 2AA	4,266.00	No	Yes
11/1/2019 3:01:38 PM	EDG	105252057	744036	REV ROBOTICS LLC	222.75	No	Yes
11/1/2019 3:01:39 PM	EDG	105252057	744037	ROBERT B. HILL CO	782.46	No	Yes
11/1/2019 3:01:39 PM	EDG	105252057	744038	RYAN MECHANICAL INC	3,361.50	No	Yes
11/1/2019 3:01:39 PM	EDG	105252057	744039	SCHILLER, THOMAS	79.00	No	Yes
11/1/2019 3:01:39 PM	EDG	105252057	744040	SCHOLASTIC BOOK FAIRS	1,492.77	No	Yes
11/1/2019 3:01:39 PM	EDG	105252057	744041	SCHOOL MATE	840.00	No	Yes
11/1/2019 3:01:40 PM	EDG	105252057	744042	SCHOOL NUTRITION ASSOC	35.00	No	Yes
11/1/2019 3:01:40 PM	EDG	105252057	744043	SHAFFER, DONALD	75.00	No	Yes
11/1/2019 3:01:40 PM	EDG	105252057	744044	SHAKOPEE PUBLIC UTILITY COMMIS	137,883.72	No	Yes
11/1/2019 3:01:40 PM	EDG	105252057	744045	SJOBERG, SUSAN	100.00	No	Yes
11/1/2019 3:01:40 PM	EDG	105252057	744046	SOLANDER, GLEN	45.00	No	Yes
11/1/2019 3:01:40 PM	EDG	105252057	744047	SOUTHEASTERN PERFORM APPAREL	535.00	No	Yes
11/1/2019 3:01:41 PM	EDG	105252057	744048	SOUTHWEST METRO EDUCATIONAL CO	85,736.60	No	Yes
11/1/2019 3:01:41 PM	EDG	105252057	744049	SPANGBERG, SCOTT	380.00	No	Yes
11/1/2019 3:01:41 PM	EDG	105252057	744050	STARKE, EMILY	200.00	No	Yes
11/1/2019 3:01:41 PM	EDG	105252057	744051	STEBBINS, SUSAN	5.00	No	Yes
11/1/2019 3:01:41 PM	EDG	105252057	744052	STEPHANIE PLONSKI	100.00	No	Yes
11/1/2019 3:01:41 PM	EDG	105252057	744053	SUNBELT STAFFING LLC	3,360.00	No	Yes
11/1/2019 3:01:42 PM	EDG	105252057	744054	SWANSON MEATS INC	1,674.00	No	Yes
11/1/2019 3:01:42 PM	EDG	105252057	744055	TA, HA	100.00	No	Yes
11/1/2019 3:01:42 PM	EDG	105252057	744056	TDS METROCOM	3,811.54	No	Yes
11/1/2019 3:01:42 PM	EDG	105252057	744057	TOTAL CONSTRUCTION SOLUTIONS, IN	938.50	No	Yes
11/1/2019 3:01:42 PM	EDG	105252057	744058	TOUSIGNANT, JOHN	79.00	No	Yes
11/1/2019 3:01:43 PM	EDG	105252057	744059	TRI DIM FILTER CORPORATION	699.49	No	Yes
11/1/2019 3:01:43 PM	EDG	105252057	744060	TRIARCO ARTS & CRAFTS	190.86	No	Yes
11/1/2019 3:01:43 PM	EDG	105252057	744061	TRIO SUPPLY COMPANY	2,873.67	No	Yes

## Ultimate EDGE Account's Payable Check Register

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Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/1/2019 3:01:43 PM	EDG	105252057	744062	TWIN CITY HARDWARE	968.12	No	Yes
11/1/2019 3:01:43 PM	EDG	105252057	744063	UHL CO., INC	7,908.37	No	Yes
11/1/2019 3:01:43 PM	EDG	105252057	744064	UNIVERSAL ATHLETIC SERVICE	118.36	No	Yes
11/1/2019 3:01:44 PM	EDG	105252057	744065	US FOODS, INC.	71,453.02	No	Yes
11/1/2019 3:01:44 PM	EDG	105252057	744066	US FOODS, INC.	0.00	No	Yes
11/1/2019 3:01:44 PM	EDG	105252057	744067	VALLEY REHABILITATION SERVICES	9,750.00	No	Yes
11/1/2019 3:01:44 PM	EDG	105252057	744068	VERIZON WIRELESS	1,651.48	No	Yes
11/1/2019 3:01:44 PM	EDG	105252057	744069	VIZINA, PAUL	89.00	No	Yes
11/1/2019 3:01:44 PM	EDG	105252057	744070	WANKE, SANDRA	135.00	No	Yes
11/1/2019 3:01:45 PM	EDG	105252057	744071	WESTERN PSYCHOLOGICAL SERVICES	605.00	No	Yes
11/1/2019 3:01:45 PM	EDG	105252057	744072	WOLLAN, TOM SR	79.00	No	Yes
11/1/2019 3:01:45 PM	EDG	105252057	744073	ZANDER, JASON	79.00	No	Yes

\*\*\* Totals

Total Documents: 148

Total Amount: 1,330,976.16

### Bank Account - Wires Out

Date	Description	Amount
10/1/2019	State of MN taxes ACH	88,652.00
10/1/2019	HealthPartners premium	3,804.00
10/1/2019	Payroll voluntary deductions	5,771.88
10/1/2019	Payroll garnishments	201.28
10/3/2019	403(b) contributions	139,155.18
10/3/2019	TRA ACH	274,070.85
10/3/2019	PERA ACH	77,074.55
10/3/2019	Employee expense reimbursement	395.28
10/4/2019	Payroll voluntary deductions	70,184.73
10/8/2019	Payroll voluntary deductions	13,840.10
10/8/2019	Food service fees	8,491.28
10/8/2019	Community Ed service fees	2,703.22
10/8/2019	Miscellaneous service charge	417.24
10/10/2019	Payroll direct deposit	1,541,008.47
10/15/2019	IRS federal tax ACH	531,366.21
10/15/2019	Payroll voluntary deductions	11,642.92
10/16/2019	403(b) contributions	141,039.21
10/16/2019	TRA ACH	280,391.25
10/16/2019	State of MN taxes ACH	91,114.00
10/16/2019	PERA ACH	77,197.67
10/16/2019	Payroll garnishments	55.47
10/17/2019	Payroll voluntary deductions	70,286.42
10/17/2019	Employee expense reimbursement	11,817.22
10/22/2019	Payroll voluntary deductions	11,147.65
10/23/2019	Payroll voluntary deductions	3,954.25
10/24/2019	Payroll direct deposit	1,408,983.75
10/28/2019	IRS federal tax ACH	497,377.46
10/29/2019	State of MN taxes ACH	85,407.00
10/29/2019	Payroll voluntary deductions	6,465.94
10/29/2019	Miscellaneous service charge	51.70
10/31/2019	Bank service charge	943.89
		5,455,012.07

# School District Policy Audit

Policy Number	Policy Title	Summary of Changes	Policy Meeting	1st Reading	2nd Reading
404	Employment Background Checks	These changes reflect updates to the legal and cross references (including changes in statute numbers and/or names, new statutes, rules, or cases), changes to the notes within the policies, changes to accompanying forms, and minor corrections. The substance of the policy language is not affected.	Oct 14	10/28/2019	11/18/2019
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse	Statutory change adds two crimes under the definition of 'sexual abuse'	Oct 14	10/28/2019	11/18/2019
419	Tobacco-Free Environment	Policy title change; statutory change adding electronic devices and definition of 'smoking'	Oct 14	10/28/2019	11/18/2019
421	Gifts to Employees and School Board Members	Adds definition of "financial interest"	Oct 14	10/28/2019	11/18/2019
510	School Activities	Adds language reflecting 2019 legislative action regarding student activity accounts and deletes outdated reference	Oct 14	10/28/2019	11/18/2019
516	Student Medication	Statutory change adds student possession and use of sunscreen	Oct 14	10/28/2019	11/18/2019
524	Internet Acceptable Use and Safety Policy	Updates social media references and revises references	Oct 14	10/28/2019	11/18/2019
534	Unpaid Meal Charges	Adds 2019 Minnesota Attorney General Opinion language	Oct 14	10/28/2019	11/18/2019
613	Graduation Requirements	Statutory changes revise Graduation Assessment Requirements (Art. V) and Graduation Credit Requirements (Art. VI). Legal References updated	Oct 14	10/28/2019	11/18/2019
703	Annual Audit	Updates Minnesota Legal Compliance Audit Guide title	Oct 14	10/28/2019	11/18/2019
707	Transportation of Public School Students	Changes to the section relative to homeless students.	Oct 14	10/28/2019	11/18/2019
708	Transportation of Nonpublic School Students	Changes to Section IV. Students with Disabilities.	Oct 14	10/28/2019	11/18/2019
802	Disposition of Obsolete Equipment and Material	Statutory change expands potential recipients of surplus school computers and adds option to sell/give surplus school computers to 'qualifying students'	Oct 14	10/28/2019	11/18/2019
414FRM	Confidential Student Maltreatment Reporting Form		Oct 14	10/28/2019	11/18/2019

## **404 EMPLOYMENT BACKGROUND CHECKS**

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

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### **III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check.

The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

***[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]***

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  3. the individual executes a written consent form giving the school district access to the results of the check; and

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
  - F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
  - G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
  - H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
  - I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
  - J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
  - K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

***Legal References:*** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

***Cross References:***

Adopted: 1995

MSBA/MASA Model Policy 414

Orig. 1995

Revised: 11-18-2019

Rev. 2019

#### **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

*[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]*

##### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

##### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

##### **III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
  3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
  7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
  8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and

depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police

department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

*[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]*

## V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

**VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

**VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

**VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)

Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

**Confidential Student Maltreatment  
Reporting Form**

Date Submitted: \_\_\_\_\_

MDE File #: \_\_\_\_\_ (MDE staff use only)

**REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Mandated Reporter: Yes \_\_\_ No \_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SCHOOL INFORMATION**

ISD #: \_\_\_\_\_ School District: \_\_\_\_\_ Program Name: \_\_\_\_\_  
School Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Principal/Director: \_\_\_\_\_ Phone: \_\_\_\_\_ (Ext): \_\_\_\_\_  
Transportation Company (if necessary): Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**ALLEGED VICTIM (Complete one reporting form for each alleged victim)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Gender: Male \_\_\_ Female \_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Special Education: Yes \_\_\_ No \_\_\_ Disability Description: \_\_\_\_\_ State Student ID: \_\_\_\_\_

**ALLEGED OFFENDER**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Licensed: Yes \_\_\_ No \_\_\_ If licensed, name of licensing board: \_\_\_\_\_ Folder #: \_\_\_\_\_

**INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location (i.e. - bus, classroom): \_\_\_\_\_  
Address (if different than school): \_\_\_\_\_ County: \_\_\_\_\_  
Witness Contact Information: \_\_\_\_\_  
Police Notified: Yes \_\_\_ No \_\_\_ Police Department: \_\_\_\_\_  
Police Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Case No.: \_\_\_\_\_

**Alleged Maltreatment:** Physical Abuse \_\_\_ Sexual Abuse \_\_\_ Neglect \_\_\_ Unknown \_\_\_ **Injury:** Yes \_\_\_ No \_\_\_ Unknown \_\_\_

Description of Incident and Injury: (please attach additional page if needed).

Adopted: 1-8-2007

MSBA/MASA Model Policy 419

Orig. 1995

Revised: 11-18-2019

Rev. 2019

**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES**

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]*

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture

and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-

dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

## **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

***Legal References:*** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

## **421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

### **III. DEFINITIONS**

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

### **IV. PROCEDURES**

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

### **V. VIOLATIONS**

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

***Legal References:*** Minn. Stat. § 10A.07 (Conflicts of Interest)  
Minn. Stat. § 10A.071 (Prohibition of Gifts)  
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)  
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

***Cross References:*** MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Adopted: 2-26-2007

MSBA/MASA Model Policy 510

Orig. 1995

Revised: 11-18-2019

Rev. 2019

## **510 SCHOOL ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

### **II. GENERAL STATEMENT OF POLICY**

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### **III. RESPONSIBILITY**

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities

***Legal References:*** Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

***Cross References:*** MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

## **516 STUDENT MEDICATION**

*[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]*

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Drugs or medicines that are prescription asthma or reactive airway disease

medications can be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

***[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]***

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may

revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

***[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]***

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- K. "Parent" for students 18 years old or older is the student.
  - L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free,

or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
- Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: 4-23-2007

MSBA/MASA Model Policy

524 Orig.

1996

Rev. 2019

Revised: 11-18-2019

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

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

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines 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. UNACCEPTABLE USES**

- A. 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. ***[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]***

- a. 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).
- b. 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," and "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 (MSBA/MASA Model Policy 514). 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. 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 include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. 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**

- 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.

## **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 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 have the right at any time to investigate or review the contents of their child's files and e-mail files. 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 Minn. Stat. Ch. 13 (the 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.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **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 Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

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. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- 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 of this policy.

**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 (2<sup>nd</sup> 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 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 565 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> 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:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School  
District Property by Nonschool Persons)

## **534 UNPAID MEAL CHARGES**

### **I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

### **II. PAYMENT OF MEALS**

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$25.00 to this account. When an account reaches -\$25.00, a student shall not be allowed to charge further meals. When the account reaches zero, no a la carte items can be purchased until money is added to the account.
- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. The school district may provide a typical school meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to meals. If the student does not qualify for the free and reduced price lunch program, the cost of this school meal will be charged to the student's account or otherwise charged to the student.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

**III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of a low balance once the balance reaches \$0.50. Families will be notified by automated calling system, email, and/or letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

**IV. UNPAID MEAL CHARGES**

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt in a variety of ways.
- C. Negative balances of more than \$25.00, not paid prior to the end of the school year, will be designated for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

**V. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment; and
  - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district’s website, in addition to providing the required written notification described above.

***Legal References:*** Minn. Stat. § 124D.111, Subd. 4  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A  
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)

## **613 GRADUATION REQUIREMENTS**

*[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]*

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later 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. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “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.
- C. “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.
- D. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- E. “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.

#### **IV. DISTRICT ASSESSMENT COORDINATOR**

Assessment and Testing Supervisor shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

#### **V. GRADUATION ASSESSMENT REQUIREMENTS**

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation—and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. § 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.
- C. 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.
- D. Students meeting the state graduation requirements under this section 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.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district 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 to graduate from high school.

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

## **VI. GRADUATION CREDIT REQUIREMENTS**

Students beginning 8<sup>th</sup> grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, 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;
- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits.
- H. Credit equivalencies
  - 1. A one-half credit of economics taught in a school's agriculture education or business 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 D., 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 physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., 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 mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

## **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. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
  - 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 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 (Graduation Requirements; Course Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
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 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (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 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: 11-26-2007

MSBA/MASA Model Policy 703

Orig. 1995

Revised: 11-18-2019

Rev. 2019

## **703 ANNUAL AUDIT**

*[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

### **III. REQUIREMENT**

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

***Legal References:*** Minn. Stat. Ch. 6 (State Auditor)  
Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;  
Statement for Comparison and Correction)

***Cross References:*** MSBA/MASA Model Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care

facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. §

120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

*[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]*

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)

- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

**VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/  
STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders

otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in

which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)

Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)  
MSBA Service Manual, Chapter 2, Transportation

## **708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*

### **I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

### **III. ELIGIBILITY**

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such

transportation provided outside the school district boundaries.(Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

#### **IV. STUDENTS WITH DISABILITIES**

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules

Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:**
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
  - Minn. Stat. § 123B.84 (Policy)
  - Minn. Stat. § 123B.86 (Equal Treatment)
  - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
  - Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
  - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
  - Minn. Stat. Ch. 125A (Children With a Disability)
  - Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
  - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
  - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
  - Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
  - Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
  - Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8<sup>th</sup> Cir. 1992)
  - Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
  - Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
  - Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
  - Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
  - Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
  - Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)
- Cross References:**
- MSBA/MASA Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA Service Manual, Chapter 2, Transportation

Adopted: 1-14-2008

MSBA/MASA Model Policy 802

Orig. 1995

Revised: 11-18-2019

Rev. 2019

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

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

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

### **II. GENERAL STATEMENT OF POLICY**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;

- c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or.
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

***Legal References:*** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)



**General Fund -  
October 31, 2019**

**REVENUE & EXPENDITURE  
SUMMARY BY SOURCE,  
OBJECT SERIES**

REVENUE CATEGORIES	6/30/2018	6/30/2019	FY 20 Revised Budget	FY19 Received YTD	Budget Remaining
STATE	76,908,386	78,077,132	79,743,410	17,449,283	62,294,127
FEDERAL	2,279,034	2,304,972	2,258,755	7,854	2,250,901
PROPERTY TAXES	13,957,451	15,758,101	15,379,882	13,694,470	1,685,412
LOCAL (FEES, INTEREST, ETC.)	2,437,477	2,281,038	3,098,977	816,040	2,282,937
<b>TOTALS</b>	<b>92,331,715</b>	<b>98,421,243</b>	<b>100,481,024</b>	<b>31,967,647</b>	<b>68,513,377</b>

**EXPENDITURES**

OBJECT SERIES	6/30/2018	6/30/2019	Revised Budget	Expended YTD	Budget Remaining
SALARIES & WAGES	56,092,989	56,766,186	59,189,690	12,767,160	46,422,530
EMPLOYEE BENEFITS	16,557,655	17,143,099	18,220,423	3,729,074	14,491,349
PURCHASED SERVICES	12,287,716	13,040,604	12,460,713	2,374,282	10,086,431
SUPPLIES	2,734,909	2,544,216	3,007,991	1,396,673	1,611,318
EQUIPMENT	5,405,096	6,124,193	5,732,764	3,591,006	2,141,758
DEBT SERVICE	-	-	-	-	-
OTHER EXPENDITURES	737,601	721,030	673,918	156,805	517,113
<b>TOTALS</b>	<b>93,785,468</b>	<b>96,339,327</b>	<b>99,285,499</b>	<b>24,014,999</b>	<b>75,270,500</b>

Revenue over (under) Expenditures: 2,081,916 1,195,525

	Actual June 30, 2018	Actual 6/30/2019	Projected June 30, 2020
Non Spendable Fund Balance	208,934	245,117	245,117
Restricted Fund Balance	370,113	717,773	717,773
Assigned Fund Balance	185,388	267,230	267,230
Unassigned Fund Balance	2,069,198	3,685,429	4,880,954
<b>Total Fund Balance</b>	<b>2,833,633</b>	<b>4,915,549</b>	<b>6,111,074</b>

	10/31/2019	10/31/2018	10/31/2017
% Budget Received	21.88%	21.26%	21.59%
% Actuals Received	0.35%	0.01%	0.01%
	89.04%	92.45%	104.38%
	26.33%	26.86%	25.14%
	31.81%	32.29%	21.80%

21.57%	22.08%	21.97%
20.47%	20.85%	21.99%
19.05%	16.20%	19.79%
46.43%	44.61%	42.23%
62.64%	37.74%	66.87%
23.27%	15.89%	29.36%
24.19%	22.61%	24.93%

A Proceeds from sale (\$1,125,000) will be recognized in Fiscal Year 2020.  
 B P-Card expenditures for September and October are included but unreconciled



# World's Best Workforce (WBWF) AND Achievement & Integration (A&I)

2018-2019 Reports



**DEPARTMENT  
OF EDUCATION**

# Components of WBWF/A&I Progress Report

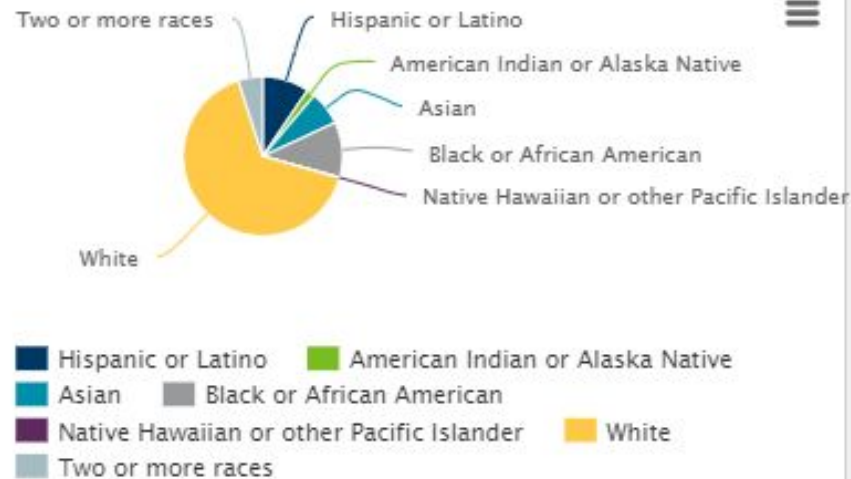
- Part A: World's Best Workforce
  - Equitable Access to Excellent Teachers
  - All Students Ready for School
  - All Students in Third Grade Achieving Grade-Level Literacy
  - Close the Achievement Gap(s) Between Student Groups
  - All Students Career- and College-Ready by Graduation
  - All Students Graduate
- Part B: Achievement and Integration
  - Amended Plan
  - Achievement and Integration Goals 1 - 5
  - Going Forward

## Statewide



### 2019 Enrollment by Race/Ethnicity

Note: Data are reported by fiscal year based on October 1 enrollment for the most recent year available. The fiscal year is the year in which the school year ends (e.g., 2017 is the 2016-2017 school year).



Race/Ethnicity	Count	Percent
Hispanic or Latino	84,784	9.5%
American Indian or Alaska Native	14,839	1.7%
Asian	60,989	6.9%
Black or African-American	99,604	11.2%
Native Hawaiian or other Pacific Islander	771	0.1%
White	584,296	65.7%
Two or more races	44,021	5.0%
<b>All students</b>	<b>889,304</b>	<b>89</b> 100.0%

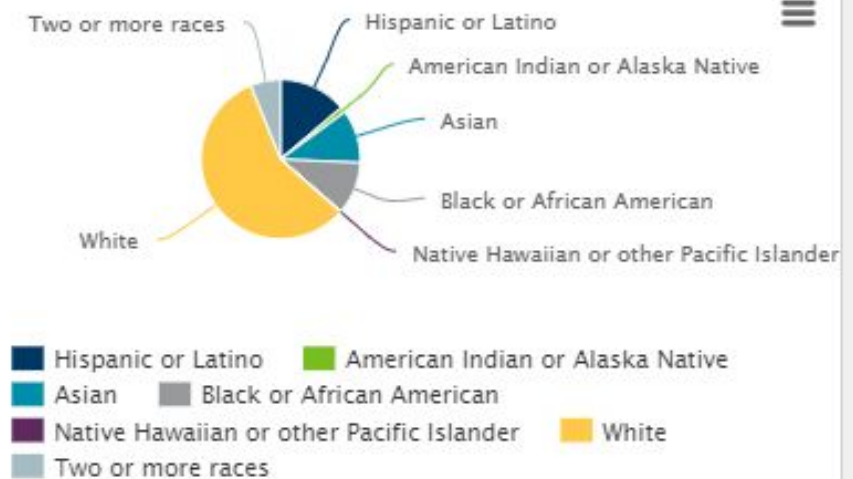


## Shakopee Public School District



### 2019 Enrollment by Race/Ethnicity

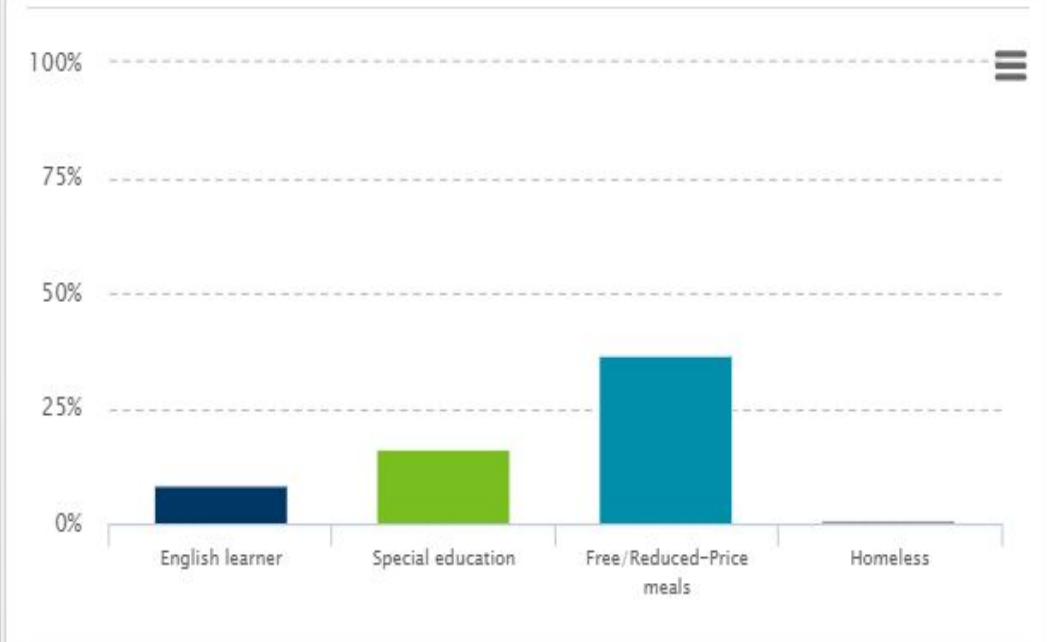
Note: Data are reported by fiscal year based on October 1 enrollment for the most recent year available. The fiscal year is the year in which the school year ends (e.g., 2017 is the 2016-2017 school year).



Race/Ethnicity	Count	Percent
Hispanic or Latino	1,147	13.8%
American Indian or Alaska Native	88	1.1%
Asian	901	10.8%
Black or African-American	890	10.7%
Native Hawaiian or other Pacific Islander	7	0.1%
White	4,777	57.4%
Two or more races	509	6.1%
<b>All students</b>	<b>8,319</b>	<b>100.0%</b>

**Statewide** 🔍

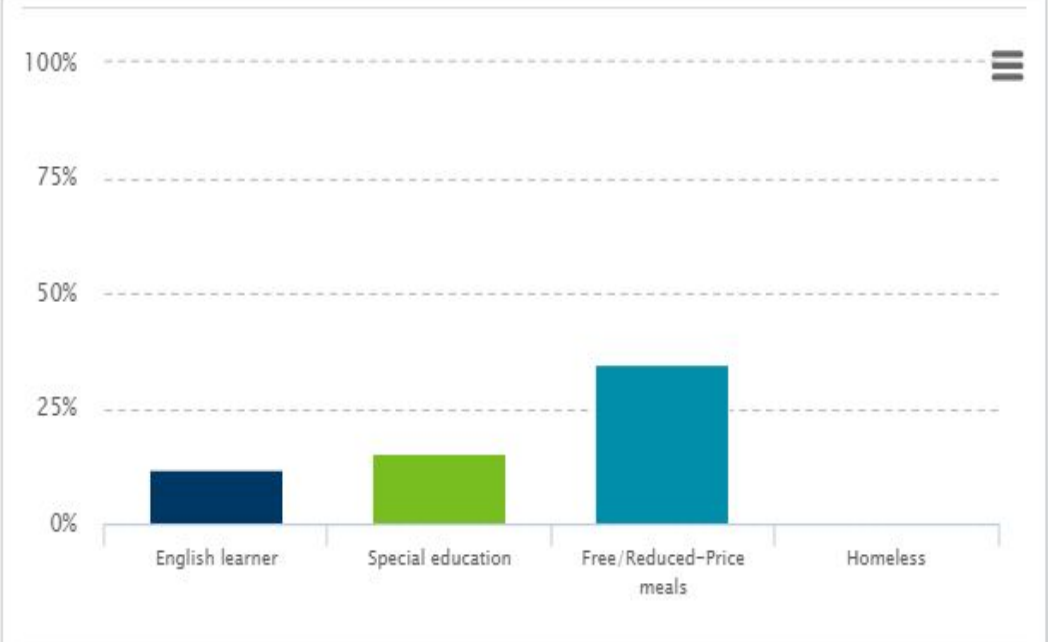
**2019 Enrollment by Other Criteria**



	Count	Percent
English learner	74,315	8.4%
Special education	143,925	16.2%
Free/Reduced-Price meals	323,572	36.4%
Homeless	8,079	0.9%

**Shakopee Public School District** 🔍

**2019 Enrollment by Other Criteria**



	Count	Percent
English learner	974	11.7%
Special education	1,292	15.5%
Free/Reduced-Price meals	2,879	34.6%
Homeless	51	0.6%

# All Students Ready for School

- Goal: 68% of our Kindergarten Students Meet 3 out of 4 Kindergarten Readiness Measures
- **Result: 64% (329/515) of our Kindergarten Students Meet 3 out of 4 Kindergarten Readiness Measures**
  - Counting: 79% (409/515)
  - Number Identification: 62% (323/517)
  - Letter Identification: 80% (416/521)
  - Letter Sound Identification: 49% (253/514)

# All Students in Third Grade Achieving Grade-Level Literacy

- The percentage of 3rd grade students enrolled in Shakopee Public Schools that are proficient on the MCA Reading test will increase from 6.5% above state rates in 2017-18 to 8% above state proficiency rates by 2018-2019.
  - 16-17: 63.5% (5.9% above state)
  - 17-18: 62.4% (6.5% above state)
  - **18-19: 63.1% (4.8% above state)**

# Close the Achievement Gap(s) Between Student Groups

- Goal: The weighted average achievement gap in reading (based on MCA results), including the student groups of FRP, SpEd, LEP, Asian, Black, Hispanic, Native American, Pacific Islander and Multi-Racial groups will improve from -28.7% in 2016-2017 to -25% in 2018-19.
  - 2016-2017: -28.7%
  - 2017-2018: -27.1%
  - **2018-2019: -27.5%**

# All Students Career- and College-Ready by Graduation

- Goal: The percentage of students meeting all 4 Career and College readiness benchmarks on the ACT will increase from 31% for the 2018 graduating cohort to 33% for the 2019 graduating cohort.

- 2016-2017: 29%

- 2017-2018: 31%

- **2018-2019: 28%**

# All Students Graduate

- **Goal: The percentage of High School seniors that graduate in 4-years will increase from 83.4% in 2014 to 90% in 2017-18.**
  - 2015 Cohort: 81.4%
  - 2016 Cohort: 82.1%
  - 2017 Cohort: 79.7%
  - **2018 Cohort: 83.4%**

*Beginning next year, we will have a 4-year goal for Shakopee High School and a 7-year goal for Tokata Learning Center.*

# 2018 Graduation Rates

## Shakopee High School 4-Year Graduation Rate

- 86.9%
- 86.6%
- 90.2%

## Tokata Learning Center 7-Year Graduation Rate

- 84.8%
- 77.5%
- 71.9%



# Achievement & Integration Goals (A&I)

2018-2019 Reports

# Amended Plan

Typically, you develop three-year goals for an A&I Plan. We ended up not doing that because

- The Minnesota Growth model no longer exists
- We realized that some of the measures were difficult to track
- In working with MDE, some of our goals did not align correctly with WBWF

# Achievement and Integration Goal 1

GOAL # 1: Teachers will be better prepared to meet our diverse students' needs and will create an environment where an additional 2.5% of students will become "on-track" for success, annually, based on the ~~Minnesota Growth Model.~~

## Achievement and Integration Goal 2

Implement four innovative, engaging educational programs for students in grades K-12, to better access curriculum and post-secondary options, and increase student daily attendance by 10% and decrease student discipline referrals by 10%.

**Attendance Rate in 2015-2016: 95.18%**

**Attendance Rate in 2017-2018: 94.61%**

**Suspension Rate in 2016-2017: 0.040**

**Suspensions Rate in 2018-2019: 0.048**

# Achievement and Integration Goal 2

## 4 Innovative Programs:

- Young Scholars
- AVID
- Check and Connect
- World Cafe

## Achievement and Integration Goal 3

By 2020, the graduation of non-white students, who have been in the district for more than 5 years, will be equal to the graduation rates for white students (90% goal).

**White Students in Spring 2018: 89.6%**

**Students of Color in Spring 2018: 74.4%**



# Achievement & Integration Goals for 2019 - 2020



# Goals

Staff perception

Consistent Attendance

Achievement Gap in Math

Enrollment in Grow Your Own Teacher Program

Access to Rigorous Coursework

# Going Forward with A&I

All Achievement & Integration districts in the state are currently working on developing the next 3-year Achievement & Integration Plan.

This new plan will be submitted to MDE by Ray Betton and Nancy Thul no later than mid-March of 2020.

# Conclusion/Questions

- This report will be submitted to MDE by mid-December
- Requirement for all school districts in the state of Minnesota
- [WBWF site on Shakopee Schools website](#)



# Shakopee Public Schools

# Comprehensive Needs Assessment

Presented by:

Ray Betton and Sebastian Witherspoon

# Excellence with Equity Program Objectives

- Pursue racial and economic integration
- Increase student achievement
- Create equitable educational opportunities
- Reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in our schools.

Achievement and Integration Program. (2019). Retrieved from <https://education.mn.gov/MDE/dse/acint/>.

## **Shakopee Public Schools Mission Statement:**

Shakopee Schools, in partnership with our community, will educate lifelong learners to succeed in a diverse world.

**Educational Equity:** Provides fairness in educational opportunities and ensures that historically undeserved or underrepresented populations meet the same rigorous standards for academic performance expected of all children and youth. **Simply put, it allows ALL students the RESOURCES necessary to be successful within an educational setting.**

# The What

- A comprehensive needs assessment to determine where the district is with equitable best practices in education.
  - Classroom Visits at three elementary schools, two middle schools, the high school, and the TLC.
  - Building Scans at three elementary schools, two middle schools, the high school, and the TLC.
  - Focus groups with representatives from each of the above listed schools' students, teachers, administrators, and community members.

# The How

- Shakopee Public Schools staff will work in conjunction with staff from Equity Alliance MN to conduct classroom observations and building walkthroughs during the first two weeks in December.
- Shakopee Public Schools staff will work in conjunction with staff from Equity Alliance MN to facilitate focus groups that will include students, staff, and community members during the month of January.
- Upon completion of the classroom observations, building walkthroughs, and focus groups, Equity Alliance MN will write and present Shakopee Public Schools with an executive summary of all the data collected along with their recommendations for their Achievement and Integration Plan and district practices going forward based on the outcome of the comprehensive needs assessment.



# Questions?

- [www.equityalliancemn.org](http://www.equityalliancemn.org)

 Sebastian Witherspoon

 +651-379-2679

 [switherspoon@ea-mn.org](mailto:switherspoon@ea-mn.org)

# MEMORANDUM OF UNDERSTANDING

## REMOTE WORK DAYS

---

*This Memorandum of Understanding is entered into between Independent School District No. 720, Shakopee Public Schools ("the District"), and Shakopee Education Association ("SEA"), exclusive representative for teachers in the District.*

Whereas teachers have contract rights for a work day at the end of each semester; and

Whereas the second quarter work day in January of 2019 was effectively a remote work day due to it being designated as a CoLDay due to inclement weather; and

Whereas the District and SEA did not experience any difficulties with the function and implementation of that remote work day; and

Whereas the District and the SEA wish to see student needs met and teachers' skills utilized in the most efficient and effective arrangements:

NOW, THEREFORE, Shakopee Public Schools (MN ISD 720) and Shakopee Education Association hereby enter into the following agreement regarding the use of remote work days for the 2019-2021 contract period:

Article 5, Section 6 will be revised by this document to read as follows (new language underlined):

### **5.6 QUARTERLY TEACHER PLANNING DAYS**

Teachers shall be scheduled for a full day of planning time at the end of each of the four (4) marking periods. Teachers have the option to work remotely/tele-commute on these days provided they complete grading tasks by the building administrators' assigned deadlines.

This MOU will continue in effect until modified by the mutual agreement of the parties by a subsequent MOU or the Collective Bargaining Agreement is modified through the negotiations process.

***SEA and the District are in agreement with the above language as evidenced by the signatures of their representatives below.***

Representative for:  
**Shakopee Education Association**

**ISD 720, Shakopee Public Schools**

  
\_\_\_\_\_  
President

\_\_\_\_\_  
ISD 720 Board Representative

10/31/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Shakopee PS | SEA | 2020-2021 School Calendar

BALANCED QTRS - Start after Labor Day - Out in 2nd week of June



## JULY 2020

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## JANUARY 2021

M	T	W	TH	F
0				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 23 - January 1.....No School - Winter Break  
 January 15.....Early Release - Teacher PD/PLC (K-12)  
 January 18.....No School - Martin Luther King, Jr. Day  
 January 28.....1st Semester/2nd Quarter Ends  
 January 29.....No School - Teacher Planning Day

## AUGUST 2020

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 24-27.....New Teacher Fall Workshop  
 August 31-September 3.....Teacher Fall Workshop

## FEBRUARY 2021

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

February 1.....2nd Semester/3rd Quarter Begins  
 February 12.....No School - Staff Development Day  
 February 15.....No School - Presidents' Day Break

## SEPTEMBER 2020

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

September 4,7.....No School - Labor Day Weekend  
 September 8-9.....Elementary Assess/Connect Days  
 September 8.....Student 1st Day of School (Gr. 6-12)  
 September 10.....Student 1st Day of School (Gr. E-5)

## MARCH 2021

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

March 26.....Early Release - Teacher PD/PLC (K-12)

## OCTOBER 2020

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

October 2.....Early Release - Teacher PD/PLC (K-12)  
 October 14.....No School - Staff Development Day  
 October 15-16.....No School - Fall Break

## APRIL 2021

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

April 1.....Last Day of Q3  
 April 2.....No School - Teacher Planning Day  
 April 5-9.....No School - Spring Break  
 April 12.....1st Day of 4th Quarter

## NOVEMBER 2020

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

November 3.....Election Day (Presidential)  
 November 6.....Early Release - Teacher PD/PLC (K-12)  
 November 12.....1st Quarter Ends  
 November 13.....No School - Teacher Planning Day  
 November 16.....2nd Quarter Begins  
 November 25-27.....No School - Thanksgiving Break

## MAY 2021

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

May 7.....No School - E-5 Teachers Off  
 May 7.....No School - 6-12 Staff Development Day  
 May 31.....No School - Memorial Day

## DECEMBER 2020

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

December 2.....Early Release - Teacher Prof. Dev. (K-12)  
 Dec 18.....No School for Early Childhood only - PD Day\*  
 December 23 - January 1.....No School - Winter Break

## JUNE 2021

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

June 10.....Student Last Day of School  
 June 11.....No School - Teacher Work Day  
 June 12.....Graduation

\*EC - December 18 is in place of the 4 early release days

KEY	
#	No School - Students and Staff
#	No School - Students only
#	Early Release Days for Teacher PD
#	1st Quarter Student Contact Days
#	2nd Quarter Student Contact Days
#	3rd Quarter Student Contact Days
#	4th Quarter Student Contact Days

Student Contact Days			
Q1	Q2	Q3	Q4
45	42	42	42
S1		S2	
87		84	
Year			
171			

6-12	E-5	
5	4	Staff Development Days
6	6	Work/Planning/Grading Days
2	3	Parent/Teacher Conference Days
171	171	Student Contact Days
184	184	TOTAL CONTRACT DAYS (Tenured)
4	4	New Teacher Workshop Days
188	188	TOTAL CONTRACT DAYS (Prob)



# Shakopee PS | SEA | 2021-2022 School Calendar

BALANCED QTRS - Start after Labor Day - Out in 2nd week of June



## JULY 2021

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

## JANUARY 2022

M	T	W	TH	F
5	3	4	5	6
5	10	11	12	13
4	17	18	19	20
1	24	25	26	27
	31			

December 22 - January 2.....No School - Winter Break  
 January 14.....Early Release - Teacher PD/PLC (K-12)  
 January 17.....No School - Martin Luther King, Jr. Day  
 January 27.....1st Semester/2nd Quarter Ends  
 January 28.....No School - Teacher Planning Day  
 January 31.....2nd Semester/3rd Quarter Begins

## AUGUST 2021

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

August 23-26.....New Teacher Fall Workshop  
 August 30-September 2.....Teacher Fall Workshop

## FEBRUARY 2022

M	T	W	TH	F
	1	2	3	4
	7	8	9	10
	14	15	16	17
21	22	23	24	25
28				

February 18.....No School - Staff Development Day  
 February 21.....No School - Presidents' Day Break

## SEPTEMBER 2021

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

September 3,6.....No School - Labor Day Weekend  
 September 7-8.....Elementary Assess/Connect Days  
 September 7.....Student 1st Day of School (Gr. 6-12)  
 September 9.....Student 1st Day of School (Gr. E-5)  
 September 24.....Early Release - Teacher PD/PLC (K-12)

## MARCH 2022

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

March 25.....Early Release - Teacher PD/PLC (K-12)  
 March 31.....3rd Quarter Ends

## OCTOBER 2021

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

October 20.....No School - Staff Development Day  
 October 21-22.....No School - Fall Break

## APRIL 2022

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

April 1.....No School - Teacher Planning Day  
 April 4-8.....No School - Spring Break  
 April 11.....4th Quarter Begins

## NOVEMBER 2021

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

November 2.....Election Day  
 November 5.....Early Release - Teacher PD/PLC (K-12)  
 November 11.....1st Quarter Ends  
 November 12.....No School - Teacher Planning Day  
 November 15.....2nd Quarter Begins  
 November 24-26.....No School - Thanksgiving Break

## MAY 2022

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

May 6.....No School - E-5 Teachers Off  
 May 6.....No School - 6-12 Staff Development Day  
 May 31.....No School - Memorial Day

## DECEMBER 2021

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 17.....No School for Early Childhood only - PD Day\*  
 December 22 - January 2.....No School - Winter Break

## JUNE 2022

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

June 9 Last Day of School  
 June 10.....No School - Teacher Work Day  
 June 11.....Graduation

\*EC - December 17 is in place of the 4 early release days

KEY	
#	No School - Students and Staff
#	No School - Students only
#	Early Release Days for Teacher PD
#	1st Quarter Student Contact Days
#	2nd Quarter Student Contact Days
#	3rd Quarter Student Contact Days
#	4th Quarter Student Contact Days

Student Contact Days			
Q1	Q2	Q3	Q4
45	42	42	42
S1		S2	
87		84	
Year			
171			

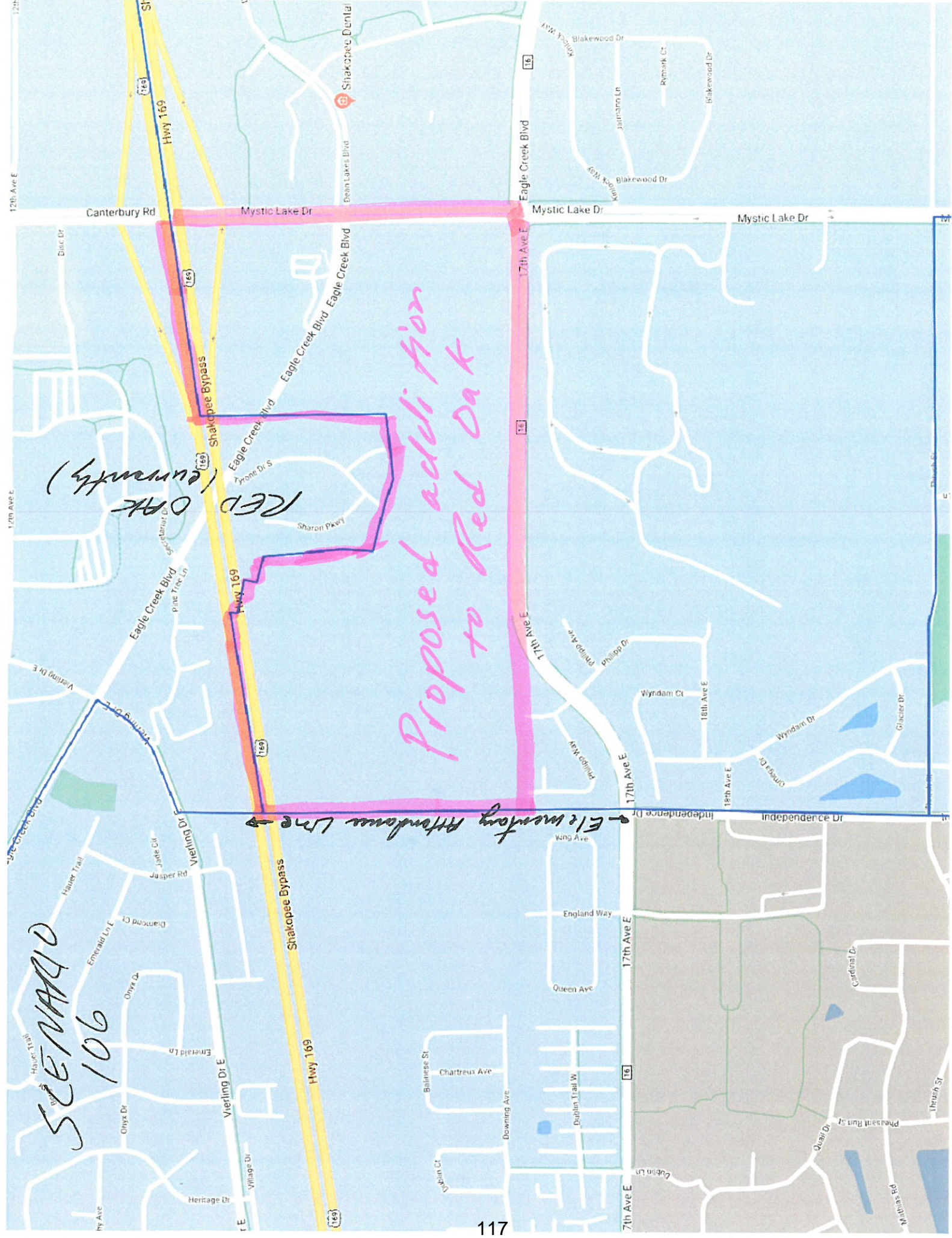
6-12	E-5	
5	4	Staff Development Days
6	6	Work/Planning/Grading Days
2	3	Parent/Teacher Conference Days
171	171	Student Contact Days
184	184	TOTAL CONTRACT DAYS (Tenured)
4	4	New Teacher Workshop Days
188	188	TOTAL CONTRACT DAYS (Prob)

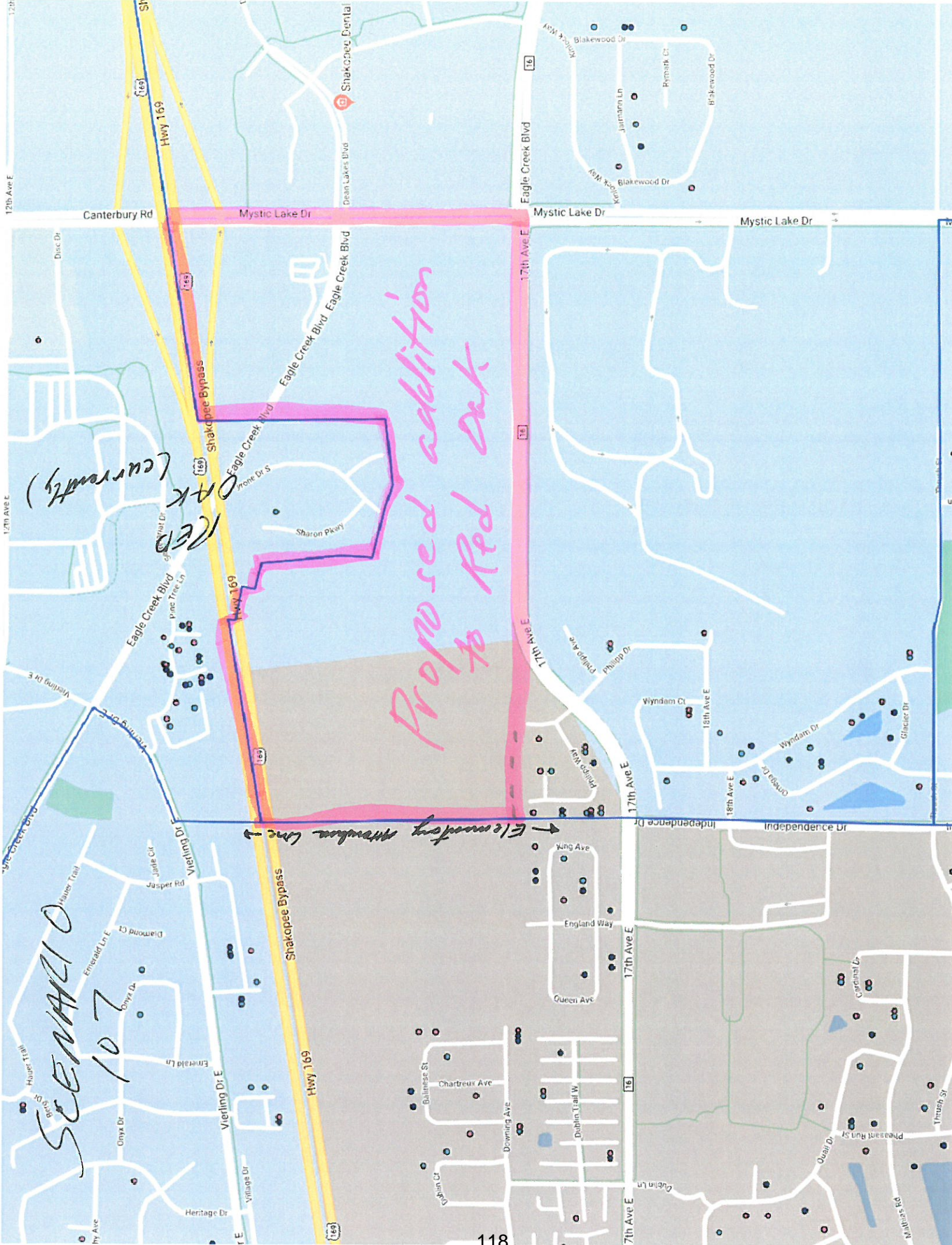
SCENARIO  
106

RED OAK  
(currently)

Proposed addition  
to Red Oak

← Elie inventory Attendance Line →





*RED OAK (currently)*

*Proposed addition to Red Oak*

*SCENARIO 107*

*Elementary structure line* →



October 15, 2019

The Shakopee School Board is accepting applications to fill the seat vacated by Reggie Bowerman who is resigning effective December 31, 2019.

At the October 14, 2019 board meeting, the Shakopee School Board approved a motion to begin the process to fill the vacancy. The replacement will serve on the Shakopee School Board for the 2020 calendar year. The person selected to serve could also choose to run as a candidate in the General Election in November 2020.

Minnesota statute mandates that applicants meet the following requirements:

- At least 21 years of age
- U.S. Citizen and eligible to vote
- Resident of School District 720 for at least 30 days
- No record of criminal sexual misconduct for which registration is required

Minnesota statute also mandates that candidates have a conflict of interest if you are a board member and:

- Expect to make over \$8,000 as an employee of the district in any fiscal year, or
- Have a personal financial interest in the sale, lease or contract with the district (there are exceptions), or
- Hold another elected position, except township board

The Shakopee School Board will accept complete written applications available from and submitted to the Superintendent's Office at 1200 Town Square, Shakopee, MN 55379. The School Board is expected to select a replacement at its January 6, 2020 meeting. Once selected, there is a 30-day waiting period prior to final appointment to the Shakopee School Board made on February 10, 2020.

- October 15 - November 27, 2019 at 4:30PM | Candidate application window
- December 9, 2019 | Discussion and selection of finalists at school board meeting
- December 16, 2019 | Special School Board meeting to interview finalists
- January 6, 2020 | Selection of person to be appointed to board
- 30-day waiting period
- February 10, 2020 | Appointee seated on the Shakopee School Board

Please call the Superintendent's Office at 952-496-5002 if you have any questions.



# 2019 APPLICATION FOR SCHOOL BOARD MEMBERSHIP

Applicant Information			
Applicant's Last Name	First Name	Middle Initial	Telephone H: W:
Applicant's Address	City	Zip Code	E-mail Address

Requirements to Hold Office	
<ul style="list-style-type: none"><li>➤ At least 21 years of age</li><li>➤ U.S. citizen and eligible to vote</li><li>➤ Resident of School District 720 for at least 30 days</li><li>➤ No record of criminal sexual misconduct for which registration is required</li></ul>	
I verify that I meet these requirements:  _____ Signature	_____ Date

Return completed application, along with a copy of your Minnesota driver's license, by 4:30 p.m. on November 27, 2019 to:

Shakopee Public Schools  
Superintendent's Office  
1200 Town Square  
Shakopee, MN 55379  
Phone: (952) 496-5002

Please provide 2 references who could provide information on your ability to serve on the Shakopee Board of Education.

_____ Name	_____ Address
_____ Phone	_____ Relationship
_____ Name	_____ Address
_____ Phone	_____ Relationship

# 2019 APPLICATION FOR SCHOOL BOARD MEMBERSHIP

To be completed by applicant (attach separate sheet of paper, if necessary)

Why would you like to serve on the Shakopee School Board?

Please describe your background and experiences with community involvement. How would these serve you as a board member?

This appointment is for the 2020 calendar year. What are your personal goals for this term? Do you envision any of them to take longer than this term to achieve?

# 2019 APPLICATION FOR SCHOOL BOARD MEMBERSHIP

To be completed by applicant (attach separate sheet of paper if necessary)

How do you view the role of the school board and your role as a board member? What would your role be in working with the superintendent?

The school board meets on the second and fourth Monday of every month at 6:00 p.m. In addition, there are meetings scheduled, committee assignments and special events to attend that may be held during the day or in the evening. Will you be able to meet this schedule and time commitment? Why or why not.

Describe how you have demonstrated advocacy for public education locally and/or statewide.

## Feedback on Attendance Areas | School Board Meeting 11/18

### Transition/phase in comments

- 1 year phased-in change: incoming 6th and 7th graders change, and incoming 8th graders finish at current MS (7)
- 2 year phase-in (5): incoming 7th and 8th graders stay at current school, incoming 6th graders change
- Keep bussing/shuttle available throughout phase-in (2)

### Intra-district transfer options, numbers, process (6)

### Transportation questions

- How will the shuttle work? (2+)
- Who will the shuttle be available to?
- How long will the shuttle be in place?

### Stated Preferences

- 106 is most balanced of the 2 scenarios (1)
- Favor 107, this scenario does not split our neighborhood - area east of Independence, south of 17, north of Valley View (1)
- Do not split the neighborhood at Independence (3)

### Special Education Impact and fragile students: How are we addressing the change? (2)

### General: questions/comments/considerations

- Have you considered HP student counts (1)
- How long will the new attendance areas be sustainable (1)
- Will there be an impact on extra-curricular opportunities (1)
- Keep feeder model... specific elementary schools primarily feeding into specific middle schools (1)
- Minimize student changes as much as possible (1)

### Good Idea/Thank you (2)



# Phase-in Analysis

## Current Reality (11-18-19)

<u>2019-20</u>	6th	7th	8th	Total	Difference
East Middle	215	242	287	744	<b>425</b>
West Middle	403	401	365	1169	

## #106

	<u>2020-21</u>	6th	7th	8th	Total	Difference
No phase in	East Middle	280	286	311	877	<b>70</b>
	West Middle	283	330	334	947	

	<u>2020-21</u>	6th	7th	8th	Total	Difference
1 year phase in	East Middle	280	286	242	808	<b>206</b>
	West Middle	283	330	401	1014	

	<u>2020-21</u>	6th	7th	8th	Total	Difference
2 year phase in	East Middle	280	215	242	737	<b>350</b>
	West Middle	283	403	401	1087	

	<u>2021-22</u>	6th	7th	8th	Total	Difference
	East Middle	268	280	286	834	<b>78</b>
	West Middle	299	283	330	912	

	<u>2021-22</u>	6th	7th	8th	Total	Difference
	East Middle	268	280	215	763	<b>222</b>
	West Middle	299	283	403	985	

	<u>2022-23</u>	6th	7th	8th	Total	Difference
	East Middle	268	268	280	816	<b>35</b>
	West Middle	269	299	283	851	

# Phase-in Analysis

## Current Reality (11-18-19)

<u>2019-20</u>	6th	7th	8th	Total	Difference
East Middle	215	242	287	744	<b>425</b>
West Middle	403	401	365	1169	

## #107

	<u>2020-21</u>	6th	7th	8th	Total	Difference
No phase in	East Middle	287	294	312	893	<b>38</b>
	West Middle	276	322	333	931	

	<u>2020-21</u>	6th	7th	8th	Total	Difference
1 year phase in	East Middle	287	294	242	823	<b>176</b>
	West Middle	276	322	401	999	

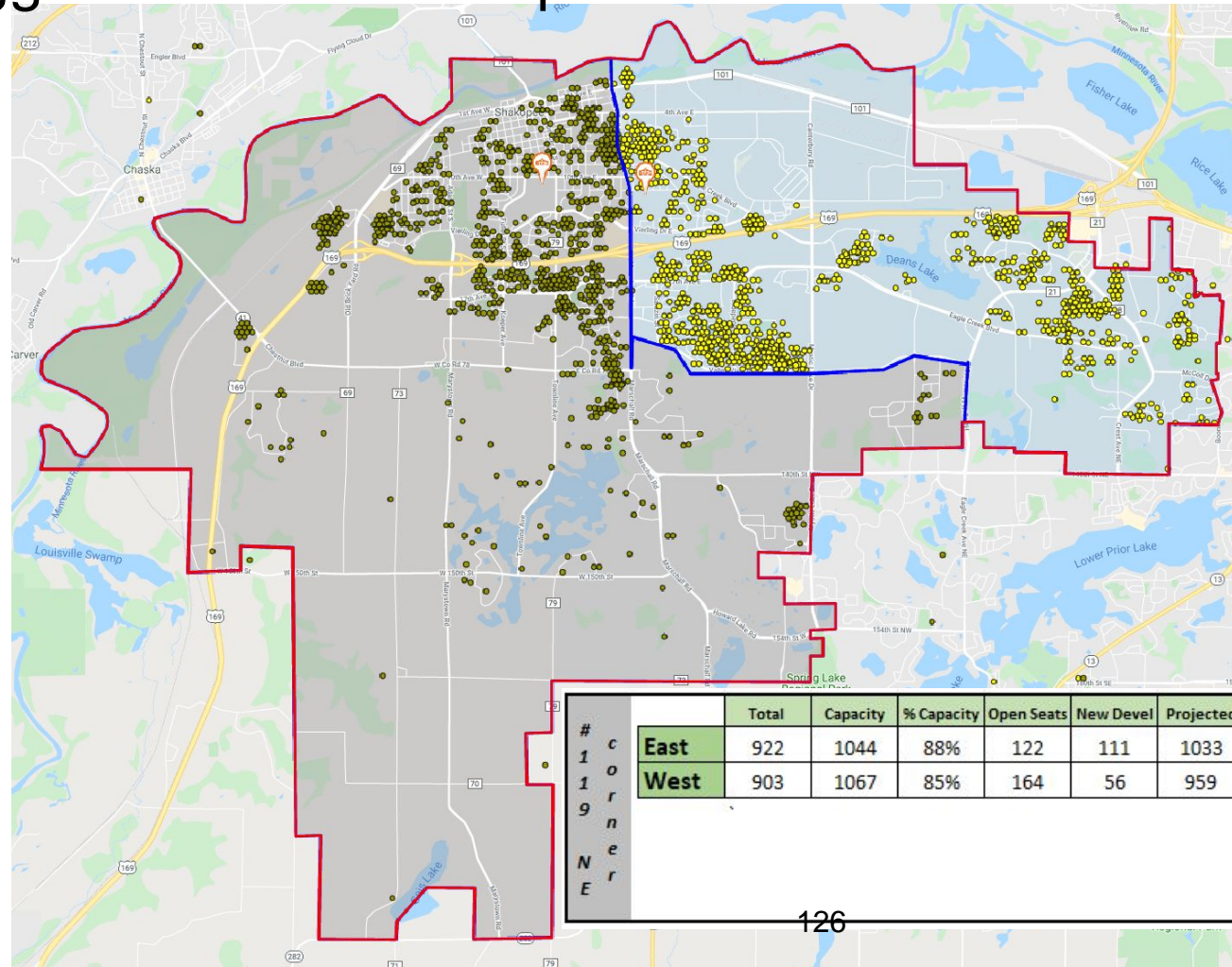
	<u>2020-21</u>	6th	7th	8th	Total	Difference
2 year phase in	East Middle	287	215	242	744	<b>336</b>
	West Middle	276	403	401	1080	

	<u>2021-22</u>	6th	7th	8th	Total	Difference
	East Middle	278	287	294	859	<b>29</b>
	West Middle	290	276	322	888	

	<u>2021-22</u>	6th	7th	8th	Total	Difference
	East Middle	278	287	215	780	<b>189</b>
	West Middle	290	276	403	969	

	<u>2022-23</u>	6th	7th	8th	Total	Difference
	East Middle	279	278	287	844	<b>20</b>
	West Middle	258	290	276	824	

# Suggestion from 11/7 input session



# c o r n e r		Total	Capacity	% Capacity	Open Seats	New Devel	Projected	% Capacity	Proj Open	% F/R	%SpEd	% EL
	East	922	1044	88%	122	111	1033	99%	11	33%	15%	6%
	West	903	1067	85%	164	56	959	90%	108	44%	19%	8%
	Range										11%	4%



# MIDDLE SCHOOL ATTENDANCE AREAS

2020-21 SCHOOL YEAR



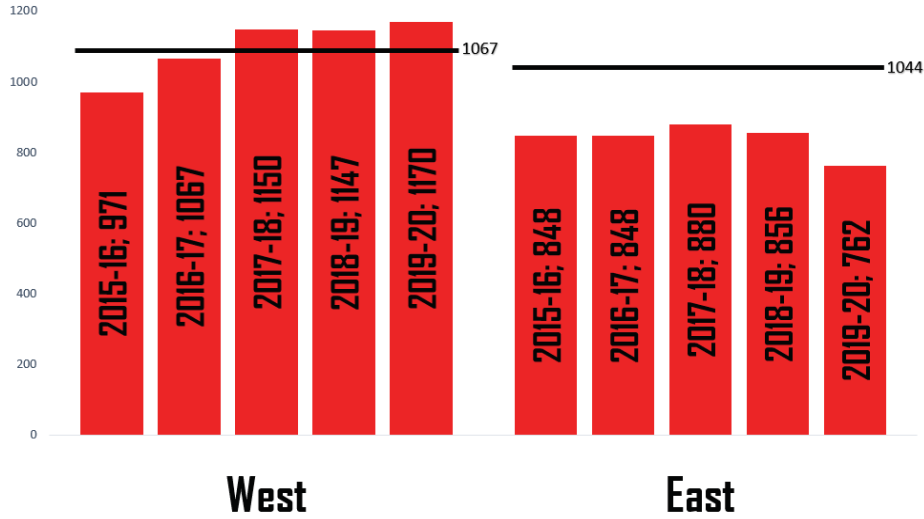
## WELCOME

- Purpose
  - Provide feedback to help district administration make recommendations to the school board about attendance areas and intra-district transfers
  - Provide the school board with information to make final decisions
  - Opportunity to ask questions and provide written feedback
- Format
  - Presentation: 15-20 minutes
  - Question and feedback cards available
- Post-meeting availability



# WHY ARE MIDDLE SCHOOL ATTENDANCE AREAS CHANGING?

## Enrollment by Year vs. Capacity



Baseline enrollment end-of 18-19 school year								
		Kdg	1st	2nd	3rd	4th	5th	Total
East Middle	Red Oak	81	117	75	99	87	105	564
	Sun Path	95	104	103	117	87	105	611
								0
	<b>Total</b>	176	221	178	216	174	210	
West Middle	Eagle Creek	136	118	135	117	127	135	768
	Jackson	134	149	126	151	131	161	852
	Sweeney	108	111	101	99	124	116	659
	<b>Total</b>	378	378	362	367	382	412	
<b>Totals</b>	554	599	540	583	556	622	3454	

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

West	6th	7th	8th	Total
Year 0: 18-19	384	367	402	1153
Year 1: 19-20	391	384	367	1142
Year 2: 20-21	363	391	384	1138
Year 3: 21-22	349	363	391	1103
Year 4: 22-23	344	349	363	1056
Year 0				316
Year 1				372
Year 2				462
Year 3				445
Year 4				433

### Actual as of 9-18-19

East MS: 746  
 West MS: 1,173  
 Difference: 427

# CURRENT REALITY



- We are primarily using a “feeder” model from elementary to middle school
- The student count difference between middle schools is 427 for 2019-20; projected over 400 into the future.
- Capacities:
  - West Middle School | 1067 (1173)
  - East Middle School | 1044 (746)
- The difference creates challenges:
  - Core staffing is similar (Admin, counselors, etc.)
  - Teaming
  - Common areas (ex: commons, lunchroom, halls)
  - Transfer requests

\*Projections do not currently account for any new housing

# PROJECTED TIMELINE

Date (original timeline)	Item
3/16/19, School Board Meeting	Presentation on enrollment trends the last 2 years. included building capacities, student enrollment, and a review of development within the district.
7/8/19, Board summer retreat/work session	Review of data on current student populations by school, and projectons for the next 5 years  Board direction to develop ~3 Middle School scenarios without constraints of feeder elementary schools.
7/11/19, Community Facilities Task Force meeting	Similar information presented at Community Facilities Task Force meeting. Feedback similar to board feedback on feeder schools, and recognition of concern around size of EMS and WMS.
8/26/19, School Board Meeting	School Board meeting - decision, timeline, criteria presentation. Discuss process for public meetings, input, feedback
9/23 (preferred) School Board Meeting	Present ~3 draft scenarios and include multi-year projections. Get feedback. Possibly set final timeline for change.
9/23 - 12/9	Develop answers to open issues: Intra-district transfers & Open enrollments, Roll-up by grade-level or all move at once, Transportation, Students with Siblings, Childcare, Process for staff adjustments/moves, Communication plan, Other factors
10/14/19	School board meeting presentation of 2-3 draft scenarios
10/29/19: EMS 6-7pm 11/7/19: WMS 6-7pm	Review of proposed middle school attendance areas for 20-21(public meetings, availability online that includes lookup tool, other communications)
11/18/19	Board reviews feedback, and decides how to proceed
12/9/19 (or 1/6/20)	Action item: 20-21 proposed MS attendance areas
1/13/20-1/27/20	IC technical work: update address connections to schools, preload core, gateway, advanced courses
1/27/20	Parent Information Nights for MS registration
2/3/20	Registration portal opened

# SCENARIOS



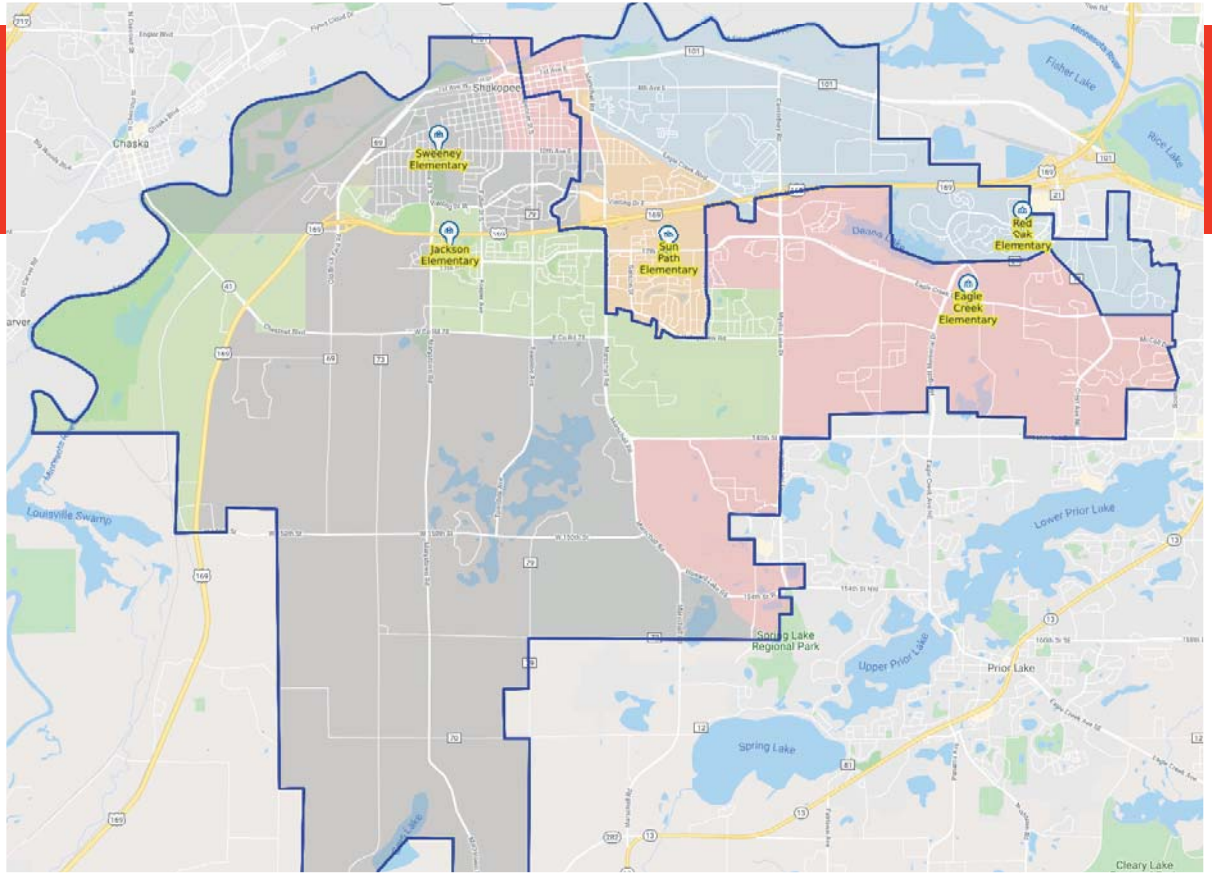
## Proposed criteria/parameters (not ranked in priority order)

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

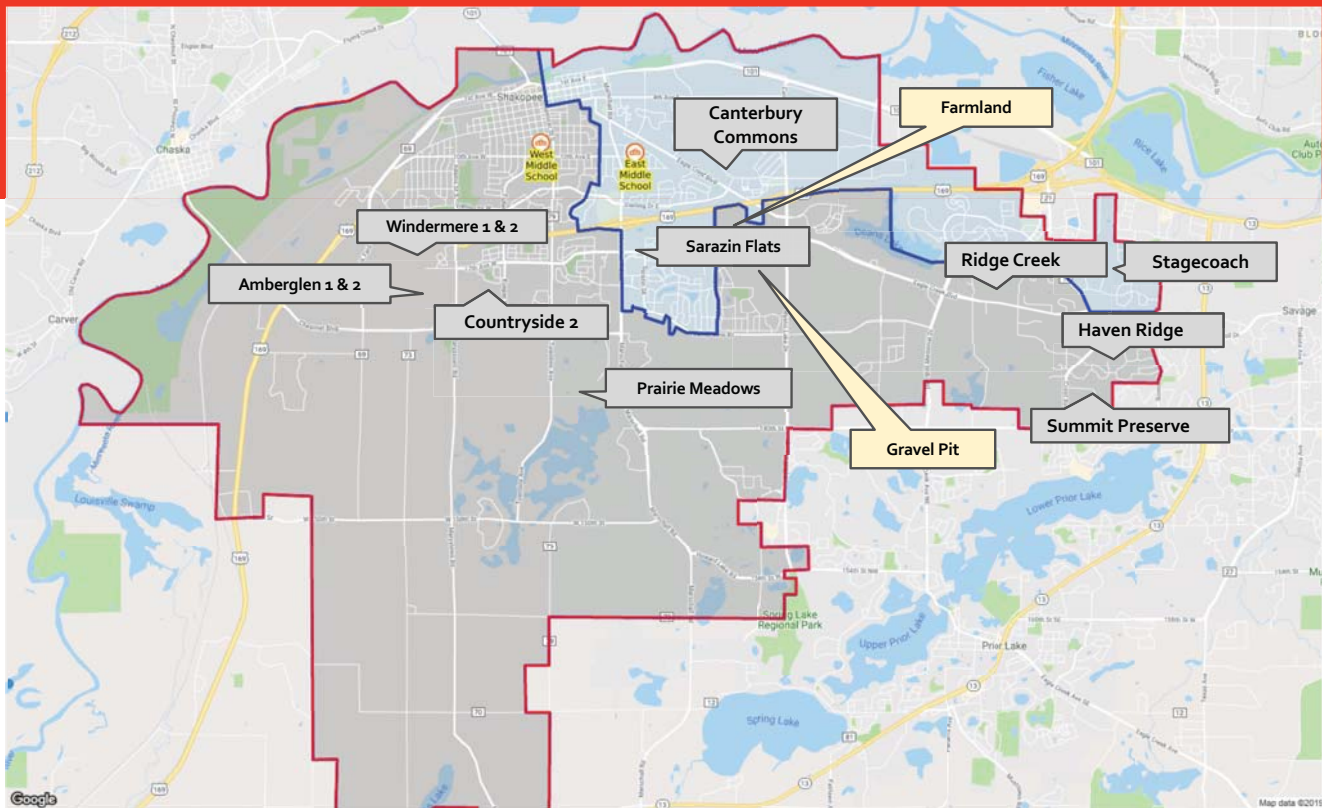


Current Elem Attendance Area	Current	#106	#107	Development Name	Active	Details	Single Family Units	Multi-Family Units/Townhouse	Apartments	K-5	6-8	9-12
Eagle Creek	WMS	EMS	EMS	Haven Ridge	Y		76	57	0	27.9	15.2	18.2
Eagle Creek	WMS	EMS	EMS	Haven Ridge South	N		32	0	0	7.7	4.5	5.8
Eagle Creek	WMS	EMS	EMS	Ridge Creek	Y	phase 1 - 44	101	0	0	24.2	14.1	18.2
Eagle Creek	WMS	EMS	EMS	Summit Preserve	Y		67	103	0	33.6	17.6	20.3
Eagle Creek	WMS	EMS	EMS	Gravel Pit (no application)	N							
Eagle Creek	WMS	EMS	EMS	Farmland north of gravel pit (no application)	N							
<b>Eagle Creek Total</b>							<b>276</b>	<b>160</b>	<b>0</b>	<b>93.4</b>	<b>51.4</b>	<b>62.5</b>
Jackson	WMS	WMS	WMS	Countryside 2nd Addition	Y		31	0	0	7.4	4.3	5.6
Jackson	WMS	WMS	WMS	Kristal Estates	N		5	0	0	1.2	0.7	0.9
Jackson	WMS	WMS	WMS	The Sixton Apartments	Y		0	0	133	13.3	6.7	6.7
Jackson	WMS	WMS	WMS	West Shakopee Gateway (no application)	N		0	0	0	0.0	0.0	0.0
<b>Jackson Total</b>							<b>36</b>	<b>0</b>	<b>133</b>	<b>21.9</b>	<b>11.7</b>	<b>13.1</b>
Rec Oak	EMS	EMS	EMS	Canterbury Commons	N		0	156	0	26.5	12.5	12.5
Rec Oak	EMS	EMS	EMS	Stagecoach at Southbridge	Y		60	0	0	14.4	8.4	10.8
Rec Oak	EMS	EMS	EMS	The Triple Crown at Canterbury	Y	300 unit started	0	0	600	60.0	30.0	30.0
<b>Red Oak Total</b>							<b>60</b>	<b>156</b>	<b>600</b>	<b>100.9</b>	<b>50.9</b>	<b>53.3</b>
SunPath	EMS	EMS	WMS	Sarazin Flats	Y		0	105	0	17.9	8.4	8.4
<b>Sun Psth Total</b>							<b>0</b>	<b>105</b>	<b>0</b>	<b>17.9</b>	<b>8.4</b>	<b>8.4</b>
Sweeney	WMS	WMS	WMS	Benedictine Health Services at Windermere	N	senior housing	0	0	0	0.0	0.0	0.0
Sweeney	WMS	WMS	WMS	Menden Addition	Y		12	0	0	2.9	1.7	2.2
Sweeney	WMS	WMS	WMS	Prairie Meadows 1st & 2nd Additions	Y	phase 1 - 25	45	0	0	10.8	6.3	8.1
Sweeney	WMS	WMS	WMS	Westridge Lake Estates	Y		14	0	0	3.4	2.0	2.5
Sweeney	WMS	WMS	WMS	Windermere - The Willows	N	summer - 80% inc	0	0	60	6.0	3.0	3.0
Sweeney	WMS	WMS	WMS	Windermere 1st Addition	Y	complete	19	0	0	4.6	2.7	3.4
Sweeney	WMS	WMS	WMS	Windermere 2nd Addition	Y	20% complete	27	0	0	6.5	3.8	4.9
Sweeney	WMS	WMS	WMS	Windermere South/Amberglen 1st Addition	Y		31	0	0	7.4	4.3	5.6
Sweeney	WMS	WMS	WMS	Windermere South/Amberglen 2nd Addition	N	under review	125	0	0	30.0	17.5	22.5
Sweeney	WMS	WMS	WMS	Windermere Townhomes	Y	complete	0	38	0	6.5	3.0	3.0
<b>Sweeney Total</b>							<b>273</b>	<b>38</b>	<b>60</b>	<b>78.0</b>	<b>44.3</b>	<b>55.2</b>
<b>Grand Total</b>							<b>645</b>	<b>459</b>	<b>793</b>	<b>312.1</b>	<b>166.7</b>	<b>192.5</b>

**CURRENT REALITY  
ELEMENTARY**



**CURRENT REALITY  
MIDDLE**



# CURRENT REALITY - STATISTICS

C R u e # 1 0 r e i 9 n t t y		Total	Capacity	% Capacity	Open Seats		% F/R	%SpEd	% EL
	East	742	1044	71%	302		44%	18%	9%
	West	1175	1067	110%	-108		34%	15%	6%
						Range	10%	3%	3%

Grade 6 School 19-20			
Grade 5 School 18-19	East Middle School	West Middle School	Grand Total
Eagle Creek Elementary	21	106	127
Jackson Elementary	6	146	152
Red Oak Elementary	92	8	100
Sun Path Elementary	80	13	93
Sweeney Elementary	3	110	113
Elsewhere School	3	5	8
Nonpublic School	1	7	8
Not enrolled in district for 5th grade	9	17	26
<b>Grand Total</b>	<b>215</b>	<b>412</b>	<b>627</b>

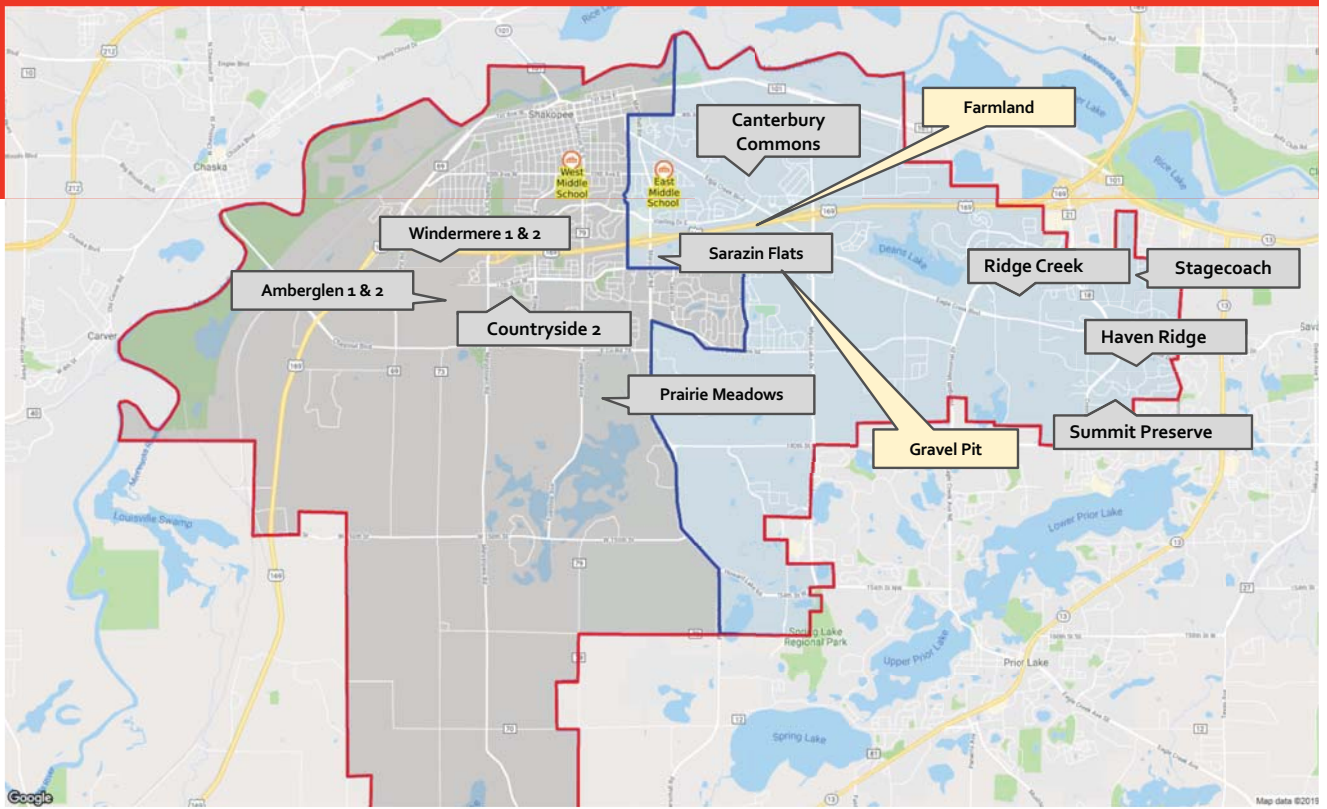
# CURRENT REALITY - MULTI-YEAR

Current Reality								Current Reality	
	Kdg	1st	2nd	3rd	4th	5th	Total		
East MS	208	210	211	202	223	224	1278		
West MS	301	336	349	330	339	331	1986		
<b>Total</b>	<b>509</b>	<b>546</b>	<b>560</b>	<b>532</b>	<b>562</b>	<b>555</b>	<b>3264</b>		

East	6th	7th	8th	Total	West	6th	7th	8th	Total	Difference	
Year 1: 20-21	214	244	287	745	Y1: 20-21	403	403	369	1175	Year 1	430
Year 2: 21-22	223	214	244	681	Y2: 21-22	339	403	403	1145	Year 2	464
Year 3: 22-23	202	223	214	639	Y3: 22-23	330	339	403	1072	Year 3	433
Year 4: 23-24	211	202	223	636	Y4: 23-24	349	330	339	1018	Year 4	382
Year 5: 24-25	210	211	202	623	Y5: 24-25	336	349	330	1015	Year 5	392
Year 6: 25-26	208	210	211	629	Y6: 25-26	301	336	349	986	Year 6	357

# #106 SCENARIO



## #106 SCENARIO - STATISTICS

#106		Total	Capacity	% Capacity	Open Seats	Range		
	East	877	1044	84%	167	% F/R	%SpEd	% EL
	West	947	1067	89%	120	38%	17%	8%
						39%	17%	7%
						1%	0%	1%

### Projected school changes

	5	6	7
East	62	59	81
West	156	132	150

### Projected 5<sup>th</sup> Grade Middle Schools

Grade 5	East	West
Eagle Creek	98	33
Jackson	43	83
Red Oak	80	12
Sun Path	44	50
Sweeney	15	105
Total	280	283

# #106 SCENARIO - MULTI-YEAR PROJECTIONS

## #106

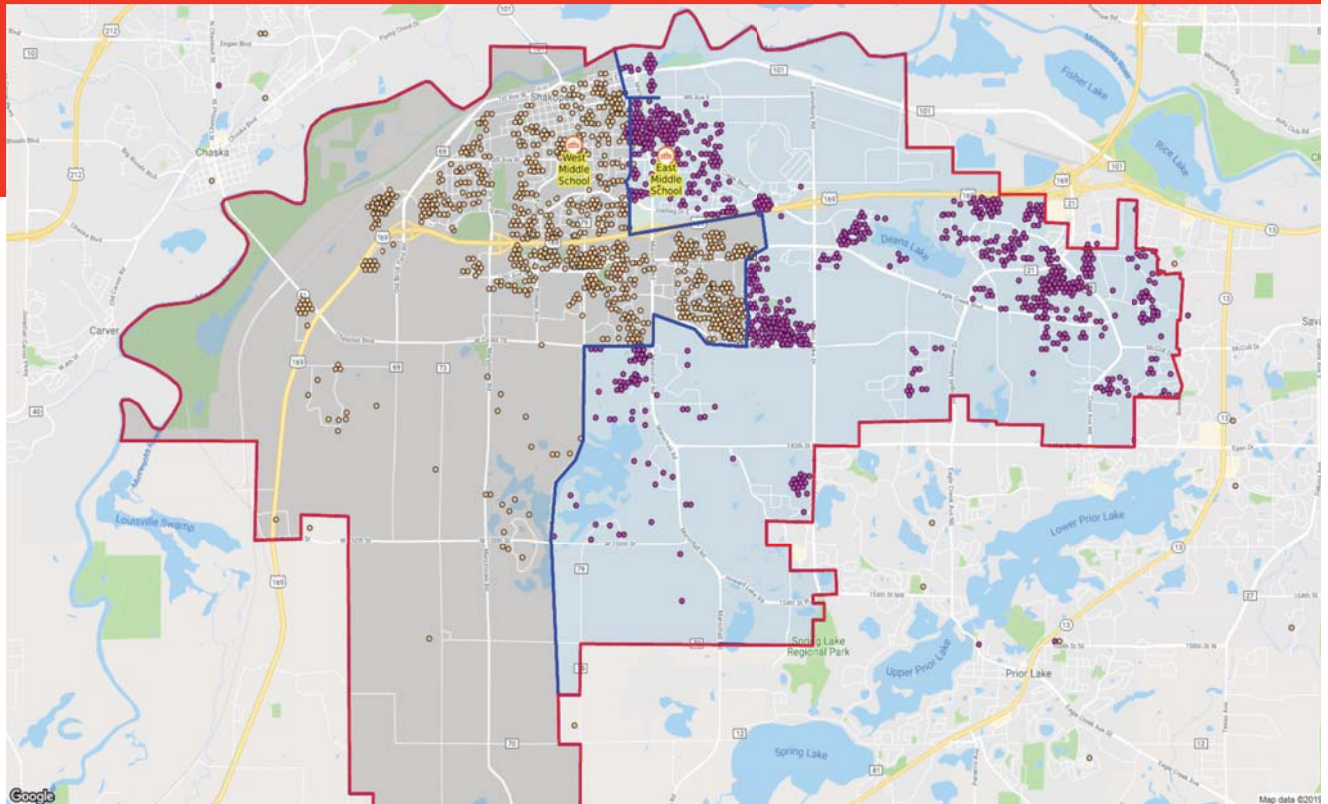
	Kdg	1st	2nd	3rd	4th	5th	Total
East MS	261	270	294	268	268	280	1641
West MS	252	281	270	269	299	283	1654
<b>Total</b>	<b>513</b>	<b>551</b>	<b>564</b>	<b>537</b>	<b>567</b>	<b>563</b>	<b>3295</b>

East	6th	7th	8th	Total
Year 1: 20-21	280	286	311	877
Year 2: 21-22	268	280	286	834
Year 3: 22-23	268	268	280	816
Year 4: 23-24	294	268	268	830
Year 5: 24-25	270	294	268	832
Year 6: 25-26	261	270	294	825

West	6th	7th	8th	Total
Y1: 20-21	283	330	334	947
Y2: 21-22	299	283	330	912
Y3: 22-23	269	299	283	851
Y4: 23-24	270	269	299	838
Y5: 24-25	281	270	269	820
Y6: 25-26	252	281	270	803

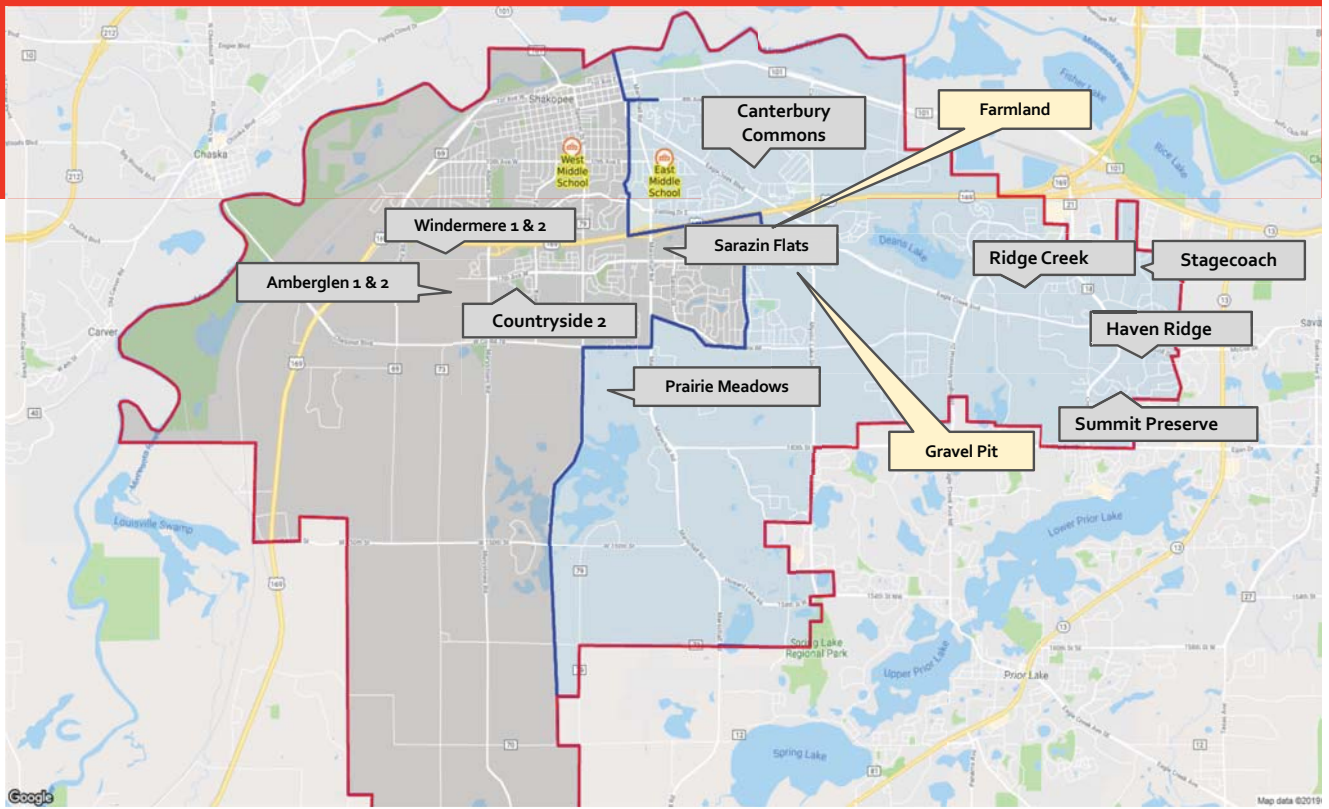
Difference	
Year 1	70
Year 2	78
Year 3	35
Year 4	8
Year 5	-12
Year 6	-22

## #107 SCENARIO



# #107

## SCENARIO



# #107 SCENARIO - STATISTICS

# 1 0 7	Total	Capacity	% Capacity	Open Seats	Range											
	East	West	East	West	% F/R	%SpEd	% EL									
	893	931	1044	1067	86%	87%	151	136	36%	40%	4%	16%	18%	2%	7%	7%

### Projected school changes

	5	6	7
East	67	72	88
West	168	153	158

### Projected 5<sup>th</sup> Grade Middle

Grade 5	East	West
Eagle Creek	94	37
Jackson	44	82
Red Oak	87	5
Sun Path	32	62
Sweeney	30	90
Total	287	276

# #107 - MULTI-YEAR PROJECTIONS

**#107**

	Kdg	1st	2nd	3rd	4th	5th	Total
East MS	260	270	302	279	278	287	1676
West MS	253	281	264	258	290	276	1622
<b>Total</b>	<b>513</b>	<b>551</b>	<b>566</b>	<b>537</b>	<b>568</b>	<b>563</b>	<b>3298</b>

East	6th	7th	8th	Total
Year 1: 20-21	287	294	312	893
Year 2: 21-22	278	287	294	859
Year 3: 22-23	279	278	287	844
Year 4: 23-24	302	279	278	859
Year 5: 24-25	270	302	279	851
Year 6: 25-26	260	270	302	832

West	6th	7th	8th	Total
Y1: 20-21	276	322	333	931
Y2: 21-22	290	276	322	888
Y3: 22-23	258	290	276	824
Y4: 23-24	264	258	290	812
Y5: 24-25	281	264	258	803
Y6: 25-26	253	281	264	798

Difference	
Year 1	38
Year 2	29
Year 3	-20
Year 4	-47
Year 5	-48
Year 6	-34

## INTRA-DISTRICT TRANSFERS (PROPOSAL)

- Intra-District Transfers limited to 100 student difference
  - If more than 100, a lottery will be used
- Application Deadline of January 31 for upcoming school year
- Once approved, no need to re-apply
- Transportation not provided



# INTRA-DISTRICT TRANSFERS... ONE YEAR ONLY (PROPOSAL)



- Intra-District Transfers limited to 150 student difference
  - 8<sup>th</sup> grade preference
  - If more than 150, a lottery will be used
- Application Deadline of January 31 for upcoming school year
- Once approved, no need to re-apply
- Shuttle provided '20-21 only

The screenshot shows the Shakopee Public Schools website. The header includes navigation links: Home, Our District, Enroll, Parents/Students, Departments, Teaching & Learning, Community Ed, and Calendar. The main content area features the district logo and a search bar. A sidebar on the left lists 'District Information' with links to Welcome, 2019 Community Survey, 2019 Community Facilities Task Force, Assurance of Compliance & Mandated Reporting, Winter Weather Guidelines & Information, Safety and Security, and Current Attendance Areas. The main content area is titled '2020-2021 Middle School Attendance Area Information' and includes a 'BACKGROUND' section. The background text states: 'Beginning in the 2020-21 school year, our district will have new attendance areas for East Middle School and West Middle School. The current attendance areas for our middle schools (former junior highs) have been in place since the 2011-12 school year. The three elementary schools with the most students (Eagle Creek, Jackson & Sweeney) primarily feed into West Middle School. The two smaller elementary schools (Red Oak & Sun Path) primarily feed into East Middle School. For reference, Red Oak and Sun Path were the two largest elementary schools when these attendance areas were originally drawn.' Below this, it mentions: 'Growth patterns within the district over the last nine years have led to a growing difference in the number of students at each of our middle schools. The student count difference between East and West is currently 427 students and projected at more than 400 into the future if attendance areas stay the same. West Middle School is more than 100 students over capacity. East Middle School is about 300 students below capacity. The difference in size of each school presents some challenges in the way our schools operate including: pressure on common areas, challenges in the'. A right sidebar contains 'Questions? Feedback?' with an email link, 'Come Visit Us' with an address, and 'Important Dates' listing two sessions: 'Middle School Attendance Areas Information and Input Session #1' on Tuesday, October 29, 2019, and 'Middle School Attendance Areas Information and Input Session #2' on Thursday, November 7, 2019.

## HOW ARE YOU COMMUNICATING INFORMATION?



- Red folders: Elementary families
- Email blasts to all district parents/guardians
- Informational Tables at elementary and middle school conference nights
- Website (translated information as well)
- School board meetings
- Feedback:  
[communications@shakopee.k12.mn.us](mailto:communications@shakopee.k12.mn.us)
- School newsletters from principals
- Shakopee Valley News | Stories and Guest Commentaries

COMMENTS?  
QUESTIONS?

PLEASE VISIT: [SHAKOPEE.K12.MN.US/Page/9960](https://shakopee.k12.mn.us/Page/9960)





## **AGENDA**

CFTF Meeting  
Tuesday, November 12, 2019  
6:00 p.m. – 8:00 p.m.

1. Thoughts Since Last Meeting?
2. Confirmation of Findings and Guiding Statements
3. Review Draft Report
4. Brainstorm: Anticipate Questions from the Board/Community?
5. Activity: Summary Statements

Next Meeting (s): December 2, 2019 at 6:00 pm for Presenters  
December 9, 2019 at 6:00 pm for School Board Meeting

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

<b>Date</b>	<b>Time</b>	<b>Type of Meeting</b>	<b>Location</b>
November 18, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
November 20, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
December 2, 2019	5:00PM	School Board Policy Committee Meeting	District Office - Supt Redmond Office
December 9, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
December 9, 2019	6:00PM	Truth in Taxation Hearing & School Board Business Meeting	District Office Board Room, 1200 Town Square
December 11, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
December 16, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Board Room, 1200 Town Square
December 16, 2019	6:00PM	Special School Board Business Meeting	District Office Board Room, 1200 Town Square
January 6, 2020	6:00PM	School Board ReOrganization Meeting	District Office Board Room, 1200 Town Square
January 11, 2020	9:00AM-2:00PM	School Board Winter Retreat	District Office Board Room, 1200 Town Square
January 15-17, 2020	All Day	MSBA Winter Leadership Conference	MPLS Convention Center
January 27, 2020	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square



# Shakopee Public Schools 2019-20 School Calendar

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

January 2020				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
M	T	W	TH	F
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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

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