To: Board of Education
From: Dr. Jenna Leadbetter, District Superintendent
Date: September 28, 2026

Board Brief
Policies 553 and 723
Action Item

BOARD BRIEF: POLICIES 553 AND 723

I.WHY THIS IS IN FRONT OF YOU

As part of our charter renewal, Osprey Wilds asked us to show two things: written procedures for accelerating gifted and talented students, and a records retention policy with a destruction schedule. Our acceleration procedures already live in Policy 553 but needed updating. We have never had a records retention policy, so Policy 723 is new.

II.POLICY 553 – GRADE ACCELERATION AND RETENTION (REVISED)

A. More than grade-skipping. State law asks us to match the level, pace, and difficulty of work to each advanced student. The policy now names the options we already use: enrichment, compacting, subject acceleration, course acceleration in grades 7–8, whole-grade acceleration in K–6, and high school options.

B. Readiness and motivation. The student interview now looks at the student's interest in and motivation for harder work, as the law requires.

C. A written plan. Every approved acceleration gets a written plan and a progress check each grading period.

D. A real appeal process. The old policy promised families an appeal but never described one. Appeals now go to the Superintendent within 30 days.

E. Cleanup. Outdated test names, a typo, and a missing research citation were fixed, and supports now match what we offer today (MnMTSS, Reading and Math Corps).

III.POLICY 723 – RECORDS RETENTION AND DESTRUCTION (NEW)

A. Uses the state's schedule. Instead of writing our own list of how long to keep each record, we adopt the state's ready-made schedule for Minnesota school districts by resolution, as most districts do.

B. Nothing gets thrown away early. Records are destroyed only after their time is up, with two sign-offs, and recorded in a permanent log (723 FRM).

C. Legal holds. If there is a lawsuit, audit, investigation, or open records request, related records are frozen.

D. Secure destruction. Private records are shredded or securely erased, and old devices like Chromebooks are wiped before they leave.

E. Email and digital systems count. This matters as we move to Infinite Campus.

IV.ITEMS FOR BOARD AWARENESS

A. Policy 723 is a new number; it sits next to our data practices policy (722).

B. The Superintendent will designate a Records Management Officer in writing after adoption.

C.Policy 553 states that any testing CCS requires for acceleration is at no cost to the family.

V.RECOMMENDED MOTION

1.Adopt revised Policy 553, Grade Acceleration and Retention, as presented.

2.Adopt Policy 723, Records Retention and Destruction, and 723 FRM, Records Destruction Log, as presented.

3.Adopt the Resolution Adopting the General Records Retention Schedule for Minnesota School Districts, as presented.