SCHOOL DISTRICT 197
West St. Paul • Mendota Heights • Eagan Area

TO: School Board Members

FROM: Peter Olson-Skog, Superintendent

DATE: November 23, 2026

SUBJECT: Administrative Review of Policy 520, Student Surveys

BACKGROUND

The district completed an administrative review of Policy 520, and the current policy adheres to the district's existing processes and procedures. This policy was last updated in April of 2024. The district reviewed its current policy against MSBA's model policy; the language changes are *technical*, not *substantive*. For example, it replaced the word "child" with "student" and made other minor language revisions.

School District 197 reviews its policies on a 3-year cycle unless law requires otherwise. Typically, the administration brings recommended policy changes to the school board for three readings, with approval at the third reading. However, when the administration recommends minor or no changes to the policy, it is labeled as an "administrative review." The administration has labeled changes the board has consistently requested in all policies as "minor." One example is using more inclusive language, such as using "parent/guardian" instead of just "parent."

When labeled an "administrative review," the policy is placed on the consent agenda for a single reading with a recommendation to approve it as presented. As a reminder, board members always have the opportunity to remove a policy from the consent agenda and discuss it as part of the main agenda.

The district also reviewed this policy using its Four-Way Equity Test. By making the student engagement inventory non-anonymous, the district will better understand engagement levels for historically underrepresented and underserved populations.

RECOMMENDED RESOLUTION

BE IT RESOLVED by the School Board of School District 197 to approve Policy 520, Student Surveys, as presented.