

TO: School Board Members

FROM: Sara Blair, Communications and Marketing Manager

DATE: April 21, 2025

SUBJECT: Administrative Review of Policy 722, Public Data Requests

**BACKGROUND:**

An administrative review of Policy 722 has been performed and the current policy adheres to the district's processes and procedures currently in place. The district's current policy was reviewed against MSBA's model policy and continues to match that language. Based on this review, no changes are recommended at this time. This policy requires an annual review and was last updated in April of 2024.

School District 197 reviews its policies on a 3-year cycle unless otherwise required by law. Typically, recommended policy changes are brought to the school board for three readings, with approval at the third reading. However, when the administration is recommending minor or no changes to the policy, it is labeled as an "administrative review." Consistent changes the board has asked to be applied to policies are considered 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 the policy as presented. As a reminder, board members always have the opportunity to remove a policy from the consent agenda to discuss it as part of the main agenda.

This policy was also reviewed using the district's 4-Way Equity Test. This policy does not provide specific opportunities for underserved, underrepresented or disadvantaged students. It helps to protect the public's ability to review and access public information, in accordance with state law. It also protects an individual's ability to access certain information of which they are the subject.

**RESOLUTION:**

***BE IT RESOLVED*** by School Board of School District 197 to approve Policy 722, Public Data Requests, as presented.