



TO: School Board Members

FROM: Tye Michaels, Director of Human Resources

DATE: August 10, 2026

SUBJECT: Administrative Review of Policy 402, Disability Nondiscrimination

BACKGROUND

An administrative review of Policy 402, Disability Nondiscrimination, has been completed. The policy continues to align with the district's current practices and procedures. This policy was last reviewed in August of 2023. The district's current policy was compared with the Minnesota School Boards Association (MSBA) model policy and updated to incorporate required revisions. Changes include identifying the district's ADA/Section 504 Coordinator by position and contact information, as well as adding clarifying language.

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 Four-Way Equity Test. The policy supports equitable employment practices by affirming the district's commitment to nondiscrimination and reasonable accommodations for qualified individuals with disabilities. While it is not intended to create targeted opportunities for specific groups, it helps eliminate barriers to employment based on disability and promotes equitable access to employment opportunities consistent with state and federal law.

RECOMMENDED RESOLUTION

BE IT RESOLVED by the School Board of School District 197 to approve Policy 402, Disability Nondiscrimination, as presented.