



**TO:** School Board Members

**FROM:** Lisa Grathen, Director of Community Education

**DATE:** February 9, 2026

**SUBJECT:** Administrative Review of Policy 902, Use of School District Facilities and Equipment

### **BACKGROUND**

An administrative review of Policy 902, Use of School District Facilities and Equipment, has been performed, and the current policy adheres to the district's processes and procedures currently in place. It was last reviewed in February of 2023. The district's current policy was reviewed against MSBA's model policy and continues to match that 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 administration believes that this process offers equitable access for all who apply. The district follows the MN Statute and nondiscrimination practices when renting space. The offering of the Facility Request process in three ways, online, phone or in person, promotes equitable access for all. Our facility scheduling staff utilizes district interpreters when needed. We work to eliminate barriers by encouraging facility usage for community members at a very reasonable rate so that students, families and community members can access our facilities. Participation in extracurricular activities for students is proven to increase performance in school.

### **RECOMMENDED RESOLUTION**

***BE IT RESOLVED*** by the School Board of School District 197 to approve Policy 902, Use of School District Facilities and Equipment, as presented.