



South St. Paul School Board Meeting

Monday, April 27, 2026 6:00 PM

CITY HALL, 125 THIRD AVENUE NORTH, South St Paul, Minnesota 55075

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. APPROVAL OF MEETING AGENDA/MINUTES

II.A. School Board Meeting Agenda, April 27, 2026

II.B. Work Session and Regular Meeting Minutes, March 23, 2026
and Work Session Minutes for April 13, 2026.

III. QUALITY-IN-ACTION and REPORTS

III.A. **Report:** Student School Board Representatives Chloe, Fenet, and Monty will provide an update on recent events, activities and other informational items.

III.B. **Quality-in-Action:** Our Nutrition Services Team of Director Dorie Pavel and Assistant Director Maggie Schmidt will share an overview of their department, highlighting how they support students through healthy, delicious meals and the important role nutrition plays in the school day. (D. Pavel/M. Schmidt)

III.C. **Quality-in-Action:** Building and Grounds Director Mark Fenton, alongside partners from Wold Architects and Market & Johnson, will walk through the community engagement process and offer a closer look at the proposed projects connected to the May 12 special bond election. (M. Fenton, B. Beery, E. Kivisto)

III.D. **Report:** Chair Kim Humann will highlight the Stakeholder Comments to the Board submissions. (K. Humann)

III.E. **Report:** School Board members will highlight items from the Board's Work Sessions. (Board)

III.F. **Report:** Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)

IV. CONSENT ITEMS

IV.A. Financial Claims: Bills Payable

IV.B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

V. POLICY

V.A. **APPROVAL:** The following policies are on their final review and up for approval:

V.A.1.#412: Expense Reimbursement

V.A.2.#421: Gifts to Employees and School Board Members

V.A.3.#422: Employee Recognition

V.A.4.#602 Organization of School Day

V.A.5.#620 Credit for Learning

V.A.6.#624: Online Instruction

V.B. **REVIEW:** The following policies are on their second of three reviews:

V.B.1.#416: Drug, Alcohol, and Cannabis Testing

V.B.2.#417: Chemical Use and Abuse

VI. BUSINESS ITEMS

VI.A. Approval, for the South St. Paul School Board to approve scheduling a special meeting for Wednesday, May 20 at 6:00 PM in the District Office Conference Room to canvass the results of the May 12, 2026, special election. (L. Brandecker)

VI.B. Approval, for the South St. Paul Public Schools to approve the Resolution for Non-Renewal of Probationary Staff (C. Cook)

VI.C. Approval, for the South St. Paul School Board to approve the Resolution for Non-Renewal of Long-Term Substitutes (C. Cook)

VI.D. Approval, for the South St. Paul School Board to approve the Education Identity and Access Management Board Resolution that designates Superintendent Brian Zambreno as the District's Identified Official with Authority (IOwA). (L. Brandecker)

VII. INFORMATIONAL ITEMS

VII.A. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

VIII. ADJOURNMENT

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the City Hall Conference Room on Monday, March 23, 2026. Chair Kim Humann called the work session to order at 5:00 PM with six Board members present: Weber, Claflin, Cumings, T. Felton, W. Felton, and Humann. Director Duffy was absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

Joint Powers Agreement for Childhood Vaccinations

Jennifer Danielson, Executive Director of Student Services, presented the agreement with Dakota County to coordinate school-based vaccination clinics. Under the agreement, Dakota County would coordinate services through Homeland Health Specialist, Inc., while the district would provide space, assist with promoting the clinics to families, and support consent and on-site logistics. Ms. Danielson shared that the continued partnership is intended to improve access to required childhood vaccinations and support compliance with Minnesota school immunization requirements. She noted that clinics had been successfully coordinated this year with Homeland Health Specialist, Inc., providing a valuable service to students and families. The district expressed its intent to continue the partnership for the 2026–27 school year. This item is on the agenda for approval this evening.

Election Judge Resolution

Superintendent Zambreno presented the resolution to appoint election judges for the South St. Paul Public Schools Special Election scheduled for May 12, 2026. He explained that Minnesota law requires school districts conducting an election to appoint qualified election judges to administer the election at the designated polling place. In accordance with Minnesota Statutes, Section 204B.19, the School Board must formally approve these appointments prior to the election. Superintendent Zambreno noted that election judges are responsible for overseeing voting procedures, assisting voters, counting ballots, and reporting results for canvassing following the election. The resolution, that will go before the Board this evening for approval, formally appoints the individuals who will serve as election judges, and additional judges may be appointed if needed to fill vacancies prior to election day.

Special Election Community Information Session

Superintendent Zambreno presented the proposed scheduling of a Community Information Session and Minnesota Department of Education (MDE) Review and Comment Session in preparation for the Special School District Election scheduled for May 12, 2026. He shared that the district had been providing information to the South St. Paul community regarding the proposed bond referendum, which is based on identified facility needs and priorities, including maintaining safe, functional learning environments and supporting future student needs.

Superintendent Zambreno explained that state law requires school districts to hold a public meeting to present the MDE Review and Comment for proposed bond projects. He noted that the Board had previously discussed this requirement at a work session and identified a proposed date and time. Following discussion, the School Board approved holding the Community Information Session and MDE Review and Comment Session on Monday, April 13, 2026, at 7:00 PM in the Stock Exchange Room at SSP Secondary. The session will include a presentation of the MDE findings, an overview of the proposed bond, and an opportunity for community members to ask questions ahead of the election.

Special Meeting to Canvass Special Election

Superintendent Zambreno presented the need to schedule a special meeting for the canvassing of the South St. Paul Public Schools Special Election results following the May 12, 2026 election. He explained that state law requires the School Board to canvass the election results within a specified timeframe, between May 15 and May 22, 2026. This required window falls between the district’s two regularly scheduled School Board meetings on May 11 and May 26, and therefore cannot be accommodated during a regular meeting. Superintendent Zambreno stated that a special meeting would need to be scheduled within the legal timeframe. Following discussion, the School Board agreed to hold the special meeting on Wednesday, May 20 at 6:00 PM in the District Office Conference Room.

Employee Appreciation Week

Superintendent Zambreno presented the annual Employee Appreciation Week recognition, noting it as an opportunity to thank staff for their ongoing dedication and contributions to students and the school community. He shared that in past years, School Board members have supported this effort by personally sponsoring snacks for staff lounges across the district.

Employee Appreciation Week for 2026 is scheduled for May 4–8. Superintendent Zambreno stated that the purpose of the agenda item was to gauge School Board interest in continuing this tradition. Following discussion, the School Board expressed support for sponsoring staff lounge snacks and continuing the Employee Appreciation Week tradition for 2026.

Public Relations and Community Engagement

The School Board reviewed the upcoming Calendar of Events and discussed opportunities to collaborate with students, staff, families, and the greater South St. Paul community to further the district’s mission and vision. The Board also reviewed and discussed ways to align these engagement opportunities with communication efforts related to the proposed bond and capital projects levy, including outreach to staff, families, and community members.

Committee Updates

Board members provided updates on the various committees in which they serve on.

Adjourn

The South St. Paul School Board adjourned the March 23, 2026 work session at 5:50 PM.

Official Board Minutes are available in the District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the Secondary Media Center Classroom on Monday, April 13, 2026. Chair Kim Humann called the work session to order at 5:01 PM with five Board members present: Weber, Claflin, Cumings, W. Felton, and Humann. Director Duffy arrived at 5:15 PM and Director T. Felton was absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

Engagement Summary: Student Leaders, School Board, and District Leadership

School Board members along with District and school leaders met with student leaders from the secondary building's Black Pride Organization (BPO) and Comunidad de Latinos Unidos (CDLU) for a structured dialogue focused on student experience, safety, and belonging.

Students shared that their motivation to engage stemmed from concerns about safety, particularly related to immigration enforcement and its impact on peers, as well as ongoing feelings of being unheard and lacking equitable opportunities. A strong theme emerged around the need for students to feel safe, seen, and valued within the school environment.

Throughout the conversation, students emphasized the importance of clear communication, noting that a lack of follow-up or transparency can feel like inaction. They expressed a desire for more visible and meaningful responses from adults when concerns are raised.

Leaders asked questions to better understand student experiences and identified a need to strengthen trust, improve communication, and ensure systems are in place for consistent follow-up.

Students closed by highlighting that trust is built through authentic relationships, deeper daily interactions with staff, and demonstrated action. They also noted the importance of ongoing staff development to support stronger connections with students.

Overall, the conversation reinforced four key themes: safety, belonging, communication, and accountability, with a shared commitment to continued dialogue and action.

Community Information Session

Board members attended the Community Information Session on the District's May 12, 2026 special election for a bond referendum and capital projects levy.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, March 23, 2026. Chair Kim Humann called the meeting to order at 6:00 PM with six Board members present for roll call: T. Felton, Weber, W. Felton, Claflin, Cumings, and Humann. Director Duffy was absent. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Director W. Felton

Seconded by Director T. Felton

The South St. Paul School Board approves the March 23, 2026, School Board meeting agenda as well as the minutes for February 23, 2026, work session and regular business meeting, and the March 9, 2026, work session. Motion carried (6-0)

QUALITY-IN-ACTION AND REPORTS

Report - Student School Board Representatives Chloe, Fenet, and Monty provided an update on recent events, activities, and other informational items.

Quality-in-Action - Bill Bauman, High School Equity and Instruction Coach, along with several students, presented an overview of the Biliteracy Seal program, including how students demonstrated language proficiency and earned recognition on their transcripts.

Quality-in-Action - Activities Director Brady Krueger along with the winter coaches and activity advisors provided highlights from their respective seasons.

Stakeholder Comment to the Board - There were no attendees or submissions for the March 9 stakeholder comments to the board session.

Work Session Report - Vice Chair Claflin provided an overview of the work session discussions.

Superintendent Report - Superintendent Zambreno provided highlights from around the district.

CONSENT ITEMS

By Director Claflin

Seconded by Director W. Felton

A. Financial Claims - Bills Payable

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

Motion Carried (6-0)

BUSINESS ITEMS

By Director Weber
Approval, for the South St. Paul School Board to approve the Girls Flag Football Emerging Status Form.
Motion carried (6-0)

Seconded by Director Claflin

By Director Cumings
Approval, for the South St. Paul School Board to approve the Packer Activity Center's Air Handler Replacement Bid.
Motion carried (6-0)

Seconded by Director Weber

By Director Weber
Approval, for the South St. Paul School Board to approve the 2026-2029 Achievement and Integration Plan.
Motion carried (6-0)

Seconded by Director Claflin

By Director W. Felton
Approval, for the South St. Paul School Board to approve the Joint Powers Agreement for Childhood Vaccinations Between the County of Dakota and Special School District 6.
Motion carried (6-0)

Seconded by Director Claflin

By Director Claflin
Approval, for the South St. Paul School Board to schedule a special Community Information Session on Monday, April 13, 2026, at 7:00 PM in the Stock Exchange Room at SSP Secondary (700 - 2nd Street North), in advance of the School District Special Election scheduled for Tuesday, May 12, 2026.
Motion carried (6-0)

Seconded by Director Weber

By Director Claflin
Approval, for the South St. Paul School Board to approve the Resolution Appointing Election Judges for the May 12, 2026, School District Special Election.
Motion carried (6-0)

Seconded by Director Weber

By Director W. Felton
Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Report.
Motion carried (6-0)

Seconded by Director Claflin

INFORMATIONAL ITEMS

School Board members reported on various educational activities/events in which they have participated, as well as other informational items.

ADJOURN

By Director Claflin
Approval, for the South St. Paul School Board to adjourn the March 23, 2026, meeting at 7:47 PM.
Motion carried (7-0)

Seconded by Director T. Felton

School Board Business Meeting Minutes

March 23, 2026

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



**South St. Paul
Public Schools**

School Board Agenda Item

Place on Agenda: Reports

Action Requested: Discussion Only

Attachment: None

Topic: Student School Board Representative Highlights
Presenter(s): Fenet Iresso, Chloe O'Neil, & Monty Whitaker
Background: Student School Board Representatives Fenet Iresso, Chloe O'Neil, & Monty Whitaker will provide highlights.
Recommendation: N/A
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: Stakeholder Comments to the Board

Presenter(s): Board Chair

At the Work Session and Regular Business Meeting, the Board Chair will provide an overview of the Stakeholder Comments to the Board submissions.

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Stakeholder Comments to the Board sessions are held at the District Office (104 - 5th Avenue South) beginning at 6:30PM.
- **Electronic form Submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Stakeholder Comment tot the Board.
 - Form submissions will be acknowledged by the Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Stakeholder Comment to the Board form.

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Work Session Meeting Update
Presenter(s): Board
Background: School Board members will highlight items from the Work Session meeting.
Recommendation: N/A
Alternatives: N/A

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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Superintendent's Update
Presenter(s): Dr. Brian Zambreno, Superintendent
Background: Superintendent Zambreno will provide highlights from around the District.
Recommendation: N/A
Alternatives: N/A



School Board Agenda Item

Date: April 27, 2026
Place on Agenda: Consent Items
Action Requested: Approval
Attachment: Financials - Bills Payable

Topic: Financials - Bills Payable
Presenter(s): Board Chair
Background: It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.
Recommendation: Administration recommends the approval of the attached financial statement.
Alternatives: N/A

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NUMBER	TYP	AMOUNT	DATE VENDOR
210618	V	-487.95	04/09/2026 SCHOOL SPECIALTY LLC
210769	R	509.50	03/30/2026 LOCAL #70
210770	R	1,165.00	03/30/2026 MINNESOTA CHILD SUPPORT PAYMENT CENTER
210771	R	64.00	03/30/2026 NCPERS GROUP LIFE INS
210772	R	226.75	03/30/2026 OFFICE AND PROF EMPLOYEES UNION
210773	R	13,611.44	03/30/2026 SOUTH ST PAUL TEACHER'S ASSOCIATION
210774	R	5.00	03/30/2026 SOUTH ST PAUL OPEN FOUNDATION
210775	R	55.00	03/30/2026 SOUTH ST PAUL EDUCATION FOUNDATION
210776	R	1,308.17	03/30/2026 SSP EASRP
210777	R	80.00	03/27/2026 73 HORIZONS LLC
210778	R	12.99	03/27/2026 ACE HARDWARE & PAINT
210779	R	575.00	03/27/2026 ADVANCED SPORTSWEAR LLC
210780	R	685.78	03/27/2026 AMAZON CAPITAL SERVICES
210781	R	3,920.00	03/27/2026 AMERGIS HEALTHCARE STAFFING INC
210782	R	9,771.00	03/27/2026 AMPERSAND THERAPY LLC
210783	R	5,110.14	03/27/2026 ARVIG
210784	R	908.00	03/27/2026 AWARDS BY HAMMOND
210785	R	220.35	03/27/2026 BATTERIES PLUS BULBS
210786	R	1,575.00	03/27/2026 BAYADA HOME HEALTH CARE INC
210787	R	4,870.16	03/27/2026 BIX PRODUCE COMPANY
210788	R	5,447.80	03/27/2026 BUCKEYE CLEANING CENTER
210789	R	2,008.59	03/27/2026 BUILDING CONTROLS GROUP
210790	R	222.00	03/27/2026 BURGESSON, NANCY
210791	R	3,562.65	03/27/2026 CANON FINANCIAL SERVICES
210792	R	403.07	03/27/2026 CINTAS
210793	R	1,498.34	03/27/2026 CINTAS
210794	R	3,656.37	03/27/2026 CITY OF SOUTH ST PAUL - UTILITIES
210795	R	18,221.56	03/27/2026 CITY OF SOUTH ST PAUL
210796	R	11,063.07	03/27/2026 DAKOTA COUNTY PT&R
210797	R	6,893.53	03/27/2026 DAKOTA COUNTY FINANCE
210798	R	82.67	03/27/2026 DISCOUNT SCHOOL SUPPLY
210799	R	3,685.00	03/27/2026 EHLERS & ASSOCIATES
210800	R	1,048.09	03/27/2026 FIRST SUPPLY LLC - TWIN CITIES
210801	R	2,095.60	03/27/2026 FUN JUMPS ENTERTAINMENT
210802	R	2,173.75	03/27/2026 G & B ENVIRONMENTAL INC
210803	R	375.60	03/27/2026 GOODIN COMPANY
210804	R	1,146.33	03/27/2026 GRAFTON INTEGR HEALTH NETWORK
210805	R	243.71	03/27/2026 GRAINGER INC
210806	R	7,012.23	03/27/2026 GREAT RIVER PRINTING SERVICES
210807	R	180.00	03/27/2026 HAWKEYE BUILDING AUTOMATION
210808	R	98.44	03/27/2026 IMPERIAL DADE
210809	R	2,183.40	03/27/2026 IND SCHOOL DISTRICT #742 ST CLOUD AREA S
210810	R	61,921.49	03/27/2026 INDIANHEAD FOODSERVICE DISTRIBUTOR INC
210811	R	337.50	03/27/2026 INFINITE HEALTH COLLABORATIVE
210812	R	189.05	03/27/2026 JOSTENS
210813	R	21,120.78	03/27/2026 KELLY SERVICES INC
210814	R	5,018.88	03/27/2026 LINDENMEYR MUNROE
210815	R	4,599.42	03/27/2026 LINK INTERPRET
210816	R	151.92	03/27/2026 LOWE'S
210817	R	1,819.70	03/27/2026 MACKIN EDUCATIONAL RESOURCES
210818	R	2,280.00	03/27/2026 MERIDIAN CONSULTING/DAVID SLOMKOWSKI
210819	R	770.15	03/27/2026 MIDWEST MACHINERY CO
210820	R	540.00	03/27/2026 MILLER, DEBRA
210821	R	300.00	03/27/2026 MINNEAPOLIS ROOSEVELT/HERITAGE ACADEMY C
210822	R	18.15	03/27/2026 MINNESOTA LOCKS
210823	R	95.00	03/27/2026 MN SCHOOL BOARDS ASSOCIATION

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NUMBER	TYP	AMOUNT	DATE	VENDOR
210824	R	2,400.00	03/27/2026	MN STATE UNIVERSITY - MANKATO
210825	R	38.46	03/27/2026	NAPA AUTO PARTS
210826	R	12,487.26	03/27/2026	NEO ELECTRIC SOLUTIONS
210827	R	903.38	03/27/2026	NETWORK SERVICES COMPANY
210828	R	5,862.71	03/27/2026	NITTI SANITATION
210829	R	2,784.00	03/27/2026	NORTHEAST METRO #916
210830	R	20,543.95	03/27/2026	NORTHLINE TRANSPORTATION
210831	R	84.00	03/27/2026	RINALDI, LINDA
210832	R	276.93	03/27/2026	SCHOOL HEALTH CORPORATION
210833	R	579.15	03/27/2026	SCHWAB-VOLLHABER-LUBRATT SERVICE CORP
210834	R	165.75	03/27/2026	SENSATIONAL BRAIN LLC
210835	R	11,662.28	03/27/2026	STANDARD INSURANCE COMPANY
210836	R	3,648.87	03/27/2026	STATE SUPPLY COMPANY INC
210837	R	8,807.50	03/27/2026	SUNBELT STAFFING
210838	R	350.00	03/27/2026	TEAMWORKS INTERNATIONAL INC
210839	R	3,064.62	03/27/2026	TWIN CITY JANITOR SUPPLY INC
210840	R	673.80	03/27/2026	TWIN CITY HARDWARE CO
210841	R	4,250.00	03/27/2026	TWIN CITY ACOUSTICS INC
210842	R	125.80	03/27/2026	UNITED REFRIGERATION INC
210843	R	322.92	03/27/2026	VIRCO INC
210844	R	8,897.00	03/27/2026	WOLD ARCHITECTS
210845	S	82.18	03/27/2026	XCEL ENERGY
210846	S	20,370.97	03/27/2026	XCEL ENERGY
210847	S	22,720.33	03/27/2026	XCEL ENERGY
210848	S	3,701.80	03/27/2026	XCEL ENERGY
210849	S	3,607.35	03/27/2026	XCEL ENERGY
210850	S	7,339.14	03/27/2026	XCEL ENERGY
210851	R	2,913.97	03/27/2026	ZEN EDUCATE
210852	R	1,695.90	04/02/2026	AMAZON CAPITAL SERVICES
210853	R	1,680.00	04/02/2026	AMERGIS HEALTHCARE STAFFING INC
210854	R	598.50	04/02/2026	AVANT ASSESSMENT LLC
210855	R	437.89	04/02/2026	AVIBEN LLC
210856	R	18,906.23	04/02/2026	CADY BUSINESS TECHNOLOGIES INC
210857	R	765.00	04/02/2026	CHARMTECH LABS LLC
210858	R	8,360.00	04/02/2026	CITY OF SOUTH ST PAUL
210859	R	1.70	04/02/2026	CLASSEN, GLORIA
210860	R	7,480.00	04/02/2026	GOAL GETTERS ACADEMY
210861	R	7,800.00	04/02/2026	GREAT MINDS PBC
210862	R	11,880.00	04/02/2026	HRM HELPS LLC
210863	R	408.00	04/02/2026	IDENTITY PROMOTIONAL SOLUTIONS
210864	R	650.00	04/02/2026	IND SCHOOL DISTRICT #199
210865	R	19,548.76	04/02/2026	INDIANHEAD FOODSERVICE DISTRIBUTOR INC
210866	R	12,507.92	04/02/2026	KELLY SERVICES INC
210867	R	1,572.93	04/02/2026	LINK INTERPRET
210868	R	776.45	04/02/2026	MAC ENTERPRISES LLC
210869	R	3.20	04/02/2026	MACKIN EDUCATIONAL RESOURCES
210870	R	275.00	04/02/2026	MASA JOBSITE
210871	R	141.15	04/02/2026	MCMASTER-CARR SUPPLY COMPANY
210872	R	490.44	04/02/2026	MDE - MCIS
210873	R	4,285.71	04/02/2026	MEI TOTAL ELEVATOR SOLUTIONS
210874	R	26,366.36	04/02/2026	NORTHLINE TRANSPORTATION
210875	R	160.00	04/02/2026	NOVAK, JANICE
210876	R	138.57	04/02/2026	OSI BATTERIES
210877	R	16.64	04/02/2026	PIEKARSKI, DIAN
210878	R	1,518.89	04/02/2026	SCHOLASTIC BOOK FAIRS
210879	R	20,662.90	04/02/2026	SCHOOL TECHNOLOGY ASSOC INC

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NUMBER	TYP	AMOUNT	DATE	VENDOR
210880	R	19.01	04/02/2026	STACK-JOHNSON, SUSAN
210881	R	12,169.49	04/02/2026	STUDER EDUCATION LLC
210882	R	5,132.00	04/02/2026	SUNBELT STAFFING
210883	R	1,011.95	04/02/2026	T-MOBILE
210884	R	949.38	04/02/2026	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
210885	R	305.16	04/02/2026	VOSS LIGHTING
210886	R	2,940.14	04/02/2026	ZEN EDUCATE
210887	R	58,498.00	04/08/2026	360 COMMUNITIES
210888	R	3,605.00	04/08/2026	A+ DRIVING SCHOOL
210888	V	-3,605.00	04/09/2026	A+ DRIVING SCHOOL
210889	R	530.74	04/08/2026	AMAZON CAPITAL SERVICES
210890	R	1,347.90	04/08/2026	AMERICAN TIME
210891	R	5,186.79	04/08/2026	ARVIG
210892	R	787.50	04/08/2026	BAYADA HOME HEALTH CARE INC
210893	R	554.85	04/08/2026	CAPITAL ONE TRADE CREDIT
210894	R	1,823.37	04/08/2026	COMPLETE WEDDINGS + EVENTS
210895	R	509.98	04/08/2026	CULLIGAN-MILBERT COMPANY
210896	R	455.00	04/08/2026	DASH SPORTS LLC
210897	R	168.48	04/08/2026	FIRST SUPPLY LLC - TWIN CITIES
210898	R	90.20	04/08/2026	GOODIN COMPANY
210899	R	6.66	04/08/2026	GRAINGER INC
210900	R	72.48	04/08/2026	GRAYBAR
210901	R	1,160.00	04/08/2026	HOFFMANN, LINDA
210902	R	136.38	04/08/2026	IMPERIAL DADE
210903	R	215,182.23	04/08/2026	IND SCHOOL DISTRICT 197/COMMUNITY ED
210904	R	24,987.48	04/08/2026	IND SCHOOL DISTRICT 199/COMMUNITY ED
210905	R	22.05	04/08/2026	JOSTENS
210906	R	131.90	04/08/2026	JOSTENS INC
210907	R	33,582.44	04/08/2026	KELLY SERVICES INC
210908	R	1,237.34	04/08/2026	KWIK TRIP EXTENDED NETWORK
210909	R	237.60	04/08/2026	LILY OF THE LIGHT LLC
210910	R	97.79	04/08/2026	MCMASTER-CARR SUPPLY COMPANY
210911	R	1,135.00	04/08/2026	MEDICINE LAKE TOURS
210912	R	3,040.00	04/08/2026	MERIDIAN CONSULTING/DAVID SŁOMKOWSKI
210913	R	611.00	04/08/2026	MRI SOFTWARE LLC
210914	R	1,577.94	04/08/2026	NEW DOMINION SCHOOL/AUSTIN
210915	R	5,357.34	04/08/2026	NITTI SANITATION
210916	R	500.00	04/08/2026	OVERELL, STEPHANIE
210917	R	41.73	04/08/2026	OXYGEN SERVICE CO INC
210918	R	1,139.10	04/08/2026	PETERSON BROS. ROOFING & CONSTRUCTION
210919	R	308.27	04/08/2026	PIONEER PRESS
210920	R	343.48	04/08/2026	PLUNKETT'S PEST CONTROL
210921	R	34.75	04/08/2026	SCHOOL SPECIALTY LLC
210922	R	155.00	04/08/2026	SPEECHWIRE TOURNAMENT SERVICES
210923	R	5,480.80	04/08/2026	SQUIRES WALDSPURGER & MACE PA
210924	R	360.00	04/08/2026	ST CROIX PREPARATORY ACADEMY
210925	R	265.35	04/08/2026	STATE SUPPLY COMPANY INC
210926	R	1,000.00	04/08/2026	UNITED STATES POSTAL SERVICE
210927	R	515.00	04/08/2026	VITAMINK12, LLC
210928	R	1,537.00	04/08/2026	VOSS LIGHTING
210929	S	264.79	04/08/2026	XCEL ENERGY
210930	S	196.24	04/08/2026	XCEL ENERGY
210931	S	2,477.25	04/08/2026	XCEL ENERGY
210932	S	4,512.01	04/08/2026	XCEL ENERGY
210933	R	468.50	04/15/2026	LOCAL #70
210934	R	712.50	04/15/2026	MINNESOTA CHILD SUPPORT PAYMENT CENTER

CHECK	CHE		CHECK	
NUMBER	TYP	AMOUNT	DATE	VENDOR
210935	R	226.75	04/15/2026	OFFICE AND PROF EMPLOYEES UNION
210936	R	13,671.66	04/15/2026	SOUTH ST PAUL TEACHER'S ASSOCIATION
210937	R	5.00	04/15/2026	SOUTH ST PAUL OPEN FOUNDATION
210938	R	55.00	04/15/2026	SOUTH ST PAUL EDUCATION FOUNDATION
210939	R	1,308.17	04/15/2026	SSP EASRP
210940	R	6,305.00	04/16/2026	A+ DRIVING SCHOOL
210941	R	74.93	04/16/2026	ACE HARDWARE & PAINT
210942	R	17,336.80	04/16/2026	ALLSTREAM
210943	R	1,247.29	04/16/2026	AMAZON CAPITAL SERVICES
210944	R	2,240.00	04/16/2026	AMERGIS HEALTHCARE STAFFING INC
210945	R	1,867.39	04/16/2026	BIMBO BAKERIES USA
210946	R	3,741.48	04/16/2026	BIX PRODUCE COMPANY
210947	R	685.28	04/16/2026	BUILDING CONTROLS GROUP
210948	R	1,279.66	04/16/2026	CATALYST SOURCING SOLUTIONS
210949	R	169.09	04/16/2026	CINTAS
210950	R	1,468.34	04/16/2026	CINTAS
210951	R	65.00	04/16/2026	CITICARGO & STORAGE
210952	R	9,363.26	04/16/2026	CITY OF SOUTH ST PAUL - UTILITIES
210953	R	18,221.56	04/16/2026	CITY OF SOUTH ST PAUL
210954	R	3,053.27	04/16/2026	CONCORD THEATRICALS
210955	R	48.70	04/16/2026	CULLIGAN-MILBERT COMPANY
210956	R	14.92	04/16/2026	FIRST SUPPLY LLC - TWIN CITIES
210957	R	199.80	04/16/2026	GERTEN GREENHOUSES & GARDEN CENTER
210958	R	607.68	04/16/2026	GRAPHIC EDGE DBA GAME ONE
210959	R	2.38	04/16/2026	HUESER, DARLENE
210960	R	1,188.49	04/16/2026	IDENTITY PROMOTIONAL SOLUTIONS
210961	R	9,557.49	04/16/2026	INDIANHEAD FOODSERVICE DISTRIBUTOR INC
210962	R	262.50	04/16/2026	INFINITE HEALTH COLLABORATIVE
210963	R	34.20	04/16/2026	INNOVATIVE OFFICE SOLUTIONS LLC
210964	R	5,809.77	04/16/2026	INTERMEDIATE DISTRICT #917
210965	R	2,246.68	04/16/2026	KELLY SERVICES INC
210966	R	3.96	04/16/2026	KUEHN, KIMBERLY
210967	R	7,525.00	04/16/2026	LB CARLSON LLP
210968	R	672.00	04/16/2026	LENCOWSKI, LORI
210969	R	69.75	04/16/2026	LEPPLA, MIN
210970	R	2,505.00	04/16/2026	LINDENMEYR MUNROE
210971	R	14,422.59	04/16/2026	LOFFLER COMPANIES
210972	R	529.93	04/16/2026	MCMASTER-CARR SUPPLY COMPANY
210973	R	82.34	04/16/2026	MIDWEST MACHINERY CO
210974	R	2,753.50	04/16/2026	MUSKEGON HEIGHTS SOLAR LLC
210975	R	20,732.52	04/16/2026	NORTHLINE TRANSPORTATION
210976	R	10,451.25	04/16/2026	PEDIATRIC PSYCH SERVICES
210977	R	409.74	04/16/2026	PITNEY BOWES INC
210978	R	88.98	04/16/2026	PITNEY BOWES INC PURCHASE POWER
210979	R	713.25	04/16/2026	REGION V COMPUTER SERVS COOPERATIVE
210980	R	1,675.60	04/16/2026	RIVERSIDE INSIGHTS
210981	R	101,570.76	04/16/2026	SAFEWAY BUS COMPANY
210982	R	3,599.82	04/16/2026	SCHOLASTIC BOOK FAIRS
210983	R	487.95	04/16/2026	SCHOOL SPECIALTY LLC
210984	R	1,400.00	04/16/2026	SETHURAJU, RAJ
210985	R	252.00	04/16/2026	SQUIRES WALDSPURGER & MACE PA
210986	R	6,196.31	04/16/2026	ST PAUL BEVERAGE SOLUTIONS
210987	R	148.13	04/16/2026	STACK-JOHNSON, SUSAN
210988	R	4,871.00	04/16/2026	SUNBELT STAFFING
210989	R	350.00	04/16/2026	TEAMWORKS INTERNATIONAL INC
210990	R	104,469.41	04/16/2026	TRANSPORTATION & DELIVERY INC

CHECK	CHE	AMOUNT	DATE	CHECK	VENDOR
NUMBER	TYP				
210991	R	4,899.73	04/16/2026	TRIO SUPPLY CO	
210992	R	1,210.00	04/16/2026	TWIN CITY JANITOR SUPPLY INC	
210993	R	1,873.00	04/16/2026	UNITED STATES POSTAL SERVICE	
210994	R	28.00	04/16/2026	WHITE BEAR LAKE AREA HIGH SCHOOL	
210995	S	111.41	04/16/2026	XCEL ENERGY	
210996	S	28,931.00	04/16/2026	XCEL ENERGY	
210997	S	3,085.24	04/16/2026	XCEL ENERGY	
210998	S	7,701.24	04/16/2026	XCEL ENERGY	
210999	R	4,555.19	04/16/2026	ZEN EDUCATE	
202500454	W	0.00	03/13/2026	MINNESOTA PAYROLL TAXES	
202500455	W	0.00	03/13/2026	FEDERAL PAYROLL TAXES	
202500464	W	51,558.38	03/30/2026	MINNESOTA PAYROLL TAXES	
202500465	W	303,016.57	03/30/2026	FEDERAL PAYROLL TAXES	
202500466	W	962.68	03/30/2026	MN DEPT OF REVENUE	
202500467	W	55,261.36	03/30/2026	PERA	
202500468	W	62,653.87	03/30/2026	TSA/ACH DEDUCTION	
202500469	W	170,703.02	03/30/2026	TEACHER RETIREMENT ASSOCIATION	
202500470	W	0.00	03/30/2026	MINNESOTA PAYROLL TAXES	
202500471	W	0.00	03/30/2026	FEDERAL PAYROLL TAXES	
202500472	W	0.00	03/30/2026	MINNESOTA PAYROLL TAXES	
202500473	W	79.30	03/30/2026	FEDERAL PAYROLL TAXES	
202500474	W	72.56	03/30/2026	PERA	
202500475	W	25.12	03/30/2026	TSA/ACH DEDUCTION	
202500480	W	53,175.53	04/15/2026	MINNESOTA PAYROLL TAXES	
202500481	W	311,235.54	04/15/2026	FEDERAL PAYROLL TAXES	
202500482	W	1,102.59	04/15/2026	MN DEPT OF REVENUE	
202500483	W	59,032.03	04/15/2026	PERA	
202500484	W	62,827.95	04/15/2026	TSA/ACH DEDUCTION	
202500485	W	172,117.96	04/15/2026	TEACHER RETIREMENT ASSOCIATION	
202500486	W	0.00	04/15/2026	MINNESOTA PAYROLL TAXES	
202500487	W	0.00	04/15/2026	FEDERAL PAYROLL TAXES	
202500488	W	124,417.62	03/24/2026	HEALTH PARTNERS	
202500491	W	84,023.31	03/23/2026	HEALTH PARTNERS	
202500492	W	130,559.61	03/30/2026	HEALTH PARTNERS	
202500493	W	105,010.80	04/06/2026	HEALTH PARTNERS	
202500494	W	11,346.70	04/09/2026	MN UNEMPLOYMENT	
202500495	W	1,117.50	04/03/2026	MEDSURETY	
202500500	W	2,182.53	03/20/2026	MEDSURETY	
202500501	W	3,204.63	03/20/2026	MEDSURETY	
202500502	W	647.82	03/27/2026	MEDSURETY	
202500503	W	1,832.70	03/27/2026	MEDSURETY	
202500504	W	2,317.00	04/03/2026	MEDSURETY	
202500505	W	4,407.14	04/03/2026	MEDSURETY	
202500506	W	1,621.80	04/10/2026	MEDSURETY	
202500507	W	2,108.35	04/10/2026	MEDSURETY	
202500508	W	1,002.73	04/16/2026	MEDSURETY	
202500509	W	3,203.06	04/16/2026	MEDSURETY	
202500511	W	385,694.86	03/25/2026	US BANK	
252600426	A	90.00	03/25/2026	AHSENMACHER WINTER, AMY	
252600427	A	90.00	03/25/2026	ANDERSON, CHAD	
252600428	A	90.00	03/25/2026	BASQUILL, THOMAS	
252600429	A	90.00	03/25/2026	BERCHTOLD, JAMIE	
252600430	A	90.00	03/25/2026	BOURG, LEAH	
252600431	A	90.00	03/25/2026	BRANDECKER, LISA	
252600432	A	90.00	03/25/2026	BRETOI, TERRENCE	
252600433	A	90.00	03/25/2026	CHHOTH, RA	

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
252600434	A	90.00	03/25/2026	CHILDS, DANETTE
252600435	A	90.00	03/25/2026	COOK, CHARLES
252600436	A	90.00	03/25/2026	DANIELSON, JENNIFER
252600437	A	90.00	03/25/2026	FENTON, MARK
252600438	A	90.00	03/25/2026	HADJI, NIMO
252600439	A	90.00	03/25/2026	HANSEN, JODY
252600440	A	45.00	03/25/2026	JACOBS-BUSE, LINDA
252600441	A	90.00	03/25/2026	KRUEGER, BRADY
252600442	A	45.00	03/25/2026	LOUGH, LAWRENCE
252600443	A	90.00	03/25/2026	OCHOCKI, CHARLES
252600444	A	45.00	03/25/2026	OSTER, PATRICK
252600445	A	45.00	03/25/2026	PENMAN, MICHELLE
252600446	A	90.00	03/25/2026	PETERSON, LORI
252600447	A	45.00	03/25/2026	RYAN, ERIKA
252600448	A	90.00	03/25/2026	SCHWAB, ROBIN
252600449	A	90.00	03/25/2026	TAYLOR MINER, MELANEE
252600450	A	90.00	03/25/2026	TOURTELOTTE, NATALIE
252600451	A	45.00	03/25/2026	VANDERBILT, TONY
252600452	A	90.00	03/25/2026	WELLS, TRAVIS
252600453	A	90.00	03/25/2026	ZAMBRENO, BRIAN
252600454	A	90.00	03/25/2026	ZEHNDER, JEAN
252600455	A	68.74	04/02/2026	GIL-HAGBERG, FRANCES
252600456	A	386.00	04/02/2026	HOLSEN, ERIC
252600457	A	54.27	04/02/2026	HOWLETT, SHERIN
252600458	A	52.05	04/02/2026	KOHANEK, JESSICA
252600459	A	1,028.33	04/02/2026	LENARZ, TAMMY
252600460	A	40.67	04/02/2026	SKELLY, CHRISTOPHER
252600461	A	48.87	04/02/2026	THERRES, HEIDI
252600462	A	121.56	04/17/2026	ANDERSON, CONRAD
252600463	A	55.40	04/17/2026	BAKKEN, CHRISTOPHER
252600464	A	76.55	04/17/2026	BALZA, ANNE
252600465	A	27.55	04/17/2026	EMERY, HEATHER
252600466	A	25.46	04/17/2026	GIL-HAGBERG, FRANCES
252600467	A	2,219.01	04/17/2026	HOLSEN, ERIC
252600468	A	54.27	04/17/2026	HOWLETT, SHERIN
252600469	A	38.95	04/17/2026	KOHANEK, JESSICA
252600470	A	329.82	04/17/2026	MCDONALD, CEIL
252600471	A	144.98	04/17/2026	NAVAS LEIVA, MAYRA
252600472	A	51.31	04/17/2026	WAGNER, ELIZABETH
252600473	A	67.57	04/17/2026	WOHLERS, DARI

3,532,295.89 Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	1,257,309.69	0.00	857,269.48	2,114,579.17
02	FOOD SERVICE	29,342.94	0.00	138,567.68	167,910.62
04	COMMUNITY EDUCATION	300,232.31	0.00	19,323.74	319,556.05
05	CAPITAL	2,318.72	0.00	477,366.77	479,685.49
20	INTERNAL SERVICE	0.00	0.00	24,872.77	24,872.77
21	MEDICAL	0.00	0.00	419,138.57	419,138.57
50	ACTIVITY ACCOUNT	6,553.22	0.00	0.00	6,553.22
***	Fund Summary Totals ***	1,595,756.88	0.00	1,936,539.01	3,532,295.89

***** End of report *****

CHECKRUNS

FUND	DESCRIPTION	March 20,2026-April 23,2026
1	GENERAL	\$ 2,114,579.17
2	FOOD SERVICE	167,910.62
4	COMMUNITY EDUCATION	319,556.05
5	CAPITAL	479,685.49
7	DEBT SERVICE	-
20	INTERNAL SERVICE	24,872.77
21	MEDICAL	419,138.57
50	ACTIVITY ACCOUNTS	6,553.22
	TOTAL	\$ 3,532,295.89

PAYROLL		3/30/2026-04/15/2026
Payroll Direct Deposit	900127775-900128650	\$ 1,828,192.12



School Board Agenda Item

Date: April 27, 2026
Place on Agenda: Consent Items
Action Requested: Approval
Attachment: Staffing Report

Topic: Staffing Report
Presenter(s): Board Chair
Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves being recommended to the School Board for approval.
Recommendation: Administration recommends approval of the proposed staffing and supplemental staffing as presented.
Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for the next steps.

Certified

A. Appointments/Reassignments

1. Kyle Fearing- 26-27 Middle School Teacher- Physical Education and Health Teacher, 1.0 FTE,MA+45 Step 14, Middle School, effective August 2026
2. Carole Pankow- 26-27 Special Education Teacher, 1.0 FTE, MA+30, Step 20, Community Learning Center, effective August 2026
3. Tiffany Brian- 26-27 ATPPS/TDE Coordinator/ Peer Coach, 1.0 FTE,MA Step 17, District Wide, effective August 2026
4. Graham Judd- Overload, Art Teacher, 0.2 FTE, MA Step 5, High School, effective August 2026
5. Linnea McClintock- 26-27 School Psychologist, 1.0 FTE,MA+15 Step 1, Middle School, effective August 2026
6. Jessica McMahon - 26-27 TOSA: Digital Learning Specialist, 1.0 FTE,MA Step 20, District Wide, effective August 2026
7. Courtney Karas - 26-27 Assistant Director of Student Services, 1.0 FTE, District Office, effective July 1, 2026
8. Bethany Pankow - Summer ECFE Parent Educator, Kaposia, \$33.50 per hour, effective June 17, 2026
9. Matthew Berg-Wall- 26-27 EL Teacher, 1.0 FTE,PHD Step 20, District Wide, effective August 2026
10. Lindsey Peterson- 26-27 EL Teacher, 1.0 FTE,MA+60 Step 17, District Wide, effective August 2026
11. Courtney Stempinski- 26-27 Visual Art Teacher (LTS), 1.0 FTE,MA Step 9, Kaposia, effective August 2026
12. Chayla Fenske- 26-27 Special Education Teacher, 1.0 FTE, MA+15 Step 7, Middle School, effective August 2026

13. Elizabeth Nguyen- 26-27 MS Science Teacher, 1.0 FTE, MA+15 Step 3, Middle School, effective August 2026

B. Resignations/Retirements/Leaves/Reductions/Other

1. Olivia Smith- Resignation, Special Education Teacher,High School, effective June 5, 2026
2. Linnea Bollum- Resignation, Health and Physical Education Teacher, Middle and High School, effective June 30, 2026
3. Janene Lenard- Resignation, Science Teacher, Middle School, effective June 10, 2026
4. Michelle Wallace- Resignation, Intervention Teacher, Kaposia, effective June 5, 2026

ATHLETICS 2025-26

Track - Additional Coach	Anthony Samuel	\$2,147.00 (Booster Paid)
Softball Freshman Coach	Elina Wennerlund-Squires	\$2,863.00
Flag Football Asst Coach (Flex)	Todd Reynolds	\$1500.00
Flag Football Asst Coach	Teresa Coen-Tonda	Volunteer
Flag Football Asst Coach	Connic Ecklund	Volunteer
Flag Football Asst Coach	Blair Reynolds	Volunteer
Flag Football Asst Coach	Beto Brito	Volunteer
Softball Volunteer Coach	Kennedy Henderson	Volunteer
Softball Volunteer Coach	Wade Mulroy	Volunteer

VII.A.2 Staff Appointments, Resignations, Retirements, Terminations and Leaves

04/27/2026

Classified

A. Appointments/Reassignments

1. Ashley Rogers- Student Supervisor, Kaposia, \$17.97 an hour, effective March 24, 2026
2. Audriana Ware- Kids Choice Assistant - Summer, Kaposia, \$23.49 an hour, effective June 5, 2026
3. Ashley Young- Kids Choice Assistant - Summer, Kaposia, \$23.49 an hour, effective June 5, 2026
4. Eli Malecha- Kids Choice Assistant - Summer, Kaposia, \$23.49 an hour, effective June 5, 2026

5. Abigail Brundieck- Kids Choice Assistant - Summer, Kaposia, \$23.49 an hour, effective June 5, 2026
6. Liza Cuchna- Kids Choice Assistant - Summer, Kaposia, \$23.49 an hour, effective June 5, 2026
7. Alisha Nenovich- Pay Correction, Speech Language Pathologist Assistant, Kaposia, \$29.07 an hour, effective February 9, 2026
8. Marty Mendez- Temporary Special Education Assistant, Lincoln Center, \$25.11 an hour, effective April 14, 2026
9. Rory Appleton- Lifeguard/Water Safety Instructor, Central Square, \$16/17 an hour, effective April 17, 2026
10. Henry Bailey- Head Engineer, Secondary, \$32.94 an hour, effective April 16, 2026
11. Alexia Vennemann-Roeser- Change from PT Cleaner to Cleaner Sub, \$17.45 an hour, Secondary, effective March 30, 2026
12. Nicole Moore- District Office Admin Assistant, District Office, \$23.77 an hour, effective April 29, 2026

A. Resignations/Retirements/Leaves/Reductions/Other

1. Darren Edwards- Resignation, Student Support Assistant, High School, effective March 24, 2026
2. Stephanie Rathmanner- Termination, Office Assistant-Elem, Lincoln Center, effective April 14, 2026
3. Lyle Lindeman- Retirement, Building Supervisor, Central Square, effective April 24, 2026
4. Mary Lowe- Resignation, Student Supervisor, Kaposia, effective April 24, 2026



School Board Agenda Item

Date: April 27, 2026
Place on Agenda: Business Meeting
Action Requested: Approval
Attachment: Policies 412, 421, 422, 602, 620, and 624

Topic: Policy Review - Final Reading and Approval
Presenter(s): Board Chair
Background: <p>The following policies were reviewed by the School Board Policy Committee at its meeting on Thursday, April 23. During this review, the committee discussed each policy to ensure it reflects current practice, meets legal requirements, and continues to support the day-to-day work of the district. Based on that discussion, the committee is recommending approval of the following policies:</p> <ul style="list-style-type: none">● #412 – Expense Reimbursement● #421 – Gifts to Employees and School Board Members● #422 – Employee Recognition Program● #602 – Organization of the School Day● #620 – Credit for Learning; and● #624 – Online Instruction. <p>These updates help keep district policies clear, consistent, and aligned with current expectations.</p>
Recommendation: <p>The board policy committee recommends the approval of the policies noted above.</p>
Alternatives: <p>Do not approve and direct administration with next steps.</p>

Adopted: September 8, 1997

*Revised: 6/14/04, 6/26/06; 11/13/06; 8/27/07
2/25/08; 11/14/16; 2/10/20*

*MSBA/MASA Model Policy 412
Orig. 1995
Rev. 2008*

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the Internal Revenue Service (IRS). Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

- A. The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

Adopted: June 28, 2004

Revised: February 10, 2020

MSBA/MASA Model Policy 421

Orig. 1995

Rev. 2019

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers, free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)



Adopted: February 10, 2020

Revised: _____

422 EMPLOYEE RECOGNITION PROGRAM

I. PURPOSE

The purpose of this policy is to promote the efficient and effective operation of Special School District No. 6 through recognition of both the length of employment and service of high distinction as recognized by the employee's peers and administration.

II. GENERAL STATEMENT OF POLICY

- A. The Board of Education of Special School District No. 6, in keeping with its obligations to employees, has incorporated into its compensation plan for all of its employees an "employee recognition program" as described in this policy.
- B. The Board of Education of Special School District No. 6 authorizes the administration to develop a program for the recognition of staff members and their contributions to the success of Special School District No. 6 in providing a high quality of education.

III. PROGRAM GUIDELINES

The district shall be fiscally responsible in determining the level of incentive for recognition that will be provided each year. The recognition program shall not include monetary awards. District administration may incorporate the following events and recognition:


- A. A recognition event with appropriate food served to all attendees. This event shall be open to all staff of Special School District No. 6.
- B. Recognition awards for years of service. Such awards shall be appropriate for the number of years of service.
- C. Outstanding Service. The District may annually recognize employees throughout and at the end of the year.

Legal References: Minn. Stat. § 123B.02, subd. 14a (General Powers of Independent School Districts)

Adopted: August 9, 2004

MSBA/MASA Model Policy 602

Revised: 10/24/05; 8/28/06; 3/13/17; 4/13/20
12/11/23

Orig. 1995
Rev. 2026 

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective, planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent or designee shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.



- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References:	Minn. Stat. § 10.55 (Juneteenth)
	Minn. Stat. § 120A.40 (School Calendar)
	Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
	Minn. Stat. § 120A.414 (E-Learning Days)
	Minn. Stat. § 120A.415 (Extended School Calendar)
	Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
	Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
	Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)



Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
Minn. Stat. § 645.44 (Words and Phrases Defined)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Adopted: April 11, 2005

Revised: 6/26/06; 9/22/08; 4/24/17; 9/11/17; 5/27/25

MSBA/MASA Model Policy 620

Orig. 1998

Rev. 2026~~54~~

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445, or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under Minnesota Statutes, section 124D.095, subdivision 5 or 5b, enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least [insert number] credits from the school district.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least 18 credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former

administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.

- b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
- c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation Requirements.
- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

3. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or non final grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits

offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (87), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.

- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:
 - 1. A grade awarded in an International Baccalaureate course will be multiplied by a factor of 1.1
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.

- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district’s decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References:

- Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
- Minn. Stat. § 120B.021 (Required Academic Standards)
- Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
- Minn. Stat. § 120B.14 (Advanced Academic Credit)
- Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
- Minn. Stat. § 123B.445 (Nonpublic Education Council)
- Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
- Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
- Minn. Stat. § 124D.094 (Online Instruction Act)
- Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 [Language Arts])
- Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
- Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12 the Arts)
- Minn. Rules Parts 3501.0900-3501.0960 (Academic Science Standards Kindergarten through Grade 12 in Science)
- Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
- Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
- Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References:

- MSBA/MASA Model Policy 104 (School District Mission Statement)
- MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
- MSBA/MASA Model Policy 613 (Graduation Requirements)
- MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
- MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
- MSBA/MASA Model Policy 616 (School District System Accountability)
- MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
- MSBA/MASA Model Policy 624 (Online Learning Options)

Adopted: _____

Revised: 5/27/25 _____

MSBA/MASA Model Policy 624

Orig. 2023

Rev. 2025

624 ONLINE INSTRUCTION

I. PURPOSE

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.05, subdivision 8, or chapter 124E. ~~120A.22, subdivision 4~~
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate licensure

under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).

- H. “Student” means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. “Supplemental online course” means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. “Supplemental online course provider” means a school district, an intermediate school district, a state-operated school, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under sections 504 and 508 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.

- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.
- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
 - 1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
 - 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load;
 - 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit; and
 - 4. enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
 - 1. use an application form specified by MDE;
 - 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 - 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 - 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 - 5. track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.

- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.
- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
 - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
 - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. provides information to students and families about supplemental online courses;
 - 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and

3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
 - G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.
 - H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.
 - I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

Legal References: Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board’s Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)



School Board Agenda Item

Date: April 27, 2026
Place on Agenda: Business Meeting
Action Requested: Review Only
Attachment: Policies 416 and 417

Topic: Policy Review - Second Reading
Presenter(s): Board Chair
Background: <p>The following policies were reviewed by the School Board Policy Committee at its meeting on Thursday, April 23. During this review, the committee discussed each policy to ensure it reflects current practice, meets legal requirements, and continues to support the day-to-day work of the district. Based on that discussion, the committee is recommending the following policies move forward for a second of three reviews:</p> <ul style="list-style-type: none">● #416 - Drug, Alcohol, and Cannabis Testing● #417 - Chemical Use and Abuse <p>These updates help keep district policies clear, consistent, and aligned with current expectations.</p>
Recommendation: <p>Review Only.</p>
Alternatives: <p>N/A</p>

Adopted: October 25, 2010

MSBA/MASA Model Policy 416

Revised: January 22, 2018

Orig. 1995

Rev. 2025/4315

416 DRUG, ALCOHOL, AND CANNABIS AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug, alcohol, and cannabis and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. It is the belief of the school board that a work environment free of drug, and alcohol, and cannabis use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, and alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections Minn. Stat. §§ 181.950 through 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing and cannabis drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections Minn. Stat. §§ 181.950 through 181.957.
- B. The school district may request or require any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing and cannabis testing to undergo drug and alcohol testing pursuant to in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections Minn. Stat. §§ 181.950 through 181.957.
- ~~C. All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy.~~
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs, that which are not medically prescribed, including medical cannabis, regardless of whether

or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs, which that are not medically prescribed, are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline, which includes, but is not limited to, immediate suspension without pay and immediate discharge.
- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
 - 1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
 - 2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
 - 3. as provided in the school district's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by Minnesota Statutes, section 181.952; or
 - 4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, cannabis (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. “Actual Knowledge” means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee’s use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee’s admission, except when made in connection with a qualified employee self-admission program.
2. “Alcohol Screening Device” (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. “Breath Alcohol Technician” (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. “Commercial Motor Vehicle” (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Direct Observation” means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. “Licensed Medical Practitioner” means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

11. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
12. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
13. “Safety-Sensitive Functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. “Stand Down” means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.

16. “Substance Abuse Professional” (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver’s or a coworker’s); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken

out of service and will be subject to evaluation by a professional and retesting at the driver's expense.

2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing

an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of

the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query (see Attachment C to this policy). The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. ~~4~~ Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. ~~5~~ Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2)

hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. ~~6~~ Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

6. ~~7~~ Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. ~~8~~ Refusal to Submit and Attendant Consequences

a. A driver or driver applicant may refuse to submit to drug and alcohol testing.

b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code, section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.

d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an

employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment D to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen

to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor’s failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - 1. The donor expressly declines the opportunity to discuss the test results;
 - 2. The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - 3. The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.

- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [name, address, telephone number], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, Chapter 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Alcohol and controlled substance collection procedures	2 years
Negative and cancelled controlled substance tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse

(“Clearinghouse”) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;

- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - i. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohol use following an accident; and
 - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
2. Referral, Evaluation, and Treatment
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
 - b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not

required to provide an SAP evaluation or any subsequent recommended education or treatment.

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to cannabis testing or drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo cannabis testing or drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.
2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing or cannabis testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee

or job applicant to undergo drug and alcohol or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. “Cannabis testing” means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. “Confirmatory test” and “confirmatory retest” mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. “Drug” means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.
4. “Drug and Alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. “Drug and alcohol testing,” “drug or alcohol testing,” and “drug or alcohol test” do not include cannabis or cannabis testing, unless stated otherwise.
5. “Employee” means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. “Initial screening test” means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
7. “Job Applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the charter

school in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the charter school's drug and alcohol testing policy relating to school bus drivers (Section III.).

8. "Oral fluid test" means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that:
 - a. can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1; and
 - b. does not require the services of a testing laboratory under section 181.953, subdivision 1.
9. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the charter school for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the charter school's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
10. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
11. "Random Selection Basis" means a mechanism for selection of employees that:
 - a) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b) does not give the charter school discretion to waive the selection of any employee selected under the mechanism.
12. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

13. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions

1. General Limitations

- a) The school district will may not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing or cannabis testing, except as authorized in this policy. The school district may not request or require an employee or job applicant to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and either (1) is conducted by a testing laboratory that meets one of the criteria which participates in one of the programs listed in Minnesota Statutes, section Minn. Stat. §181.953, subdivision Subd. 1; or (2) complies with the oral fluid test procedures under section 181.953, subdivision 5a.
- b) The school district will may not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a) a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b) a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c) a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d) a position of employment funded by a federal grant; or
- e) any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer, that which is contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a) The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
 - b) Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
 - c) The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
 - d) Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.
4. Oral fluid testing
- a. When drug and alcohol testing or cannabis testing is otherwise authorized under Minnesota Statutes, section 181.951, the school district may request an employee or job applicant to undergo oral fluid testing according to the procedures under Minnesota Statutes, section 181.953, subdivision 5a as an alternative to using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1.
 - b. The employee must be informed of the test result at the time of the oral fluid test. Within 48 hours of an oral fluid test that indicates a positive test result or that is inconclusive or invalid, the employee or job applicant may request drug or alcohol testing or cannabis testing at no cost to the employee or job applicant using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1, and according to the existing laboratory testing standards in subdivisions 1 to 5. The rights, notice, and limitations in Minnesota Statutes, section 181.953,

subdivision 6, paragraph (b), and subdivisions 7 to 8 and 10 to 11 apply to an employee or job applicant and a laboratory test conducted pursuant to this paragraph.

- c. If the laboratory test under paragraph (b) above indicates a positive result, any subsequent confirmatory retest, if requested by the employee or job applicant, must be conducted following the retest procedures provided in Minnesota Statutes, section 181.953, subdivision 6, paragraph (c), and subdivision 9 at the employee's or job applicant's own expense.
- d. Nothing in this subdivision is intended to modify the existing requirements for drug and alcohol testing or cannabis testing in the workplace under Minnesota Statutes, sections 181.950 to 181.957, unless stated otherwise.

5. Random Testing

The school district may request or require “other employees” to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

6. Reasonable Suspicion Testing

The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a) is under the influence of cannabis, drugs, or alcohol;
- b) has violated the school district’s written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district’s premises or operating the school district’s vehicles, machinery, or equipment;
- c) has sustained a personal injury, as that term is defined in Minnesota Statutes, section ~~Minn. Stat. §~~ 176.011, subdivision ~~Subd.~~ 16, or has caused another employee to sustain a personal injury; or
- d) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

7. Treatment Program Testing

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is

participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo **cannabis testing and** drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

8. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

C. No Legal Duty to Test

1. The school district does not have a legal duty to request or require any employee or job applicant **whose position does not require a commercial driver's license** to undergo drug and alcohol testing **as authorized in this policy.**

a) Definitions

- 2. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.**
- 3. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.**
- 4. "Employee" means any person, independent contractor, or person working for an independent contractor who performs services for compensation, either full-time or part-time, in whatever form, for the school district, and includes both professional and nonprofessional personnel.**
- 5. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.**
- 6. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. §181.953, Subd. 1.**
- 7. "Random selection basis" means a mechanism for selection of employees that**

a) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and

b) does not give the school district discretion to waive the selection of any employee selected under the mechanism.

8. “Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

9. “Safety sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in paragraphs 2 and 3 of this Section IV.D Section E.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant’s Refusal to Undergo Drug and Alcohol Testing

Any job applicant in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment DA to this policy on which to acknowledge that the employee or job applicant has received the school district’s drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job

applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

- a) If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information (see Attachment G to this policy).
- b) The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c) The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
- d) Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e) Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a) If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b) An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section Minn. Stat. § 181.953, subdivision Subd 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments FE and GF to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline, which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
 - a) the school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, or alcohol, or cannabis

counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding paragraph A, the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
 5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
 6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee-registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
 7. An employee must be given access to information in the individual's employee's personnel file relating to positive test result reports; and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from; and actions taken based on the reports or other acquired information.
- G. Withdrawal of a Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a

confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain of Custody Procedures

The school district shall establish its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures must require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding paragraphs 1 and 2, evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under [Minnesota Statutes, cChapter Minn. Stat. Ch. 43A](#) or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance

with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, ~~and alcohol,~~ and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment ~~G~~ H to this policy.

V. **POSTING**

The school district shall also post notice in an appropriate and conspicuous location on school district premises that the school district has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in the school district's personnel office or other suitable locations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 43A (State Personnel Management)

Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.22 (Definitions; Medical Cannabis)(~~Medical Cannabis; Definitions~~)

Minn. Stat. § 152.23 (Limitations; Medical Cannabis)(~~Medical Cannabis; Limitations~~)

Minn. Stat. § 152.32 (Protections for Registry Program Participation)

Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)

Minn. Stat. §§ 181.950-181.957 ~~§ 181.950 et seq.~~ (Drug and Alcohol Testing in the Workplace)

Minn. Stat. § 221.031 (Motor Carrier Rules)

49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)

49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)

49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)

49 C.F.R. Parts 40 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)

- Cross References:*
- MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
 - MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 - MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
 - MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Attachment A

PRETEST NOTICE

I, _____, the undersigned employee/job applicant of South St. Paul Public Schools, Special School District No. 6 (“School District”) do hereby acknowledge that I have been provided a copy of the School District’s Drug and Alcohol Testing Policy.

I am currently taking or have recently taken:

_____ no over-the-counter or prescription medications; or

_____ the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date _____ Signature of Employee/Job Applicant _____

Adopted: March 1, 1998

MSBA/MASA Model Policy 417

Orig. 1995

Revised: 1/20/87, 5/15/90, 6/14/04, 6/26/06, 10/27/08,
11/23/15, 9/11/17

Rev. 2025~~215~~

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances,~~ and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. ~~It is~~ The policy of this school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement ~~to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. Every ~~The~~ school district that participates in a school district chemical abuse program shall establish and ~~maintain in every school~~ a chemical abuse pre assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- E. The school district shall establish ~~and maintain~~ a drug-free awareness program ~~for to educate and assist its~~ employees, ~~students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.~~

III. DEFINITIONS

- A. "Chemical abuse," as applied to students means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering

behavior, to the extent that the minor's student's normal function in academic, school, or social activities is chronically impaired.

- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9. but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs. "Chemicals" includes, but is not limited to alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists. "School location" includes any school building, on any school premises or school-owned building; on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises.

B. Programs and Activities Instruction

- †. The Every school district shall develop, implement, and evaluate comprehensive provide an instructional programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the

use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes. in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools. Each school shall have age-appropriate and developmentally based activities that:
 - a) address the consequences of violence and the illegal use of drugs, as appropriate;
 - b) promote a sense of individual responsibility;
 - c) teach students that most people do not illegally use drugs;
 - d) teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e) teach students about the dangers of emerging drugs;
 - f) engage students in the learning process; and
 - g) incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a) Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b) The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and

violence prevention activities under this policy that are implemented in the school.

e) Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and antidrug councils and activities.

d) Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.

e) Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:

a) The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.

b) The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

c) The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.

d) The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.

e) The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:

a) The employee shall notify the building administrator or a member of the pre assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

b) The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse pre assessment team, or staff member assigned duties similar to those of such a team, of this information.
2. Students involved in the abuse, possession, transfer, distribution or sale of chemicals may shall be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section. Minn.Stat. §121A.40-121A.56, and proposed for expulsion.
3. Searches by school district officials in connection with the abuse, possession, or transfer, distribution or sale of alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Pre Assessment Team

1. Every school that participates in a school district chemical abuse program shall establish have a chemical abuse pre assessment team designated by the superintendent or designee. The team must will be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

- 3.—Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student’s parents with information about school and community services in connection with chemical abuse.

E. Data Practices

- 1.—Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section Minn. Stat. § 13.32 and applicable federal law and regulations.

2.—Destruction of Records

- a) If the pre assessment team decides not to provide a student and, in the case of a minor, the student’s parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b) If the team decides to provide the student and, in the case of a minor or a dependent student, the student’s parents with such information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c) This section shall govern Ddestruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding provisions of the Records Management Act, Minnesota Statutes section Minn. Stat. § 138.163 (Preservation and Disposal of Public Records).

F. Consent

- 1.—Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

G. School and Community Advisory Team

- 1.—The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre assessment teams to the extent possible, law enforcement agencies, county attorney’s office, social service agencies, chemical abuse treatment programs, parents, and the business community.

- 2.—The advisory team shall:

- a) build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
- b) develop a written procedure clarifying the notification process to be used by the chemical abuse pre assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The school district shall establish superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
 - 1. The dangers of drug and health risks of chemical abuse in the workplace/school.
 - 2. The school district's drug-free workplace/drug-free school policy of maintaining a drug-free workplace.
 - 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.
 - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References:

Minn. Stat. § 13.32 (Educational Data)
 Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
 Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
 Minn. Stat. § 126C.44 (Safe Schools Levy)
 Minn. Stat. § 138.163 (Preservation and Disposal of Public Records) Records Management Act)
 Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
 Minn. Stat. § 152.01 (Definitions)
 Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
 Minn. Stat. § 152.22 (Medical Cannabis; Definitions; Medical Cannabis)
 Minn. Stat. § 152.23 (Medical Cannabis; Definitions; Medical Cannabis)
 Minn. Stat. § 299A.33 (DARE Program)

Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. §§ 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-712265 (Student Support and Academic Enrichment Grants Safe and Drug-Free Schools and Communities Act)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing, and Cannabis)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Students Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)



School Board Agenda Item

Date: April 27, 2026

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: None.

Topic: Special Meeting
Presenter(s): Lisa Brandecker, Manager of Administrative Services and Communications
Background: <p>Administration is requesting that the School Board schedule a special meeting on Wednesday, May 20, 2026, at 6:00 PM in the District Office Conference Room to officially canvass the results of the May 12, 2026 special election. Canvassing the election is a required step in the election process, during which the Board reviews and certifies the official vote totals as reported by the appropriate election authorities. Holding this meeting ensures the district meets all legal requirements and timelines for certifying election results.</p>
Recommendation: <p>Administration recommends the approval of scheduling a special meeting for Wednesday, May 20 at 6:00 PM in the District Office Conference Room to canvass the results of the May 12, 2026 special election.</p>
Alternatives: <p>N/A</p>



School Board Agenda Item

Date: Monday, April 27, 2026

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Resolution for the Non-Renewal of Probationary Teachers

Topic: Non-Renewal of Probationary Teachers
Presenter(s): Charlie Cook, Executive Director of Human Resources
Background: Each year, we must release a number of probationary teachers for various reasons, including student driven scheduling, changes in enrollment, budget reductions, curriculum changes, licensure issues, mid-year placements, and performance issues. Attached is a resolution to terminate the contracts of a number of probationary teachers. This resolution terminates teaching contracts for those listed, at the end of the current 2025-2026 school year, with non-renewal for the 2026-2027 school year.
Recommendation: Approve the non-renewal recommendations
Alternatives: Do not approve and direct administration with next steps.

Special School District No. 6
(South St. Paul Public Schools)
State of Minnesota

Board Member _____ moved the adoption of the following resolution:

**RESOLUTION RELATING TO THE NON-RENEWAL
OF PROBATIONARY TEACHERS**

WHEREAS, the following teachers are probationary teachers in Special School District No. 6.

BE IT RESOLVED by the School Board of Special School District No. 6, pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of these probationary teachers in Special School District No. 6, are hereby terminated effective at the end of the 2025-2026 school year.

Caroline Ryan	1.0	Social Worker	Kaposia
Shannon Gruidl	1.0	Occupational Therapist	Lincoln
Avery Snyder	1.0	Teacher, Kindergarten	Lincoln
Erika Nordstrom	1.0	Teacher, Grade 4	Lincoln
Hannah Danielson	1.0	Teacher, Special Education	Lincoln
Kaleigh Hammann	1.0	Counselor	Middle School
Nina Nason	1.0	Teacher, Special Education	Middle School
Lauren Peralta	1.0	Teacher, Attendance & Engagement TOSA	0.5 Middle School 0.5 High School

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding non-renewal of their contracts in accordance with Minnesota law.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member _____.

On a roll call vote, the following voted in favor:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



School Board Agenda Item

Date: Monday, April 27, 2026

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Non-Renewal of Long-Term/Limited Contract Substitute Teachers

Topic: Non-Renewal of Long-Term/Limited Contract Substitute Teachers
Presenter(s): Charlie Cook, Executive Director of Human Resources
Background: In compliance with Minnesota statutes, we are required to terminate the teaching contracts of the District's long-term/limited contract substitute teachers at the end of each school year. A long-term substitute by definition is one who worked all or part of the school year replacing a specific teacher who has return rights to his or her position. The contracts of the long-term substitutes must be terminated at the end of the school year. Failure to terminate these contracts could result in the district allocating two teachers in each affected position as the regular teachers exercise their right to return from leave. Attached is a resolution to non-renew the teaching contracts of the District's long term/limited contract substitute teachers.
Recommendation: Administration recommends the approval of the non-renewal of limited contract and long-term substitute resolution.
Alternatives: Do not approve and direct administration with next steps.

**Special School District No. 6
(South St. Paul Public Schools)
State of Minnesota**

Director _____ moved the adoption of the following resolution:

**RESOLUTION RELATING TO THE NON-RENEWAL
OF LIMITED CONTRACT / LONG-TERM SUBSTITUTE TEACHERS**

WHEREAS, the following teachers are limited contract/long-term substitute teachers in Special School District No. 6.

BE IT RESOLVED by the School Board of Special School District No. 6, pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of these limited contract/long-term substitute teachers in Special School District No. 6, are hereby terminated effective at the end of the 2025 – 2026 school year.

Donovan Martinson	Long-Term Substitute	Middle School
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BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding non-renewal of their contracts in accordance with Minnesota law.

The motion for the adoption of the foregoing resolution was duly seconded by Director

_____. On a roll call vote, the following voted in favor:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



School Board Agenda Item

Date: April 27, 2026

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Education Identity and Access Management Board Resolution

Topic: Education Identity and Access Management Board Resolution
Presenter(s): Lisa Brandecker, Manager of Administrative Services and Communications
Background: <p>The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.</p>
Recommendation: <p>Recommendation to approve the Education Identity and Access Management Board Resolution that designates Dr. Brian Zambreno as the Identified Official with Authority for Education Identity Access Management for South St. Paul Public School Dist. 0006-03.</p>
Alternatives: <p>Do not approve Dr. Zambreno as the District's IOwA representative and direct administration with next steps.</p>

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each Local Educational Agency (LEA) that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their LEA in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to MDE annually, as well as any time there is a change in the assignment of the IOwA.

MDE strongly recommends that the superintendent or executive director is named IOwA, who then can grant IOwA proxy roles.

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: South St. Paul Public Schools, Special School District 6

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0006-03

Will the Superintendent/Executive director act as the IOwA? See options below, please check **one**

Yes, the Superintendent/Executive Director **will serve** as the IOwA.

Full Name: Brian Zambreno

EDIAM Username (If not yet created, visit [Data Submissions](#)): Southstpaulisgreat22

No, in lieu of the Superintendent/Executive Director acting as the IOwA they **designate the following individual** to serve as the IOwA:

Full Name: _____

EDIAM Username (If not yet created, visit [Data Submissions](#)): _____

Board Member Signature: _____

Name: Kim Humann, Board Chair

Date: April 27, 2026

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us