



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
ECC RM PK 15
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
OCTOBER 25, 2021
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Board Chairs Comment**
5. **Approval of Agenda**
6. **Appreciation, Recognition and Presentations** **3**
FFA Milk Quality Regional Awards

7. **Recognition of Citizens for Input Purposes**
8. **Reports/News**
 - a. Board Committee Report
 - b. Superintendent Report
 - c. Principal Report 4
9. **Consent Agenda Approval**

***The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.**

 - a. Approval of Regular Board Meeting Minutes for September 27th, 2021 5
 - b. Claims, Accounts and Financial
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - c. Approval of Resignations 8

 - d. Approval of New Hires 9
The Royalton School Board will approve the following hires based upon the findings of each individual's background check, licensure status, and discipline report from the MN Department of Education.

 - e. Approval of FMLA Leaves 10
10. **Discussion/Information/Action Items**

a. Enrollment Presentation	11
b. Budget Presentation	15
c. HVAC Presentation	21
d. Approval of Donations by Resolution	25
e. Wrestling overnight tournament in Fargo, Rumble on the Red, December 28, 29, 30	
f. Boys Basketball fundraiser: Gold Card Sales, Adrenaline Fundraising	
g. Board Policy Review/Revision Procedures	30
h. Policy Reading	
1. First Reading (Minor Changes) Policy 206, 413, and 501	31
2. First Reading Policies, 102, 406, 425, 503, 507, and 534	56
3. Second Reading Policy 902	95
4. Request to Rescind Policies 430 and 431	108
i. Meeting Protocol Pathway Discussion	
j. Superintendent Evaluation Discussion	
k. As Amended *Prom location at Coyote Moon Grille and the use of Trobec's Bus Service	
11. Upcoming Meeting Schedule	
12. Motion for a Closed meeting for negotiation strategies as permitted by MN Statute Section 13D.05, Sub division 3(a)	
13. Adjournment	

FFA Milk Quality Regional winners

Joseph Achen

Alivia Pyka

Callie Vannurden

Royalton Elementary School News
Dr. Phil Gurbada
October 2021

1. Parent-Teacher Conferences are scheduled for November 4 and 8 in the evenings. Parents may choose in-person or virtual conferences. Thank you to the teachers and parents for their participation.
2. PTO Family Bingo Night is November 5 at 6:30pm in the MS/HS Cafetorium.
3. The focus of the November 12 Inservice will be our new Benchmark Advance reading program. Consultants will work with our K-5 teachers to further support effective implementation and address teacher questions and concerns.
4. Parent pick-up of students at the end of the day continues to go well. We are able to get the students connected with their parents normally by 3:10pm. Thanks to the staff for all their good work.
5. Welcome to Julie Lanners who has started as a Foster Grandparent in the 2nd grade. This program is sponsored by Catholic Charities in St. Cloud.
6. School Pictures were taken on October 18 & 19.
7. The end of the first quarter is Friday, November 5.

Regular Meeting
Monday, September 27, 2021 6:00 PM Central

ECC RM PK 15
120 South Hawthorn Street
Royalton, MN 56373

Tyra Baumann: Present
Russ Gerads: Present
Randy Hackett: Present
Rian Hofstad: Present
Mary Lange: Present
Angela Roering: Present
Present: 6.

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chairs Comment

5. Approval of Agenda

Approval of Agenda as amended Amended to add Discussion/Information/Action Items g. MSBA proxy. This motion, made by Mary Lange and seconded by Tyra Baumann, Passed.
Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Principal Report

8.d. Athletic Director

9. Consent Agenda Approval

***The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.**

Approval of All Items on Consent Agenda. This motion, made by Tyra Baumann and seconded by Mary Lange, Passed.
Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes

9.b. Claims, Accounts and Financial

Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.

9.c. Approval of Resignation

9.d. Approval of New Hires

10. Discussion/Information/Action Items

10.a. Approval of Donations by Resolution

Motion to approve donations by resolution. This motion, made by Russ Gerads and seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

10.b. Levy Certification

Motion to Approve Levy Certification at maximum amount for 2021-2022. This motion, made by Randy Hackett and seconded by Russ Gerads, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

10.c. ESSER III

Motion to approve the ESSER III funds as presented. This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

10.d. Activities Director/Assistant Principal Position

Motion to approve hiring an AD/AP position. This motion, made by Mary Lange and seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

10.e. FFA Fruit Fundraiser

Motion to approve FFA Fruit Fundraiser. This motion, made by Russ Gerads and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

10.f. Policy Reading

10.f.1. First Policy Reading
902 Use of Facilities and Equipment
902 Appendix

10.g. MSBA Proxy for Insurance Trustees *amendment

11. Upcoming Meeting Schedule

12. Motion for a Closed meeting for negotiation strategies as permitted by MN Statute Section 13D.05, Sub division 3(a)

Motion to close the regular meeting at 7:34pm. This motion, made by Russ Gerads and seconded by Mary Lange, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea

Yea: 6, Nay: 0

Motion to open the regular meeting at 8:44pm. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea

Yea: 6, Nay: 0

13. Adjournment

The meeting was adjourned at 8:44pm. This motion, made by Mary Lange and seconded by Russ Gerads, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea

Yea: 6, Nay: 0

Approval of Resignations

Shelly Crenna - Transportation

Dawn Duevel - Business Manager

Susan Leenerts - Payroll, Benefits, MARSS, & Human Resources Assistant

Gaylene Witucki - Transportation Director

Approval of New Hires

Jean Weis-Clough - Long-term Grade 2 Substitute Teacher

Shelly Crenna - MS/HS Paraprofessional

Dave Sutton - Type 3

Trudy Graves - Bus Para and potential Type 3

Dean Kloek - Bus Driver

Shawn Poppen - JH Knowledge Bowl

Approval of FMLA Leaves

Abbey Tonderum, 2nd grade teacher, is requesting FMLA leave from approximately January 27 for about 8 weeks.

Brittney Meehl, Preschool teacher, is requesting FMLA leave from approximately February 23rd for 12 weeks.

Enrollment K-12

Data is collected from both Skyward Attendance from each building and cross referenced with the September 23, 2021 ED-FI (MARSS) Submission to MDE.

The attendance report from Skyward shows

K-12 attendance as of October 1, 2021 is as follows:

- Kindergarten: 65
- 1st Grade: 69
- 2nd Grade: 67
- 3rd Grade: 57
- 4th Grade: 67
- 5th Grade: 64
- 6th Grade: 87
- 7th Grade: 72
- 8th Grade: 70
- 9th Grade: 87
- 10th Grade: 80
- 11th Grade: 77
- 12th Grade: 66

Total Enrollment for September = 928

These are actual pupils in seats and do not have a weighted factor.

MARSS 15 Report reported 905.8 actual enrollment population, but noting that there were 6 errors that do not count towards our membership time. These are due to moving from age 6 to 7 that the building secretaries will correct once the special education department makes that change on the special education data sheets.

School Enrollment

010 ROYALTON ELEMENTARY SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	0	0	0	0	31	35	0	0	1	2	32	37	69
02	0	0	0	0	0	0	0	0	31	34	1	0	1	0	33	34	67
03	0	0	0	0	0	0	0	0	25	26	1	2	1	2	27	30	57
04	0	0	0	0	0	0	0	0	35	28	0	1	2	1	37	30	67
05	0	0	0	0	0	0	0	0	31	28	1	2	2	0	34	30	64
HK	0	0	0	0	0	0	0	0	3	1	0	1	0	0	3	2	5
KA	0	1	0	0	0	0	0	0	23	36	0	0	0	0	23	37	60
TOTAL	0	1	0	0	0	0	0	0	179	188	3	6	7	5	189	200	389

School Enrollment

020 ROYALTON HS

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
09	0	0	0	0	1	0	0	0	43	37	0	2	3	1	47	40	87
10	0	0	0	0	0	0	0	0	46	30	2	1	0	1	48	32	80
11	0	0	0	0	0	0	0	0	42	34	0	0	1	0	43	34	77
12	0	0	1	0	0	0	0	0	28	33	2	1	0	1	31	35	66
TOTAL	0	0	1	0	1	0	0	0	159	134	4	4	4	3	169	141	310

School Enrollment

050 Royalton Middle School

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
06	0	0	0	0	0	0	0	0	44	38	3	0	1	1	48	39	87
07	0	0	0	0	0	0	0	0	36	33	1	0	1	1	38	34	72
08	0	0	0	0	1	0	0	0	32	32	1	1	1	2	35	35	70
TOTAL	0	0	0	0	1	0	0	0	112	103	5	1	3	4	121	108	229

School Enrollment

090 EARLY CHILDHOOD CENTER

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
PK	0	0	0	0	0	0	0	0	3	3	0	0	0	0	3	3	6
TOTAL	0	0	0	0	0	0	0	0	3	3	0	0	0	0	3	3	6

Pre-school Does Not Count for Enrollment

Totals for All Schools

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	0	0	0	0	31	35	0	0	1	2	32	37	69
02	0	0	0	0	0	0	0	0	31	34	1	0	1	0	33	34	67
03	0	0	0	0	0	0	0	0	25	26	1	2	1	2	27	30	57
04	0	0	0	0	0	0	0	0	35	28	0	1	2	1	37	30	67
05	0	0	0	0	0	0	0	0	31	28	1	2	2	0	34	30	64
06	0	0	0	0	0	0	0	0	44	38	3	0	1	1	48	39	87
07	0	0	0	0	0	0	0	0	36	33	1	0	1	1	38	34	72
08	0	0	0	0	1	0	0	0	32	32	1	1	1	2	35	35	70
09	0	0	0	0	1	0	0	0	43	37	0	2	3	1	47	40	87

Totals for All Schools

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10	0	0	0	0	0	0	0	0	46	30	2	1	0	1	48	32	80	
11	0	0	0	0	0	0	0	0	42	34	0	0	1	0	43	34	77	
12	0	0	1	0	0	0	0	0	28	33	2	1	0	1	31	35	66	
HK	0	0	0	0	0	0	0	0	3	1	0	1	0	0	3	2	5	
KA	0	1	0	0	0	0	0	0	23	36	0	0	0	0	23	37	60	
PK	0	0	0	0	0	0	0	0	3	3	0	0	0	0	3	3	6	
TOTAL	0	1	1	0	2	0	0	0	453	428	12	11	14	12	482	452	934	928

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

This report represents data at a preliminary stage and will differ from the state's final verification report.*

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
Grade	Pupil Unit Weight	Inst Days	Length of Day	Residents	Enrollment Options	Nonresidents	Tuition	Ineligible	Tribal Contract/Grant	Shared time	Tuition	Private Contract	Non-Public Non-MN	Total Served	Adjusted E + F	% Att	Count of students in column N	Extended ADM
EC	1,000				1.00									3.00	3.00	99.1	4	
HK	1,000			2.00	18.01									58.04	58.04	99.7	3	
KG	1,000			40.03	28.01									68.02	68.02	99.6	60	
01	1,000			40.01	27.00									64.00	64.00	99.8	70	
02	1,000			37.00	25.00									57.00	57.00	99.6	64	
03	1,000			32.00	21.00									67.00	67.00	99.6	57	
04	1,000			46.00	4.00									87.00	87.00	99.8	67	
05	1,000			39.00	21.00									63.94	63.94	99.7	65	
06	1,000			83.00	30.00									73.00	73.00	99.7	87	
07	1,200			52.00	4.00									72.01	72.01	99.5	73	
08	1,200			42.01	3.00									86.36	86.36	99.7	88	
09	1,200			83.36	4.00									80.04	80.04	99.6	82	
10	1,200			76.04	5.00									70.23	70.23	99.7	71	
11	1,200			65.23	0.24									54.00	54.00	99.6	6	
11P	1,200			0.48	19.00									1.44	1.44	0.0	54	
12	1,200			35.00	0.36											0.0	12	
12P	1,200			1.08														
EC														3.00	3.00	99.1		
HK				2.00	18.01									58.04	58.04	99.7		
KG				40.03	28.01									68.02	68.02	99.7		
01-03				109.01	49.94									145.01	145.01	99.6		
04-06				168.00	31.60									292.79	292.79	99.7		
07-08				94.01	231.56									905.80	905.80	99.7		
09-12				261.19	248.08									993.36	993.36			
TOTAL ADM				674.24														
TOTAL WADM				745.28														

* MARSS records with local errors are excluded from this report and records with either local or statewide errors will be excluded from reports produced by the state. The ADM included on this report is capped at 1.0. Consider this ADM preliminary because the actual ADM calculation requires all of a given student's MARSS enrollment records to be accurate. The ADM that is provided on the District/School ADM Report that is posted to the web takes precedence over the ADM contained in this report.

Analysis of Budgeted Expenses by Fund with the Summary of all Funds
WORKING BUDGET BASED ON 1011.12 APU'S (Adjusted pupil units)
 Analysis through September 30, 2021
Budgeted Revenues & Expenses are for the Operating Fund 422 (Unreserved)

October 19, 2021

2021-2022 Fiscal Year

Fund 01 Unreserved

Revenue(operating fund)

Revenue Detail by Fund-Finance-Source Code

Working Budget

Unreserved 422 Operating Revenue	Working Budget			% of Each Rev. Stream to total
	2021-2022	Year to Date Received	%YTD Received	
District 000 Aid-Levy-Fees	7,853,160.00	1,446,185.00	14.71%	79.90%
Cares Act GEER Fin 153 Reimbursement	12,591.00	-	0.00%	0.13%
ESSER II Fin 155 Reimbursement	283,165.00	-	0.00%	2.88%
ESSER III Fin 160 Reimbursement	407,930.00	-	0.00%	4.15%
ESSER III Fin 161 Learning Loss	77,925.00	-	0.00%	0.79%
Basic Skills-Unreserved Restricted	126,908.00	-	0.00%	1.29%
Learning & Develop -Unreserved Restrict	199,586.00	-	0.00%	2.03%
Title I Reimbursement	82,056.00	-	0.00%	0.83%
Title II Reimbursement	13,946.00	-	0.00%	0.14%
Carl Perkins Revenue	3,400.00	-	0.00%	0.03%
State Special Education Aid	745,000.00	183,779.00	1.87%	7.58%
Career & Tech Ed Levy	22,919.00	-	0.00%	0.23%
Total Unreserved 422 Revenue	9,828,586.00	1,629,964.00	16.58%	100.00%

Analysis of Budgeted Expenses by Fund with the Summary of all Funds
WORKING BUDGET BASED ON 1011.12 APU'S (Adjusted pupil units)
 Analysis through September 30, 2021
Budgeted Revenues & Expenses are for the Operating Fund 422 (Unreserved)

Expenses (operating fund)

Salaries and Benefits 1% & 2%	2021-2022	Year to Date Expensed	% YTD Expensed	% YTD Each to Total
School Board Salaries & Benefits	15,050.00	1,399.00	0.02%	0.19%
Office of Superintendent	217,303.00	37,930.00	0.48%	2.78%
General Admin Support (D.O.)	68,979.00	16,869.00	0.22%	0.88%
Business Services (D.O.)	244,950.00	44,337.00	0.57%	3.13%
Activities Director Portion	61,117.00	19,142.00	0.24%	0.78%
Technology Salaries & Benefits	122,562.00	26,643.00	0.34%	1.57%
Health Services	81,518.00	5,584.00	0.07%	1.04%
Health Services Fin 163 Learning Loss	618.00	618.00	0.01%	0.01%
Pupil Services (Transportation)	321,929.00	29,298.00	0.37%	4.11%
Pupil Services Fin 163 Learning Loss	3,455.00	3,445.00	0.04%	0.04%
Operations & Maintenance	85,679.00	32,775.00	0.42%	1.09%
Operations Fin 155 ESSER II	21,084.00	-	0.00%	0.27%
Grounds Pro 811	23,805.00	-	0.00%	0.30%
Work Comp & Unemployment Ins	95,000.00	26,194.00	0.33%	1.21%
School Administration	511,550.00	55,895.00	0.71%	6.53%
Elementary Salaries & Benefits	2,720,873.00	275,178.00	3.51%	34.76%
Elementary Learning Loss ESSER 161	48,735.00	-	0.00%	0.62%
MS/HS Salaries & Benefits	3,155,282.00	274,503.00	3.51%	40.30%
MS/HS ESSER III ZAP and 4 Core	29,189.00	-	0.00%	0.37%
Total Unreserved Budgeted Exp.	7,828,678.00	849,810.00	10.86%	100.00%

Non Salary Expenses	2021-2022	Year to Date Expensed	% YTD Expensed	% YTD Each to Total
Purchased Services Obj 300	982,904.00	180,104.00	8.17%	44.59%
Supplies & Instructional Obj 400	557,758.00	148,748.00	6.75%	25.31%
Equipment-Non Capitalized Obj 500	594,015.00	205,090.00	9.31%	26.95%
Memberships Obj 800	69,406.00	25,496.00	1.16%	3.15%
	2,204,083.00	559,438.00	25.38%	100.00%
Total Unreserved Expenses	10,032,761.00	1,409,248.00	36.24%	
Total Budgeted Exp Over Rev	(204,175.00)			

Increase of Budget is due to the following

* Increase of Salary and Benefits	101,959	Net cost
* Increase of Purchased Services	102,216	Net cost

All Unreserved Budgeted Revenue Includes ESSER II, ESSER III & ESSER III Learning Loss Dollars

All Unreserved Budgeted Expenses Include ESSER II, ESSER III & ESSER III Learning Loss Dollars

Analysis of Budgeted Expenses by Fund with the Summary of all Funds
WORKING BUDGET BASED ON 1011.12 APU'S (Adjusted pupil units)
Analysis through September 30, 2021
Budgeted Revenues & Expenses Includes all of Fund 01 Inclusive of Restricted Funds

October 19, 2021
 2021-2022 Fiscal Year
Fund 01 Unreserved

Revenue Fund 01

Revenue Detail by Fund-Finance-Source Code

Working Budget

Revenue Fund 01	2021-2022	Year to Date Received	%YTD Received	% of Each Rev. Stream to total
District 000 Aid-Levy-Fees	8,427,567.00	1,447,440.00	13.91%	81.01%
Cares Act GEER Fin 153 Reimbursement	12,591.00	-	0.00%	0.12%
ESSER II Fin 155 Reimbursement	283,165.00	-	0.00%	2.72%
ESSER III Fin 160 Reimbursement	407,930.00	-	0.00%	3.92%
ESSER III Fin 161 Learning Loss	77,925.00	-	0.00%	0.75%
Basic Skills-Unreserved Restricted	126,908.00	-	0.00%	1.22%
Learning & Develop -Unreserved Restricted	199,586.00	-	0.00%	1.92%
Title I Reimbursement	82,056.00	-	0.00%	0.79%
Title II Reimbursement	13,946.00	-	0.00%	0.13%
Carl Perkins Revenue	3,400.00	-	0.00%	0.03%
State Special Education Aid	745,000.00	183,779.00	1.77%	7.16%
Career & Tech Ed Levy	22,919.00	-	0.00%	0.22%
Total Unreserved 422 Revenue	10,402,993.00	1,631,219.00	15.68%	100.00%

Analysis of Budgeted Expenses by Fund with the Summary of all Funds
WORKING BUDGET BASED ON 1011.12 APUS (Adjusted pupil units)
Analysis through September 30, 2021
Budgeted Revenues & Expenses Includes all of Fund 01 Inclusive of Restricted Funds

Expenses Fund 01

Salaries and Benefits 1% & 2%	2021-2022	Year to Date Expensed	% YTD Expensed	% YTD Each to Total
School Board Salaries & Benefits	15,050.00	1,399.00	0.02%	0.19%
Office of Superintendent	217,303.00	37,930.00	0.47%	2.72%
General Admin Support (D.O.)	68,979.00	16,869.00	0.21%	0.86%
Business Services (D.O.)	244,950.00	44,337.00	0.56%	3.07%
Activities Director Portion	61,117.00	19,142.00	0.24%	0.77%
Technology Salaries & Benefits	122,562.00	26,643.00	0.33%	1.53%
Intergrationist-Staff Development	81,603.00	-	0.00%	1.02%
Health Services	81,518.00	5,584.00	0.07%	1.02%
Health Services Fin 163 Learning Loss	618.00	618.00	0.01%	0.01%
Pupil Services (Transportation)	321,929.00	29,298.00	0.37%	4.03%
Pupil Services Fin 163 Learning Loss	3,455.00	3,445.00	0.04%	0.04%
Operations & Maintenance	85,679.00	32,775.00	0.41%	1.07%
Operations Fin 155 ESSER II	21,084.00	-	0.00%	0.26%
Grounds Pro 811	23,805.00	-	0.00%	0.30%
Work Comp & Unemployment Ins	95,000.00	26,194.00	0.33%	1.19%
School Administration	511,550.00	55,895.00	0.70%	6.41%
Elementary Salaries & Benefits	2,720,873.00	275,178.00	3.45%	34.07%
Elementary Safe Schools -Wier	15,554.00	2,918.00	0.04%	0.19%
Elementary Learning Loss ESSER 161	48,735.00	-	0.00%	0.61%
Elementary Gifted & Talented	10,313.00	1,557.00	0.02%	0.13%
Elementary Staff Development	27,008.00	8,311.00	0.10%	0.34%
MS/HS Salaries & Benefits	3,155,282.00	274,503.00	3.44%	39.51%
MS/HS Staff Development	23,500.00	6,291.00	0.08%	0.29%
MS/HS ESSER III ZAP and 4 Core	29,189.00	-	0.00%	0.37%
Total Unreserved Budgeted Exp.	7,986,656.00	868,887.00	10.88%	100.00%

Non Salary Expenses	2021-2022	Year to Date Expensed	% YTD Expensed	% YTD Each to Total
Purchased Services Obj 300	1,200,871.00	326,461.00	11.54%	42.44%
Supplies & Instructional Obj 400	565,958.00	151,798.00	5.36%	20.00%
Equipment- Obj 500	993,285.00	241,106.00	8.52%	35.10%
Memberships Obj 800	69,506.00	25,496.00	0.90%	2.46%
	2,829,620.00	744,861.00	26.32%	100.00%
Total Unreserved Expenses	10,816,276.00	1,613,748.00	37.20%	
Total Budgeted Exp Over Rev.	(413,283.00)			

Increase of Budget is due to the following

* Increase of Salary and Benefits	101,959	Net cost
* Increase of Purchased Services	102,216	Net cost
* Increase due to budgeting Assigned FB Roof Repair	209,108	Net cost

All Unreserved Budgeted Revenue Includes ESSER II, ESSER III & ESSER III Learning Loss Dollars
All Unreserved Budgeted Expenses Include ESSER II, ESSER III & ESSER III Learning Loss Dollars

Analysis of Budgeted Operating Expense Types by Fund, with Summary of all Funds.

FUND 02 (FOOD SERVICE FUND)

10/19/2021 2021-2022 Working Budget	9/30/2021 2021-2022 Budget	% to Total	2021-2022 YTD Activity	% to Total	% PAID YTD	Encumbrance YTD
Fund 02 (Food Service Fund)						
Restricted						
FOOD SERVICE FUND						
FUND 02 EXPENSES						
	2020-2021 Budget	% to Total	2020-2021 YTD Activity Actual	% to Total	% PAID YTD	Encumbrance YTD
Salaries 1%	\$203,500	0.40	\$11,483	0.23	5.64%	-
Fringe Benefits 2%	\$47,640	0.09	\$10,558	0.21	22.16%	-
Total Salaries/Benefits	\$251,140	0.50	\$22,041	0.43	8.78%	-
Purchased Services 3%	\$13,350	0.03	\$2,885	0.06	21.61%	
Supplies 4%	\$235,412	0.47	\$26,084	0.51	11.08%	
Capital Equip-5%	\$1,300	0.00	\$0	-	0.00%	
Other Financing Sources	\$0	-	\$0	-	#DIV/0!	-
Misc 8%	\$2,500	0.00	\$0	0.00%		
Total Non-Salary Expenses	\$252,562	0.50	28,969	0.57	11.47%	-
Grand Total-All Expenses	\$503,702	1.00	51,010.00	1.00	10.13%	-

	2021-2022 Budget	% to Total	2021-2022 YTD Activity	% to Total	% Rec'd YTD	Revenue for YTD
FOOD SERVICE FUND						
FUND 02 REVENUES						
Local Revenues 0%	\$710	0.00	\$0	#DIV/0!	0.00%	Interest Earnings
State Revenues 2%,3%	\$30,459	0.06	\$0	#DIV/0!	0.00%	State Breakfast and Lunch Reimb.
Total Local & State Revenues	\$31,169	0.06	\$0	#DIV/0!	0.00%	
Fed Rev Thru State Dept. 4%	\$458,637	0.86	\$0	#DIV/0!	0.00%	Running Summer Food Proram 21-22
Fed Revenues Direct 5%	\$0	-	\$0	#DIV/0!	#DIV/0!	
Local Sales & Insurance 6%	\$45,693	0.09	\$0	#DIV/0!	0.00%	Pupil and Adult Paid Breakfast & Lunch
Sale of Bonds & Loans	\$0	-	\$0	#DIV/0!	0.00%	
Transfers from Other Funds	\$0	-	\$0	#DIV/0!	0.00%	
Total Other Revenues	\$504,330	0.12	-	#DIV/0!	0.00%	
Grand Total-All Revenues	\$535,499	1.00	-	#DIV/0!	0.00%	

Analysis of Budgeted Operating Expense Types by Fund, with Summary of all Funds.

10/19/2021

2021-2022 Working Budget

FUND 04 (COMMUNITY EDUCATION FUND)

	9/30/2021					
	20-21	% to	2020-2021	% to	% PAID	Description
	Budget	Total	YTD Activity	Total	YTD	
Fund 04 (Community Education)						
Restricted						
COMMUNITY EDUCATION	2021-2022	% to	2021-2022	% to	% PAID	
FUND 04 EXPENSES	Budget	Total	YTD Activity	Total	YTD	
	Budget		Actual			
Salaries 1%	\$232,400	0.68	\$40,505	0.67	17.43%	-
Fringe Benefits 2%	\$52,374	0.15	\$11,087	0.18	21.17%	-
Total Salaries/Benefits	\$284,774	0.83	\$51,592	0.85	18.12%	-
Purchased Services 3%	\$46,796	0.14	\$5,224	0.09	11.16%	-
Supplies 4%	\$11,035	0.03	\$3,560	0.06	32.26%	-
Capital Equip-Reserved 5%	\$0	-	\$0	-	#DIV/0!	-
Capital Equip-Unreserved	\$0	-	\$0	-	#DIV/0!	-
Other Financing Sources	\$200	0.00	\$0	-	0.00%	-
Misc 8%	\$0	-	\$0	%	#DIV/0!	-
Total Non-Salary Expenses	\$58,031	0.17	8,784.00	0.15	15.14%	-
Grand Total-All Expenses	\$342,805	1.00	60,376.00	1.00	17.61%	-

	2021-2022	% to	2021-2022	% to	% Rec'd	Description
	Budget	Total	YTD Activity	Total	YTD	
COMMUNITY EDUCATION						
FUND 04 Revenues						
Local Revenues 0%	\$301,244	0.76	\$89,171	0.80	29.60%	Tuition (preschool), Levy, Entry Fees
State Revenues 2%,3%	\$47,861	0.12	\$22,649	0.20	47.32%	State Aid Community Ed
	\$46,839		\$0			
Total Local & State Revenues	\$395,944	0.88	111,820.00	1.00	28.24%	
Fed Rev Thru State Dept. 4%	\$0	-	-	-	#DIV/0!	
Fed Revenues Direct 5%	\$0	-	-	-	#DIV/0!	
Local Sales & Insurance 6%	\$0	-	-	-	#DIV/0!	
Sale of Bonds & Loans	\$0	-	-	-	0.00%	
Transfers from Other Funds	\$0	-	-	-	0.00%	
Total Other Revenues	\$0	0.12	-	-	#DIV/0!	
Grand Total-All Revenues	\$395,944	1.00	111,820.00	1.00	28.24%	



HVAC Proposal Presentation

October 25, 2021



HVAC Expenses (Non ESSER III Funds)

- The elementary HVAC gym project totals approximately \$72,400.00.
 - The elementary gym will receive AC units to dehumidify the gym.
- The high school HVAC project totals approximately \$199,400.00.
 - The high school will have a rooftop air handling unit replaced.
- Total cost for both projects \$271,800.00.
- The Assigned Fund Balance is currently at \$370,500.00.
 - If using the assigned fund balance for the projects, the revised assigned fund balance will be \$98,700.00.
- The Unassigned Fund Balance is \$1,796,871.89 ending June 30, 2021.
 - If we use the unassigned fund balance, we will likely bring our fund balance to \$1,525,871.89 (or approx 23% of expenses) if we net no gain or loss in fiscal year 2021-2022.

Recommendation for Remaining Upgrades to HVAC systems

- Upgrade HVAC system in the elementary gym using **Assigned Fund Balance: \$72,500.00**
- Upgrade HVAC system in remaining rooms in high school using **Assigned Fund Balance: \$199,400.00**
- Total Cost from **Assigned Fund Balance: \$271,800.00**



Discussion



MN Signature Care, LLC
15738 Highway 27
Little Falls, MN 56345
Phone: (833) 751-2273

September 27, 2021

Royalton Community Education
120 South Hawthorn Street
Royalton, MN 56373

Dear Royalton Community Education Leaders & School Board Members,

This letter is to request the acceptance of \$4,392.00, provided by MN Signature Care, and given to the Royalton Community Education program to be used to purchase new basketball uniforms for the 3rd through 6th grade Community Education basketball program.

One of MN Signature Care’s core values is to give back to our local communities, which is a responsibility we take seriously. We aim to help build stronger communities and want to see the students in our local schools succeed.

This contribution has been given freely to the Community Education program, and no repayment is to be made, nor does any agreement or understanding exist whereby repayment is expected.

Regards,

Matthew P. Pallansch
President/Chief Executive Officer, MN Signature Care

Natalie Pallansch
Chief Financial Officer, MN Signature Care

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: ROYALTON AMERICAN LEGION	License Number: 00785
Address: 103 N MAPLE STREET	City/State/Zip: ROYALTON, MN 56373

1. Amount of proposed lawful purpose expenditure: \$ 10,000
2. Check one expenditure category:
- A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

ROYALTON PUBLIC SCHOOLS - GIRLS SOFTBALL FIELD PROJECT
RBI

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

Chief Executive Officer's Signature <i>Jerry Goldberg</i>	Date 320-232-0743
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

- Contribution amount: \$ _____ . Government use of contribution (check one):
- Wildlife**—DNR approves the wildlife management project or activity.
 - Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
 - Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
 - Water quality testing**—MPCA approves the surface water quality testing project.
 - Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: ROYALTON PUBLIC SCHOOLS	Phone: 320-584 4000
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Address: 120 South Hawthorn St	City/State/Zip: ROYALTON MN 56373
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature <i>Lawn Luvevel</i>	Date 10-14-2021
Print Name Lawn Luvevel	Title Business Manager

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: ROYALTON AMERICAN LEGION	License Number: 00785
Address: 103 N MAPLE STREET	City/State/Zip: ROYALTON, MN 56373

1. Amount of proposed lawful purpose expenditure: \$ 2,000
2. Check one expenditure category:
- A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

ROYALTON PUBLIC SCHOOLS - BOYS BASEBALL UNIFORMS

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

Chief Executive Officer's Signature <i>Jerry Gaddera</i>	Date 320-232-0743
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

- Contribution amount: \$ _____ . Government use of contribution (check one):
- Wildlife**—DNR approves the wildlife management project or activity.
 - Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
 - Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
 - Water quality testing**—MPCA approves the surface water quality testing project.
 - Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: ROYALTON PUBLIC SCHOOLS	Phone: 320-584-4000
Address: 120 SOUTH HAWTHORN ST.	City/State/Zip: ROYALTON MN 56373

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature <i>Dawn Luevel</i>	Date 10-14-2021
Print Name Dawn Luevel	Title Business Manager

Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



Royalton Lions Club – “We Serve”

October 18, 2021

Royalton High School
120 South Hawthorne Street
Royalton, MN 56373

To whom it may concern,

The Royalton Lions Club would like donate \$ 350⁰⁰ to the Royalton FFA.

This donation comes from the petting zoo that was set up during Platte River Day.

Sincerely,

Kurt Schott, Treasurer
Royalton Lions Members

Hasso Briese American Legion Post # 473

\$1,000 donation to the Royalton School District, in appreciation of their help in setting up the Vietnam Veterans Memorial Wall when it came to Rice.

To be allocated as follows;

\$ 200.00 to each of the following groups for equipment needs

Boys Wrestling

Football program

Baseball program

Boys Basketball

Track & Field

Board Policy Review/Revision Procedures

A list of the policies that will go to the Policy Committee for the first time, will be listed on the Board Agenda and read by the Board Chair - this would be considered 1st reading. The Board meeting following the policy committee meeting will be the 2nd reading. The following Board meeting will be the 3rd and final reading with a motion to approve. The date of the 3rd Board meeting will be noted on the revised section on the policy.

Substantive Changes:

Must go through the Board approval process described above. These will come from MSBA and are either legal or statute change requirements.

Minor Changes:

If the Policy Committee recommends that a change is minor and the board agrees, then it can approve the change in a single meeting.

No Changes:

All policies reviewed at the Policy Committee meeting with no changes, will be reflected with an updated date to the reviewed section only. The Chair will read to policy numbers of those that were reviewed at the 2nd meeting but will not ask for Board approval.

Adopted: _____

MSBA/MASA Model Policy 206

Orig. 1995

Revised: _____

Rev. 2015 2017

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by citizens persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary

action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat.

§ 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An

appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all ~~citizens of the school district~~ persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

- A. Agenda Items
1. Citizens Persons who wish to have a subject discussed at a public school

board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Citizens Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when **citizens persons** may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References:

MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C"
(Minnesota's Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 20142021

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under ~~Minnesota Statutes, §section~~ 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with ~~Minnesota Statutes, §§sections~~ 624.714 or 624.715 or other firearms in accordance with ~~§Minnesota Statutes, section~~ 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in (7) to Minnesota Statutes, Section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, Section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with

instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, §section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. **CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. ~~The appropriate school official/building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil/student who brings a firearm to school unlawfully.~~

CD. Administrative Discretion

While the school district does not allow the possession, use, or distribution of

weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)

Minn. Stat. § 121A.05 (Referral to Police)
[Minn. Stat. § 121A.06 \(Reports of Dangerous Weapon Incidents in School Zones\)](#)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
[Minn. Stat. § 152.01, subd. 14\(a\) \(Definition of a School Zone\)](#)
Minn. Stat. § 609.02, ~~S~~subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
[*In re A.D.*, 883 N.W.2d 251 \(Minn. 2016\)](#)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
[MSBA/MASA Model Policy 903 \(Visitors to School District Buildings and Sites\)](#)

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 2017/21

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn-~~esota~~ Statutes, ~~section~~ § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn~~esota~~ Statutes, ~~Ch.~~section 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn~~esota~~ Statutes, ~~section~~ § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn~~esota~~ Statutes, ~~section~~ § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, ~~including gender identity or expression~~, or disability (Protected Class).

[Note: The Minnesota Human Rights Act defines sexual orientation "to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected

~~Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's ~~Protected Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's ~~Protected Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel ~~who is~~ found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means, ~~with respect to an individual any condition or characteristic that renders a person a disabled person. A disabled person is any person who~~who:

a. ~~has a physical, sensory, sensory~~ or mental impairment ~~which that~~ substantially materially materially limits one or more major life activities of such individual;

b. has a record of such an impairment; or

c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor's legal guardian; or

b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or violence discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or violence discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological

maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment ~~includes—consists—of~~ unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially ~~or—unreasonably—~~interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual

favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which that~~ involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, §section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex;~~
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school

district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which~~ ~~that~~ may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in

disciplinary action against the building report taker.

- G. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer,

remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota- Statutes- Chapter. 260E § 626.556 may be applicable.

- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § ~~Ch. 260E 626.556 et seq.~~ (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (**Section 504 of the** Rehabilitation Act of 1973, ~~§ 504~~)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination, Grievance Procedures and Process Policy Student Sex Nondiscrimination](#))
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. _____
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity and expression**, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity and expression**, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ ~~gender~~ \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, **including gender identity and expression** \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Review: 2019 ~~2021~~

534 ~~UNPAID MEAL CHARGES~~ SCHOOL MEALS POLICY

[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, ~~which~~ that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy]. ~~United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]~~

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. ~~The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student.~~ The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. ~~[OPTION 1: All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.]~~

~~[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]~~

~~[OPTION 3: Insert a school district-specific process for payment of meals.]~~

Students have use of a meal account. Students will be provided a reimbursable meal regardless of the student's account balance. When the student's account balance reaches \$5.00 and lower, the school district sends out a message to the account holder (i.e. parent/guardian) via voicemail that their lunch account has a low balance. Families can add money to students' accounts either by using the electronic payment option, mailing a check, or paying in person at the school office.

B. If the school district receives school lunch aid under Minnesota Statutes, ~~§section~~ 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to receive ~~purchase a reimbursable meal. if the student pays for the meal when it is received.~~

D. ~~-A student who has been determined to be eligible for free and reduced-price lunch must always~~ must always be served a reimbursable meal even if the student has an outstanding debt.

E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

~~DF.~~ The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (~~\$(insert amount)~~) will be charged to the student's account or otherwise charged to the student.

~~EG.~~ When a student has a negative account balance, the student will not be allowed to charge a snack item.

~~FGH.~~ If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$50.00. ~~[insert amount] or [insert number of meals].~~ Families will be notified by phone and mail. ~~[insert the method used to notify families (e.g., automated calling system, email, letters sent home)].~~
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. ~~A meal will not be taken away from a student with an overdrawn account. including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.~~



IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances with no contact for 90 days of more than ~~[\$insert amount], not paid prior to [enter time period (e.g., end of the month, end of the semester, end of the school year)]~~, will be turned over to the superintendent or superintendent's designee for collection. ~~In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt.~~ Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district ~~may not~~ **must** will not impose any other restriction prohibited under Minnesota Statutes, § section 123B.37 due to unpaid student meal balances. The school district ~~must~~ will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance. ~~deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.~~

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district ~~may~~ **must** will post ~~the~~ **is** policy on the school district's website, ~~or the website of the organization where the meal is served,~~ in addition to providing the required written notification described above.
- C. ~~If the school district contracts with a third party for its meal services, it must will provide the vendor with its school meals policy. Any contract between the school district will ensure that and any third-party provider with whom the school district entered into either an original or modified contract after July 1, 2021, must ensure that the third-party provider adheres to the school district's school meals policy.~~

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 124D.111, ~~Subd. 4~~ (Lunch Aid; Food Service Accounting)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
 USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
 USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal
Charges: Guidance and Q&A
~~Min. Op. Atty. Gen. 169j (May 14, 2019) (Letter to
Ricker)~~

Cross References: *None*¶

Adopted:

MSBA/MASA Model Policy 406

Orig. 1995

Revised:

Rev. ~~2014~~2021

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its ~~personnel~~ **employees, volunteers, independent contractors, and applicants (“personnel”)**.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data **is not public and is available-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.**
- C. “Confidential” means the data **isare not public and isare not available-accessible** to the subject.
- D. “Parking space leasing data” means the following government data on an applicant~~-tion~~ for, or lessee ~~use~~ of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~

volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission.~~ Personnel data include data submitted ~~by an employee~~ to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information ~~as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a~~ ~~by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a~~ health care provider, ~~in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164.~~ “Protected health information” excludes ~~individually identifiable~~ health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a school district in its role as employer; ~~and records regarding a person who has been deceased for more than fifty (50) years..~~
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least ~~fifty (50)~~ percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals ~~and in a charter school, individuals employed in comparable positions.~~

IV. PUBLIC PERSONNEL DATA

- A. The following information on ~~current and former~~ employees, ~~including~~ volunteers and independent contractors ~~of the school district~~, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s ~~s~~Social ~~s~~Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;

7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;

23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on **current and former** applicants for employment **by the school district** is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when **they applicants are considered by the school board to become** finalists for **an public** employment ~~position~~.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body **collected by the school district as a result of the applicant's application for employment** are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;

h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to ~~Minnesota Statutes, section~~ § 15.0597; and

i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

a. residential address;

b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;

c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in ~~Minnesota Statutes, section~~ § 13.43, ~~Subdivision~~ 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in ~~Minnesota Statutes, section~~ 13.43, ~~Subdivision~~ 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. ¶

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¶

Data relating to a complaint or charge against a public official is public only if:

~~(1.)~~ the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

~~(2.)~~ potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

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Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data ~~not listed in Section IV~~ are private ~~and will only be shared with school district staff whose work requires such access.~~ Private data will not be otherwise released unless authorized by law ~~or by the employee's informed written consent.~~
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data ~~with regard to data on individuals~~ are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the ~~responsible authority school district~~ determines ~~it is~~ the dissemination is necessary for the labor organization to conduct ~~its business~~ ~~elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A.~~ Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ~~or when~~ ordered or authorized by the Commissioner of the ~~Bureau of Mediation Services~~ BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if ~~the~~ its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a pre-petition screening team conducting an investigation of the employee under ~~Minnesota Statutes section~~ ~~§ 253B.07, S~~ ~~subdivision~~ 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.

- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~ a crime or alleged crime **committed by an employee.**
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~ **does** not have access to data that would identify the complainant or other witnesses if the ~~school district~~ **responsible authority** determines that the employee's access to that data would:
 1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district ~~shall~~ **must** ~~make any~~ report to the Minnesota Professional Educator Licensing and Standards Board (“PELSB”) or ~~the state board of education~~ **the Board of School Administrators (“BOSA”), whichever has jurisdiction over the teacher’s or administrator’s license,** as required by ~~Minnesota Statutes, section~~ **§ 122A.20, Ssubdivision. 2,** and shall, upon written request from the licensing board having jurisdiction over a ~~teacher’s~~ license, provide the licensing board with information about the teacher **or administrator** from the school district’s files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with ~~Minnesota Statutes, section~~ **§ 122A.20, Ssubdivision. 2.**

[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

- M. Private personnel data shall be disclosed to the ~~d~~ **e** Department of **Employment and Economic security** ~~Development~~ for the purpose of administration of the unemployment insurance program under ~~Minnesota Statutes. Ch. 268.~~
- N. When a report of alleged maltreatment of a student in an **elementary, middle school, high school or charter school facility,** ~~as defined under Minn. Stat. section 260E.03,~~ is made to the Commissioner of **the Minnesota Department of Education (“MDE”)** ~~under Minnesota Statutes~~ **eChapter 260E,** data that are relevant and

collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of ~~informing~~ providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines ~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.~~ Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed—except as permitted or required unless otherwise provided—by law. ~~To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school

district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations –and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a **continuing contract** teacher is discharged immediately because the teacher’s license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), ~~or sexual abuse~~ or when the Commissioner of the ~~Minnesota Department of Education (MDE)~~ makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher’s employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision 5, and must provide the ~~Minnesota Professional Educator Licensing and Standards Board (PELSB)~~ and the ~~licensing division at MDE~~ with the necessary and relevant information to enable the ~~Minnesota Professional Educator Licensing and Standards Board~~ **PELSB** and MDE’s licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher’s license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact ~~the Minnesota Professional Educator Licensing and Standards Board~~ **PELSB** and MDE to determine whether the teacher’s license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota-

Statutes Chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with ~~other~~ either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated *[name and title, telephone]* as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

~~If you have any questions, contact *[him/her]*.~~ ¶

¶

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) ¶

¶

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.41 (Licensing Data – Public Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Ssubd. 3 (~~Elected and Appointed Officials~~ Applicants for Employment)

Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)

Minn. Stat. § 122A.20, Ssubd. 2 (Mandatory Reporting)

Minn. Stat. § 122A.40, Ssubds. 13 and 16 (Employment; Contracts; Termination)

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. § 123B.143, Ssubd. 2 (Disclose Past Buyouts) ¶

Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)

Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)

Minn. Stat. § 253B.07;(Judicial Commitment: Preliminary Procedures)

Minn. Stat. Ch. ~~§ 260E~~ 626.556, Subd. ~~7~~ (Reporting of Maltreatment of Minors)

Minn. Stat. Ch. 268 (Unemployment Insurance)

Minn. R. Pt. 1205 (Data Practices)

P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA ~~Service Manual, Chapter 13, School Law Bulletin “I”~~ (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Review: ~~2013~~ 2021

503 STUDENT ATTENDANCE

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. ~~It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.~~

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. ~~It is~~

also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. -Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. -It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, §section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. -When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. -A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

¶

- b. ~~Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. The school district~~

~~will provide annual notice to students of the school district's policy relating to a student's absence for religious observance.~~

- ~~ebb.~~ The following reasons shall be sufficient to constitute excused absences:
- (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (10) Family emergencies.
 - (11) Active duty in any military branch of the United States.
 - (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes, § 120A.22, Subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up. ~~within _____ days from the date of the student's return to school.~~ ~~Students receive one day per day missed to make up missed work.~~ Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- ~~(5) Vacations with family.~~
- ~~(6) Personal trips to schools or colleges.~~
- ~~(7) Absences resulting from cumulated unexcused tardies (_____ tardies equal one unexcused absence).~~
- (58) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act,

Minnesota Statutes, sections §§ 121A.40-121A.56.

- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the 15th cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) ~~After the _____ cumulated unexcused absence in a [quarter or semester], Depending on the county of residents after a certain number of days, a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 7th unexcused absences. and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.~~
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (d) ~~After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.~~
 - (de) After 7th cumulated unexcused absences in a

[quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, ~~Minnesota Statutes sections~~ §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 ~~_____~~ unexcused tardies. ~~In addition, _____ unexcused tardies are equivalent to one unexcused absence.~~

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement ~~or a statement from the student's parent or guardian~~ clearing the student for participation that day. The note must be presented to the ~~front office coach or advisor~~ before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

IV. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes §section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes §section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes §section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes §section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes §section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes §section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes §section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section § 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where ~~truancy services and procedures~~ programs under Minnesota Statutes, Chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, Chapter 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Ssubd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, ~~95 S.Ct. 729~~ (1975)
Slocum v. Holton Board. of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board. of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board. of Education of Township. High School District. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 507

Orig. 1995

Revised: _____

Rev. 2001~~21~~

507 CORPORAL PUNISHMENT

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
[MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
[MSBA/MASA Model Policy 415 \(Mandated Reporting of Maltreatment of](#)

| Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 425

Orig. 2001

Revised: _____

Rev. 201621

425 STAFF DEVELOPMENT AND MENTORING

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

- A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
 2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.
- B. The school board will establish the Site Professional Development Teams.
1. Members of the Site Professional Development Teams will be appointed by the school board. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

* This time period may be changed to accommodate individual school district needs.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan ~~which that~~ will be reviewed and subject to approval by the school board twice a year.*
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes ~~which that~~ are consistent with the education outcomes as may be determined periodically by the school board;

[Note: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under ~~Minnesota Statutes, §section~~ 122A.187, ~~Subd. 4~~;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;

* This time period may be changed to accommodate individual school district needs.

- e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes- §section 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;

- e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, §section 122A.40, Subdivisions. 7 and 7a, or Minnesota Statutes, §section 122A.41, Subdivisions. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the

* This time period may be changed to accommodate individual school district needs.

extent to which staff at the site have met the outcomes of the Staff Development Plan.

E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.

EF. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Department of Education relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, ~~Ssubdivision~~ 8 or 122A.41, ~~Ssubdivision~~ 5; (2) principal development and evaluation under section 123B.147, ~~Ssubdivision~~ 3; (3) professional development under section 122A.60; ~~and~~ (4) in-service education for programs under section 120B.22, ~~Ssubdivision~~ 2; and (5) teacher mentorship under section 122A.70, ~~subdivision 1, violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service~~

~~education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts.~~ The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. ~~In order to~~ To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, §section 122A.61.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
 - 1. additional stipends as incentives to mentors of color or who are American Indian;
 - 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
 - 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
 - 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related

to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
 1. The report must include assessment and evaluation data indicating progress

* This time period may be changed to accommodate individual school district needs.

toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.

2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

B.3 The report will be signed by the superintendent and staff development chair.

B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, ~~S~~subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.187, ~~Subd. 4~~ (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, ~~S~~subds. 7, ~~and~~ 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, ~~S~~subds. 4, ~~and~~ 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
[Minn. Stat. § 122A.70 \(Teacher Mentorship and Retention of Effective Teachers\)](#)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
[Minn. Stat. § 123B.147, subd. 3 \(Principals\)](#)

[Minn. Stat. § 124D.861 \(Achievement and Integration for Minnesota\)](#)
[Minn. Stat. § 124D.862 \(Achievement and Integration Revenue\)](#)
Minn. Stat. § 126C.10, ~~S~~subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, ~~S~~subd. 5 (General Education Levy and Aid)

Cross References: [None.](#)

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2017/2021

102 EQUAL EDUCATIONAL OPPORTUNITY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for ~~disabled~~ students with disabilities.

~~[Note: Part of the definition of “sexual orientation” within the Minnesota Human Rights Act (MHRA) is “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness,” which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]~~

B. The school district prohibits ~~the~~ harassment and discrimination of any individual ~~for any of the categories based on any of the protected classifications~~ listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence (Policy 413).

C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district’s corresponding procedures for addressing disability discrimination complaints, refer to the school district’s policy on student disability nondiscrimination (Policy 521).

D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district’s corresponding procedures and processes for addressing sexual harassment and discrimination,

refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).

- CE. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- DE. Every school district employee shall be responsible for complying_ with this policy ~~conscientiously~~.
- EG. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: ~~MSBA/MASA Model Policy 402 (Disability Nondiscrimination)~~
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (~~Student Sex Nondiscrimination~~Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. ~~A.—~~ The district community education office shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the district community education office.
- C. ~~—~~Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. ~~—~~The school board may authorize the use of school facilities by community groups or ¶ individuals. ~~—It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.~~
- B. Requests for use of school facilities by community groups or individuals shall be made through the district community education office. ~~The administration will present¶ recommended procedures for the processing and review of requests to the school board.¶ Upon approval by the school board, such procedures will be listed in addendum A: Facility Use Procedures.¶~~
- C. ~~—~~The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. ~~—Any to a rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board. (See fee schedule on the website)~~

D.—When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made by the Community Education Office scheduling entity to find an acceptable alternative meeting space.

¶

V. ~~USE OF SCHOOL EQUIPMENT~~¶

¶

~~The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy, reviewed annually by the Community Education Director and Superintendent for school board approval.~~¶

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries. Fees will be reviewed annually by the community eEducation dDirector and sSuperintendent for sSchool bBoard aApproval.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non Curricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Addendums: **Addendum A: Facility Use Procedures, page 1**
 Addendum B: Facility Use Fee Information, page 3
 Addendum C: Facility Use Classification, page 5
 Addendum D: Fitness Center Agreement, page 6

~~Addendum A~~



Royalton Public Schools
Independent School District #485

Facility Use Procedures

1. Upon request the users shall provide a Certificate of Liability Insurance listing the district as an additional insured party. Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. School equipment and supplies are available to groups only through previous arrangement with the Community Education office. ~~Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment.~~
3. Adult supervision must be provided at all times. ~~Applicants must provide any special supervision required. (i.e., police protection, parking supervision, lifeguards, etc.)~~
4. All facilities must be left in the condition found. ~~This includes room arrangement and placement of furniture. Damages to facilities or equipment will be charged to the group. Disregard of policies may result in cancellation of the reservation.~~
5. Custodians are required unless it is determined by the Community Education Director or building principal that any problems can be taken care of by supervision of another district employee.
6. ~~Room materials placed on walls, bulletin boards or whiteboards-written-on-blackboards should not be disturbed.~~
7. Royalton Public Schools is a healthy, comfortable, smoke-free learning environment. The use of all tobacco products is prohibited in all school buildings and on all school property. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited. ~~See Board Policy 417, 418, and 419.~~
8. No food or beverages are allowed in any ~~Interactive Television~~ ~~ITV~~ room, computer lab, or other specified areas.
9. All refuse and debris must be disposed of properly by the ~~user~~ ~~renter~~ in designated receptacles.
10. Any equipment brought into the building by the user must be approved by the Community Education office. Equipment must be removed directly following the activity.
11. Royalton Public Schools does not become a promoter, endorser, or sponsor of any meeting or event when renting facilities to outside organizations.

12. Any outside organization which uses a school facility and wishes to attract the public to its meeting/event via advertising shall, on the advertising, identify itself as the sponsoring organization and accurately represent the content activity of the event. **The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.**
13. The use of outside areas such as fields and parking lots will require a request to be completed. Organizations using inside or outside areas will be expected to clean up all trash and litter in facilities, on fields or surrounding areas. Groups not providing clean-up will be charged for required custodial fees. Groups using outside facilities will follow all school policies at all times.
14. ~~Royalton Public Schools Food Service Department offers an easy, cost-effective way to provide food for your event. To inquire and/or make arrangements, contact Food Service at 320-584-4252.~~ Food service personnel are required to be on duty when **any district kitchen is in use.** Any group serving food but not utilizing the Food Service Department must obtain a Special Event Food License through Morrison County and provide a copy to the Community Education office.
15. Practice or event requests provided to Category II organizations must be coordinated ~~with the Community~~with Community Education office. Category I activities have priority over Category II, e.g., girls basketball just secured a home playoff basketball game and the reservation made by the Boy Scouts will have to move to an alternative site.
16. ~~Royalton Public Schools ISD 485~~ reserves the right to cancel or postpone a reservation due to an emergency condition. Examples include: closure of a school by the School Board, or weather cancellation. ~~In the event of an emergency cancellation, the Community Education office will try to assist in finding another appropriate facility.~~
17. Administration and the School Board reserves all rights to amend this ~~addendum~~ policy as needed.

APPLICATION PROCEDURES

1. All renters must complete a "Facility Request" either online or through the Community Education office. ~~This request must be made to the Community Education office no less than seven working days prior to the requested use.~~ Royalton Public Schools Community Education office is located at Royalton Public Schools District office 120 S Hawthorn Street, Royalton, MN 56373. Phone number 320-584-4257.
2. School equipment should be requested at the same time the building use application is made.
3. All facility use fees must be paid prior to the event.
4. ~~All fees must be paid at time of request. Cancellations must be 72hours in advance for a refund to be given.~~



Royalton Public Schools
Independent School District #485

Facility Use Fee Information

Facility Rental Fees

Category I – No fees will be assessed. Additional fees may be assessed if the district has additional staffing, refuse, or facility use expenses.

Category II – Certain circumstances may require fees, including but not limited to the following circumstances. Fees will be charged at a Class III rate.

- Staffing Fees: When activity is held outside regularly scheduled hours. ~~and/or expected attendance.~~
- Facility Rental Fees: When admission is charged for an event.
- Garbage Removal Fee: When the District incurs additional refuse cost (\$200/dumpster).

Category III, IV, V Fees – Hourly Rates

Space	Class III	Class IV	Class V
MS/HSSH Gym (Full)	\$40	\$65	\$80
MS/HSSH Gym (One Court)	\$20	\$30	\$40
MS/HSSH Wrestling	\$15	\$25	\$30
MS/HSSH Commons	\$30	\$45	\$60
MS/HSSH Kitchen*	\$40	\$65	\$80
MS/HSSH Cafetorium	\$40	\$65	\$80
Elementary Gym	\$20	\$30	\$40
Elementary Cafeteria*	\$15	\$25	\$30
Elementary Kitchen*	\$40	\$65	\$80
Field Space	\$40	\$65	\$80
Aerobic Room	\$20	\$30	\$40
Media Center	\$20	\$30	\$40
Classroom	\$10	\$15	\$20

Royalton Public Schools, through the Community Ed Office, ~~ISD 485~~ has the right to waive or assess fees as deemed necessary.

*required additional ISD 485 staff. ~~or license~~



Royalton Public Schools
Independent School District #485

Staffing Fees

Groups/individuals using **Royalton Public Schools District 485** facilities are responsible for staff charges resulting from their use. A two-hour minimum charge will be assessed for any of the following required staff.

<i>Custodial</i>	Could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed.	\$35 per hour
<i>Food Service</i>	Required to be present whenever a school kitchen is used.	\$35 per hour
<i>Building Supervisor</i>	Placed by the District during times when the building is not otherwise staffed to protect and oversee the facility and represent the school district.	\$35 per hour
<i>Auditorium TBD Technician</i>	Required when use of light and/or sound is requested.	\$35 per hour

Miscellaneous

Additional fees may be incurred depending on the type of use as well as group needs. Additional fees may include, but are not limited to the following: equipment (gym, electronic, A/V), personnel, air conditioning, field maintenance, etc.

Royalton Public School, through the Community Ed Office ~~ISD-485~~ has the right to waive or assess fees as deemed necessary.

~~Addendum C~~



Royalton Public Schools
Independent School District #485

Facility Use Classification

Category I:

- a. School sponsored events and activities
- b. Community Education classes
- c. PTO and Grad Bash
- d. ~~Political caucuses/meetings~~

Category II:

- a. Nonprofit youth groups serving ISD 485
- b. Nonprofit groups serving youth of ISD 485
- c. Government agencies serving ISD 485

~~Political caucuses/meetings~~

Category III:

- a. Organized nonprofit community service group serving ISD 485
- b. Civic organizations located in or serving ISD 485
- c. Commercial, business, or private organizations located in ISD 485
- d. Individuals residing in ISD 485

Category IV:

- a. Nonprofit groups not located in ISD 485.
- b. Civic organizations not located in ISD 485.
- c. ~~Higher education organizations.~~

Category V:

- a. Commercial, business, or private organizations not located in ISD 485.
- b. Individuals not located in ISD 485.



Royalton Public Schools
Independent School District #485

Royalton Fitness Center Application

Name _____ DOB _____

Address _____

Phone # _____ Email _____

Emergency Contact _____ Phone # _____

MEMBERSHIP TYPE:

<input type="checkbox"/> Individual Membership \$120	<ul style="list-style-type: none">• All memberships are valid for one year from date of registration/activation.• Members of family memberships must reside within the same household.• Key fob fees apply to new members or to replace a lost or damaged fob.
<input type="checkbox"/> Family Membership \$204**	
<input type="checkbox"/> Non-District Resident Membership \$300	
<input type="checkbox"/> Key Fob Fee \$15	

**If selecting a family membership, please include names and DOB for each family member 16 and over living at the same address. Each family member will need a separate key fob.

MEMBERSHIP PARAMETERS: Membership age must be 16 years old. All persons under 16 must be accompanied by a contracted adult approved member. Members are required to have a fob access-application completed and approved annually. The initial cost of a key fob is \$15. Each new key fob distributed requires a separate key fob fee. Failure to follow parameters and rules will put you at risk of losing your membership privilege. No guests are allowed.

NON-DISTRICT RESIDENTS: Fitness Center is accessible to non-district residents at a fee of \$300 per year.

CHECKING IN: During school hours - Enter Door #2 and sign in at the District Office. All other times enter Door #3, (Activities Entrance) with key fob. Your fob will allow you to enter all Fitness Center Rooms.

MEMBERS AGREE: To abide by all the membership rules of the facility. Because physical exercise can be strenuous and subject to risk of serious injury, the school district urges you to obtain a physical examination from a doctor before using any exercise equipment or participation in any exercise activity. You (each member or participant) agree that if you engage in any physical exercise or activity, or use any fitness center amenity on the premises or off premises at a school district sponsored event, you do so entirely at your own risk. This includes, without limitation, your use of the locker room, parking area, sidewalk area, or any equipment in the fitness facility and your participation in any activity, class, program, or instruction. You agree that you are voluntarily participating in these activities and use of these facilities and premises and assume all risks of injury, illness, damage or loss by theft of any personal property. You expressly agree to release and discharge the school district, and all affiliates, employees, agents, representatives, successors, or assigns, from any and all claims or causes of action. This waiver and release of liability includes, without limitation, all injuries to you which may occur, regardless of negligence, as a result of (a.) your use of any exercise equipment, (b.) the sudden and unforeseen malfunctioning of any equipment, (c.) our instruction or supervision, and (d.) your slipping and/or falling while in the fitness center, or on the school district premises, including adjacent sidewalks and parking areas. You acknowledge that you have carefully read this waiver and release and fully understand that it is a release of liability. You agree to voluntarily give up any right that you may otherwise have to bring a legal action against the school district for negligence, or any other personal injury or property damage or loss action.

Member: _____ Date: _____

Disclaimer - Agreement is subject to change

~~STAFFED HOURS:~~

~~Our staffed hours of operation are: Two hours per day based on demand.~~

~~ff~~
~~ff~~

~~CHECKING IN:~~

~~School Hours Enter Door #2 and the District Office signing in. All other times enter Door #3, Activities Entrance using your fob to enter when locked. Your fob will allow you to enter the Fitness Center Rooms.~~



Royalton Public Schools
Independent School District #485

Royalton Fitness Center Rules and Etiquette

- Members are required to have a fFob access -application completed. Please see Membership Parameters.
- ~~Adult Public Access:~~ ~~SS~~supervision required for members time only for under 1649; members over 1649 and over must have a fob. ~~have fob.~~
- All students enrolled at Royalton Middle/High School are able to use the fitness center free of charge during the school day as part of their physical education classes. Students may use the fitness center free of charge after school if a supervisor is available~~has it open~~. ~~A Building administration will post a schedule on the door of the fitness center. schedule will be posted for students.~~
- No student below grade 6 may be in or use the fitness center. ~~Because of the design of the equipment, no one under 6th grade can use or be in the fitness center. It is imperative that your eChildren under grade 6 are -do not allowed to accompany other members~~~~you~~ inside the fitness center.
- ~~Students in grade 6th through 12th are allowed to use the fitness center with a parent/guardian after school hours~~~~ff~~
- ~~Cameras are present in the fitness center. If a member's behavior violates the terms of the contract, the community ed director will contact the member to discuss behavior. Additional breaches could result in loss of membership. . will monitor the center -we will notify the fob user and let them know if they have breached the contract -Fob will be deactivated.~~ ~~ff~~
- ~~PE/CommED-Physical education and community ed classes take precedence to community members' use~~~~members use~~. Times for PE class sessions and community ed sessions will be posted on the door of the fitness center and on the school's calendar.
- Please carry in your shoes. Street shoes are **NOT** allowed in the fitness center.
- Proper ~~workout and school appropriate~~ attire is required. ~~Shirts must be worn at all times. This includes closed toe shoes, t shirts, exercise shorts/pants.~~ ~~ff~~
- ~~Proper attire for a school setting is required. Shirts must be worn at all times.~~
- ~~Gym bags and jackets belong in the cubbies along entrance doors. Cubbies, along entrance doors, are provided for belongings.~~
- ~~Valuables should not be stored~~ Please do not store valuables on the floor or near equipment.

- No vulgar or obscene language will be tolerated.
- Water and sports drinks must be consumed from containers with a lid. No glass containers are allowed.
- ~~Members~~~~Participants~~ may use personal listening devices, but ~~they~~ may not use the sound system in the fitness center. ~~as not all users want to listen to someone else's music.~~
~~The volume control on the televisions will be turned down all the way and the closed captioning feature will be used.~~
- ~~Members are required to~~~~Please~~ wipe down ~~your~~ machines, weight bars, and handles after use. Cleaning agents will be provided.
- Members are required to ~~pick up after themselves and~~ discard trash and ~~take all~~ ~~remove~~ personal items ~~with them when they leave.~~ ~~from fitness center when they are finished working out.~~
- There is a 30-minute ~~time~~ limit on all cardiovascular equipment ~~if other members are waiting to use them.~~
- ~~Members are required to return free weights and dumbbells to racks when finished using. Please remove the weights from the machine after you are done.~~
~~Return all equipment to its place. All barbells and dumbbells must be returned to the racks.~~
~~Allow others to "work in" or take turns on the equipment in the fitness room.~~
- Do not drop weights (~~if you can't handle it don't use it~~). (~~Ease the weights into position on the machines preventing them from slamming~~)
~~Ease the weights into position on the machines preventing them from slamming.; do not allow them to slam down.~~
- No gum ~~or tobacco~~ allowed in the facility.

431 CLASSIFIED SUBSTITUTE POLICY

I. PURPOSE

To establish a fair and equitable schedule of payment for classified substitutes working in District 485

II. GENERAL STATEMENT OF POLICY

Classified Substitutes: Those non-licensed staff members who are not contracted under a Master Agreement with the Royalton School District as outlined below:

- A. Daily Classified: Shall be compensated at Step 0 for the given job.
 - 1. if a daily classified substitute has worked 30 working days in the same school year or equivalent they will begin at Step 2 for compensation the next day.
 - 2. after completing a second consecutive year for 60 working days in the same school year or equivalent they will begin at Step 4 for compensation the next day.
 - 3. any changes in the rate of sub pay will go into effect starting with the beginning of the first day after reaching the increase.
 - 4. rates will be reviewed annually and could change during the year without revising the policy

- B. Long-Term Classified Substitutes (LTCS): A LTCS hired for an assignment of 30 or more days for the same individual will be paid on Step 1.
 - 1. LTCS's shall earn one day of sick leave during each 30-day assignment.
 - 2. there are no personal or vacation days earned over the assigned time.

430 SUBSTITUTE TEACHERS POLICY

I. PURPOSE

To establish a fair and equitable schedule of payment for substitutes teachers working in District 485

II. GENERAL STATEMENT OF POLICY

Substitute Teachers: Those licensed staff members who are not contracted under the Master Agreement with the Royalton Education Association as outlined below:

- A. Daily Substitute Teachers: A substitute teacher who is hired for less than 30 days as a replacement for a teacher shall be compensated at the Tier 1 per day.
 - 1. after completing 30 days in the same school year of being a Daily Substitute Teacher, not counting any days accumulated as a Long-Term Substitute Teacher, the individual will be paid at a Tier 2 per day.
 - 2. after completing 60 days in the same school year of being a Daily Substitute Teacher, not counting any days accumulated as a Long-Term Substitute Teacher, the individual will be paid at Tier 3 per day.
 - 3. any changes in the rate of sub pay will go into effect starting with the beginning of the first day after reaching the increase.
 - 4. rates will be reviewed annually and could change during the year without revising the policy

- B. Long-Term Substitutes (LTS): A substitute teacher hired for an assignment of 30 or more teaching days for the same teacher will be paid on BA Step 0.
 - 1. if the LTS position requires a critical licensure that is difficult to fill, the Superintendent may enter into a “Letter of Understanding” with a qualified substitute to fill the vacancy at a negotiated rate. If a contract is negotiated the board will be notified prior to approval.
 - 2. LTS’s shall earn one day of sick leave during each 30-day assignment.
 - 3. there are no personal or vacation days earned over the assigned time.
 - 4. there is no tenure or seniority associated with LTS

Royalton Public Schools ISD 485
Substitute Teacher Letter of Understanding

The School Board of ISD 485, Royalton, Minnesota, at a meeting held on _____, enters into this agreement with _____, a legally qualified and licensed instructor who agrees to teach in the Royalton Public Schools as a substitute _____ Teacher according to the following provisions.

1. **BASIC SERVICES:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representatives, whether or not such services are specifically defined in this letter of understanding, abide by the rules and regulations established by the school board and State Board of Education, and teach in the Royalton Public Schools for the compensation described below.
2. **DURATION:** It is understood that the teacher is agreeing to serve in a position as a substitute teacher for another teacher who is on an approved leave of absence and who has continuing rights and the right to this position upon the expiration of said leave. It is understood, therefore, that this agreement is not subject to the continuing contract law. The Substitute teacher named herein agrees to serve from approximately, _____, for approximately _____ days or until the return of the incumbent.

The incumbent teacher referred to herein is _____.

3. **CALENDAR:** School year and vacation days shall be those named on the school calendar as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to school closing for any reason, the teacher agrees to perform duties on such days in lieu thereof as the school board shall determine.
4. **COMPENSATION:** In consideration thereof, the school board agrees to pay said teacher an estimated \$ _____ (\$Daily Rate X # of Days). Salary is based on the Current Teachers Salary Schedule at Lane _____, Step _____.

Such salary shall be paid as authorized and, in such installments, as would be consistent with school board regulations. This agreement shall be effective only upon signature by officers of the Royalton School Board after formal resolution by the School Board and duly recorded in its minutes.

5. **TEACHER SIGNATURE:** In witness thereof, I have subscribed my signature on _____ day of

_____, _____
Substitute Teacher Signature

6. **BOARD OFFICER SIGNATURE:** In witness thereof, we have subscribed our signatures on

DATE: _____,

(Chairperson) (Clerk)