



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
SEPTEMBER 26, 2022
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Board Chair Comments**
5. **Approval of Agenda**
6. **Recognitions**
Homecoming Senior Candidates
7. **Recognition of Citizens for Input Purposes**
8. **Reports/News**
 - a. Board Committee Reports
 - b. Superintendent Report
 - c. Business Manager Report 3
Update on District Financials
ESSER Funds Update
 - d. Principal Report
 - e. 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.**

 - a. Approval of Regular Board Meeting Minutes from 08.22.22 19
 - b. Approval of Special Meeting Minutes from 09.12.22 24
 - c. Approval of Work Session Meeting Minutes from 09.12.22 26
 - d. Claims, Accounts and Financial
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - e. Approval of Resignations 27
 - f. Approval of New Hires 28
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.
10. **Discussion/Information/Action Items**
 - a. Approval of FFA Fruit Fundraiser
 - b. Approval of adding Boys and Girls Junior High and High School Golf 29

c. Approval of Unlicensed Teacher Contract	38
d. Approval of Donations by Resolution	53
e. Approval of Levy Certification	54

Levy Certification at maximum for 2022-2023 years, pay in 2024

f. Authorized Signer for Pine Country Bank
 Update authorized signers on the District’s Official Depository Accounts, and all certificates of deposit adding Dave Lampat, Business Manager, as an authorized signer on behalf of the District effective September 26, 2022. This includes checking accounts 30015 & 30007. Certificates of deposit accounts 13064, 3128, 17044, 17045 & 17046. Safety Deposit Box account 343. Russ Gerads, School Board Chair, Angela Roering, School Board Treasurer, Rian Hofstad, School Board Clerk, and Scott Marine, Business Manager, shall continue to be authorized signers on behalf of the District.

g. Policy Readings	
1. Second Policy Reading	55
419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices	
520 - Student Surveys	
603 - Curriculum Development	
609 - Religion	
709 - Student Transportation Safety Policy	
709 - Form	
2. Approval of Second Policy Reading (final reading due to minor changes)	84
206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations	
402 - Disability Nondiscrimination Policy	
427 - Workload Limits for Certain Special Education Teachers	
532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds	
3. Approval of Third Policy Reading	96
722 - Public Data Requests	
722 - Form	

11. Upcoming Meeting Schedule

1. Wednesday, October 12th, 2:00 PM Policy Meeting
2. Tuesday, October 18th, 12:00 PM Finance Meeting
3. Monday, October 24th, 6:00 PM Regular Board Meeting
4. Schedule Special Meeting November 11-18th. Purpose: Canvas Election Results

12. Adjournment

FY22 June Budget Update – as of
September 26, 2022



A LOOK
at the
BUDGET

ENROLLMENT

- FY23 Adopted Budget: 920 ADM
 - Finished FY22 School Year at 917 ADM
- Start of FY23 School Year Enrollment: 957 ADM

REVENUES

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

ROYALTON | June 30, 2022

REVENUE CATEGORIES							June 30, 2022	June 30, 2021	June 30, 2020	Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	June 30, 2020	June 30, 2021	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received			
STATE	8,931,669	8,485,614	8,785,179	8,789,388	8,789,388	(4,209)	100.05%	100.00%	100.00%	303,774	8,485,614	8,931,669
FEDERAL	139,409	562,863	1,041,984	511,556	511,556	530,429	49.09%	100.00%	100.00%	(51,308)	562,863	139,409
PROPERTY TAXES	572,195	707,849	684,800	729,546	729,546	(44,746)	106.53%	100.00%	100.00%	21,697	707,849	572,195
LOCAL SALES, INS RECOVERY & JUDGEMENTS	75,449	16,885	40,400	45,021	45,021	(4,621)	111.44%	100.00%	100.00%	28,136	16,885	75,449
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	308,411	193,806	296,079	336,291	336,291	(40,212)	113.58%	100.00%	100.00%	142,485	193,806	308,411
TOTALS	10,027,132	9,967,018	10,848,442	10,411,802	10,411,802	436,640	95.98%	100.00%	100.00%	444,785	9,967,018	10,027,132

REVENUES CONTINUED

- FOR FY22 BUDGET YEAR:
 - REVENUES ARE TRACKING \$444,785 AHEAD OF FY21 PACE.
 - WE CONTINUE TO RECEIVE FY22 REVENUES. STILL WAITING ON SPECIAL EDUCATION AND FEDERAL DRAWS.....CARES AND TITLE REIMBURSEMENTS TOTALLY MORE THAN \$530K

EXPENDITURES

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

ROYALTON | June 30, 2022

EXPENDITURES (OBJECT SERIES)				June 30, 2022			June 30, 2021			June 30, 2020		
	June 30, 2020	June 30, 2021	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	June 30, 2021	June 30, 2020
SALARIES & WAGES	5,653,547	5,756,121	6,145,271	6,082,205	6,082,205	63,066	98.97%	100.00%	100.00%	326,084	5,756,121	5,653,547
EMPLOYEE BENEFITS	1,516,481	1,609,710	1,852,863	1,689,009	1,689,009	163,855	91.16%	100.00%	100.00%	79,299	1,609,710	1,516,481
PURCHASED SERVICES	1,161,915	1,135,091	1,521,625	1,554,869	1,554,869	(33,243)	102.18%	100.00%	100.00%	419,778	1,135,091	1,161,915
SUPPLIES	536,284	476,459	650,773	879,637	879,637	(228,864)	135.17%	100.00%	100.00%	403,178	476,459	536,284
EQUIPMENT	246,957	449,049	960,689	518,814	518,814	441,875	54.00%	100.00%	100.00%	69,765	449,049	246,957
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	67,869	76,507	77,259	43,014	43,014	34,245	55.68%	100.00%	100.00%	(33,493)	76,507	67,869
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	9,183,053	9,502,937	11,208,481	10,767,548	10,767,548	440,933	96.07%	100.00%	100.00%	1,264,611	9,502,937	9,183,053

EXPENSES CONTINUED

- WE ARE \$1,264,611 AHEAD OF WHERE WE WERE THIS TIME LAST YEAR
 - WHY?
 - SUPPLIES AND CAPITAL EQUIPMENT PURCHASES USING PMA FUNDS AND ESSER FUNDING
 - SUPPLIES PURCHASED IN JUNE 2022 THAT WILL BE JOURNAL ENTRY CODED TO FY23
 - EXTRA CURRICULAR ACTIVITIES BACK TO PRE-COVID LEVELS. INCREASE OF \$118,530 FROM PRIOR COVID YEAR

UPCOMING FUND BALANCE SLIDES

DISCLAIMER:

PLEASE NOTE THAT WE HAVE NOT YET WENT THROUGH OUR FY22 AUDIT. THE AUDIT WILL BE IN OCTOBER 2022. UNTIL THE AUDIT HAS BEEN FINALIZED THE DATA ON THE FUND BALANCE SLIDES (FY23 OPS CAPITAL, FY23 LTFM AND FY23 FOOD SERVICES) MAY BE SUBJECT TO CHANGE.

FY23 OPS CAPITAL

OPERATING CAPITAL

- FY22 OPS CAPITAL BEGINNING BALANCE \$474,357
- FY22 REVENUES (FIN 302) \$217,116
- FY22 - EXPENSES (FIN 302) \$108,954

- FY23 APRVD EXPENSES –
 - FY23 DEPARTMENTAL REQUESTS = \$163,858.21
 - HVAC PROJECT: \$187,214.67
 - NEW BOILER: \$49,300
 - MOVE FACILITIES DIRECTOR 50% SALARY/ BENEFITS UNDER OPS CAPITAL

- PROJECTED FY23 BEGINNING BALANCE = **\$120,146**

OPERATING CAPITAL - FY23

\$163,858.21 IN OPERATING CAPITAL PROJECTS APPROVED FOR FY23

Requestor	Department	Item Description(s)	Cost
Phil Gurbada	Elementary	Classroom student chairs (74+3)	\$ 6,253.30
Phil Gurbada	Elementary	Student desks (74+3)	\$ 9,529.50
Phil Gurbada	Elementary	Desk Totes (74)	\$ 4,802.60
Phil Gurbada	Elementary	Student chairs (74)	\$ 5,942.50
David Lemm	IT	Server UPS Upgrade - Replace Server Battery Backup Units	\$ 8,758.19
David Lemm	IT	Replace ES and HS Cat 5 ethernet cabling with Cat 6	\$21,146.80
David Lemm	IT	Student Chromebook Cases Grades 5,9	\$ 3,800.00
David Lemm	IT	Business Lab new tables & Interactive Panel	\$11,549.00
David Lemm	IT	Nurses Laptops 2	\$ 3,596.00
David Lemm	IT	Building Grounds Director Laptop	\$ 1,789.00
David Lemm	IT	Guidance Counselor Laptop	\$ 1,789.00
David Lemm	IT	Office Workstations 12 Windows (2016)	\$12,588.00
David Lemm	IT	32 Monitors for all Laptops listed above and Workstations	\$ 7,264.00

Requestor	Department	Item Description(s)	Cost
Joel Swenson	Secondary	10 Graphing Calculators	\$ 500.00
Joel Swenson	Secondary	Ping Pong Table	\$ 579.00
Joel Swenson	Secondary	5' x 10' Folding Mat	\$ 565.00
Joel Swenson	Secondary	2 Mountain Bikes	\$ 600.00
Joel Swenson	Secondary	Volkswagon Bug for Auto Class	\$ 2,500.00
Joel Swenson	Secondary	Jet Planer	\$ 2,400.00
Joel Swenson	Secondary	TIG Lincoln Welder	\$ 2,500.00
Joel Swenson	Secondary	Master Scheduling Board	\$ 1,526.83
Joel Swenson	Secondary	2 Movable Podiums	\$ 1,100.00
Joel Swenson	Secondary	Butcher Beef Model	\$ 2,749.00
Joel Swenson	Secondary	Greenhouse Insects Kit	\$ 1,099.00
Joel Swenson	Secondary	Greenhouse Label Maker	\$ 395.00
Joel Swenson	Secondary	Greenhouse - gas lines	\$13,000.00
Joel Swenson	Secondary	Wobble Stools X 6	\$ 928.00
Joel Swenson	Secondary	Adams Chimes	\$ 5,052.49
Joel Swenson	Secondary	Selmer Bass Clarinet	\$ 1,890.00
Joel Swenson	Secondary	Yamaha Keyboard	\$ 1,600.00
Tony Duevel	Building & Grounds	Green House Concrete	\$ 3,995.00
Tony Duevel	Building & Grounds	Roof Top ladders	\$ 4,500.00
Tony Duevel	Building & Grounds	Hand Dryers - 5 high school restrooms	\$10,000.00
Tony Duevel	Building & Grounds	Discuss throwing Area Net (track and field)	\$ 3,000.00
Marge	Bus Garage	Hot water pressure washer	\$ 4,571.00

HVAC PROJECT

As of 9-15-2022			
Funding Source	Amount Budgeted for HVAC project	Expenses Paid to date (Winter 2021 to current)	Balance remaining
LTFM / Ops Capital Funds	\$ 274,300.00	\$87,085.33	\$ 187,214.67
Esser FIN 160	\$ 305,101.00	\$290,808.50	\$ 14,292.50
	\$ 579,401.00	\$377,893.83	\$ 201,507.17

FY23 LTFM

LTFM (PRO CODE 865)

PROJECTED FY23 BEGINNING BALANCE: **\$116,943**

FY23 – FOOD SERVICES

FOOD SERVICE

- FY22 FUND 2 BEGINNING BALANCE \$60,717
- FY22 REVENUES \$729,310
- FY22 - EXPENSES \$527,415

- PROJECTED FY23 BEGINNING BALANCE
 - $(\$729,310 - \$527,415) + 60,717 = \$262,612$
 - FY EXPENSES – KITCHEN REMODEL \$43,108
 - $\$262,612 - \$43,107.56 = \mathbf{\$219,504}$

PMA FUNDS

<u>Who</u>	<u>What</u>	<u>Expense</u>	\$125,428.39
Tony Neumann	Shot clocks x2	\$12,292.00	\$113,136.39
Phil Gurbada	Concrete work: 2170 SF Total	\$10,307.50	\$102,828.89
Tony Duevel	Wall - High School	\$18,925.00	\$83,903.89
David Lemm	Updating Fiber cables	\$9,137.33	\$74,766.56
Tony Duevel	Elem Curtain	\$3,025.00	\$71,741.56
Tony Neumann	Beefing up the Scoreboard	\$18,040.00	\$53,701.56
Tony Duevel / Working with Phil	Playground material update	\$8,000.00	\$45,701.56
Tony Nuemann	Hudl - Wiring/Fiber cable building prep	\$2,000.00	\$43,701.56

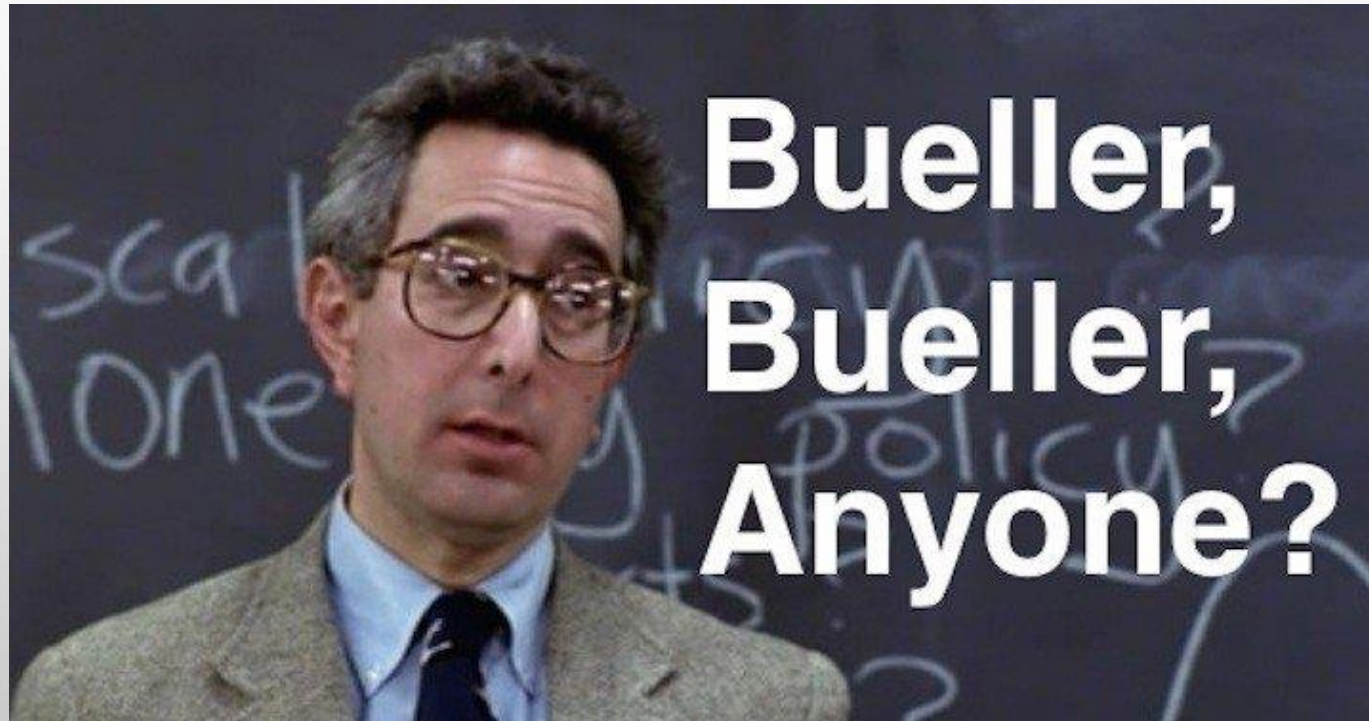
ESSER III – FIN 160

FY23 - FIN 160 -\$416,185.55		
UFARS Code	Item	Budget
01-005-760-012-160-548	Vehicles - Bus - quote including surcharge - approved	108,725.28
01-005-630-012-160-555	Technology - Smartboards (hold)	30,808.27
01-005-810-012-160-530	Equipment - Hvac	222,652.00
01-010-203-012-160-143	Reading Specialist - C. Petron (100%)	42,000.00
01-010-203-012-160-210	FICA/Medicare	3,200.00
01-010-203-012-160-218	TRA	3,350.00
01-010-203-012-160-220	Health Insurance	4,700.00
01-010-203-012-160-230	Life Insurance	30.00
01-010-203-012-160-240	Disability Insurance	125.00
01-010-203-012-160-250	Sheltered Annuities	595.00
	Total	416,185.55

ESSER III - FIN 161

FY23 - FIN 161 - \$125,069.08				
UFARS Code	Item	Budget		
01-005-730-012-161-303	Mental Health Service - Northern Pines (FY23)	25,000.00		
01-005-730-013-161-303	Mental Health Service - Northern Pines (FY24) Reserved for FY24	25,000.00		
01-005-730-012-161-304	Mental Health Service - Northern Pines (FY23)	5,000.00		
01-005-730-013-161-304	Mental Health Service - Northern Pines (FY24) Reserved for FY24	5,000.00		
01-005-730-012-161-360	Transportation	1,000.00		
01-010-203-012-161-185	Summer School Instruction- teachers - Elem	25,000.00		
01-010-203-012-161-186	Summer School instruction- Non-certified - Elem	3,000.00		
01-010-203-012-161-210	FICA.Medicare	1,975.00		
01-010-203-012-161-214	PERA	300.00		
01-010-203-012-161-218	TRA	2,000.00		
01-010-203-012-161-430	Curriculum Materials - Elem	1,500.00		
01-010-203-012-161-490	Food - meals - Elem	250.00		
01-020-211-012-161-185	Summer School Instruction- teachers - Sec (middle - \$12,000, High - \$29,000)	25,000.00		
01-020-211-012-161-210	FICA.Medicare	1,800.00		
01-020-211-012-161-218	TRA	2,000.00		
01-020-211-012-161-430	Curriculum Materials - Middle/High	994.08		
01-020-211-012-161-490	Food - Middle/High	250.00		
	Total	125,069.08		
<p>MICIC - Morrison County Commissioners meeting approved Behavior Interventionist FY23 = \$30K and FY24 = \$30K. Keep Esser Budget for Behavior Interventionalst at \$30K each year. Total cost \$60K for each.</p> <p>Amendment for FIN 161 was approved to add summer school for FY23.</p>				

ANY QUESTIONS?



Regular Meeting

Monday, August 22, 2022 6:00 PM

Early Childhood Entrance Foyer, Enter Door #1, 120 South Hawthorn Street,
Royalton, MN 56373

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

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Motion to Approve the Agenda. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

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

Yea: 5, Nay: 0, Absent: 1

6. Recognition of Citizens for Input Purposes

7. Reports/News

7.a. Board Committee Report

7.b. Superintendent Report

The Safe Return to Learning Plan has been updated on the website. This is done every six months following guidance from MDE.

7.c. Business Manager Report

7.d. Principal Report

7.e. Athletic Director

8. 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 Rian Hofstad and seconded by Angela Roering, Passed.

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

Yea: 5, Nay: 0, Absent: 1

8.a. Approval of Regular Board Meeting Minutes
July 25, 2022

8.b. Claims, Accounts and Financial
Approve accounts payable and receivables,
and employee reimbursements as attached and
approve all other financial reports as
presented.

8.c. Approval of Resignations

8.d. Approval of New Hires

8.e. Approval of FMLA

9. Discussion/Information/Action Items

9.a. Summer School Presentation

9.b. Approval of E-learning Plan
Motion to Approve E-learning Plan for the
22-23 School Year with the first inclement
weather day to be called as a snow day.
This motion, made by Tyra Baumann and
seconded by Angela Roering, Passed.

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

Yea: 5, Nay: 0, Absent: 1

9.c. Resolution Relating to the Election of
School Board Members and Calling the School
District General Election
Motion to Approve the Resolution Relating
to the Election of School Board Members and
Calling the School District General
Election. 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: Absent
Angela Roering: Yea
Yea: 5, Nay: 0, Absent: 1

9.d. Approval of Donation by Resolution
Motion to Approve Donation by Resolution.
This motion, made by Randy Hackett and
seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Absent
Angela Roering: Yea
Yea: 5, Nay: 0, Absent: 1

9.e. Approval of \$1000.00 Grant from CMBA
Central MN Builder's Association Fund of
the Initiative Foundation
Motion to Approve \$1000.00 Grant from CMBA
Central MN Builder's Association Fund of
the Initiative Foundation. 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: Absent
Angela Roering: Yea
Yea: 5, Nay: 0, Absent: 1

9.f. Policy Readings

9.f.1. First Policy Reading

9.f.2. Second Policy Reading

9.f.3. Approval of Second Policy Reading
(final reading due to minor changes)

9.f.4. Approval of Third Policy Reading
Motion to Approve the Second Policy
Reading (final reading due to minor
changes) and Third Policy Readings.
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: Absent
Angela Roering: Yea
Yea: 5, Nay: 0, Absent: 1

10. **Upcoming Meeting Schedule**

The policy meetings will have a time change. Moving forward, it will be at 2pm every month on the second Wednesday.

11. Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05

Motion to close the regular meeting at 7:10pm. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

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

Yea: 5, Nay: 0, Absent: 1

Motion to open the closed meeting at 7:27pm.

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: Absent
Angela Roering: Yea

Yea: 5, Nay: 0, Absent: 1

Motion to closed the close meeting at 8:07pm.

This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

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

Yea: 5, Nay: 0, Absent: 1

Motion to open the regular meeting at 8:08pm.

This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

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

Yea: 5, Nay: 0, Absent: 1

12. **Adjournment**

The meeting was adjourned at 8:08pm. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Absent
Angela Roering: Yea
Yea: 5, Nay: 0, Absent: 1

Board Secretary

Notice of Special Meeting

Monday, September 12, 2022 7:15 PM

Early Childhood Entrance Foyer, Enter Door #1, 120 South Hawthorn Street,
Royalton, MN 56373

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

1. Call to Order

2. Roll Call

Randy Hackett, Kristine Wehrkamp Herman, Russ Gerads, Tyra Baumann, Angela Roering, Rian Hofstad, Zachary Cronen, Scott Marine, Amy Krueger and Michelle Brezinka.

3. Approval of Agenda

Approval of Agenda. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

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

Yea: 5, Nay: 0, Absent: 1

4. Closed session pursuant to Minnesota Statutes section 13D.05, subdivision 3(b).

Motion to open the closed meeting at 7:20pm.

This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

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

Yea: 5, Nay: 0, Absent: 1

Motion to close the closed meeting at 8:25pm.

This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea

Mary Lange: Absent

Angela Roering: Yea

Yea: 5, Nay: 0, Absent: 1

Motion to open the special meeting at 8:25pm.
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: Absent

Angela Roering: Yea

Yea: 5, Nay: 0, Absent: 1

5. Official action following closed session, if
any.

6. Adjournment

The meeting was adjourned at 8:26pm. This
motion, made by Randy Hackett and seconded by
Tyra Baumann, Passed.

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Absent

Angela Roering: Yea

Yea: 5, Nay: 0, Absent: 1

Board Secretary

Work Session Meeting

Monday, September 12, 2022 6:00 PM

Early Childhood Entrance Foyer, Enter Door #1, 120 South Hawthorn Street,
Royalton, MN 56373

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

1. Call to Order

2. Pledge of Allegiance

3. Discussion/Information

3.a. Strategic Planning Update

3.b. Unlicensed Preschool Teacher Agreement

3.c. Student Liaison to the Board

3.d. Golf Proposal

3.e. Option a la carte at Lunch

3.f. Discussion regarding Track &
Field/Football Field

4. Work Session meeting ended at 8:26pm.

Board Secretary

Resignation 09.26.22

Jennifer Marstein - MS/HS Dishwasher/Kitchen Helper

Josie Leinonen - MAP Lead Teacher

Linda Cichon - MS/HS Kitchen Helper

New Hire 09.26.22

Winter Kloss - ES Cook

Melissa Kasella - MS/HS Kitchen Helper

Sharon Kiley - MS/HS Kitchen Helper

Cassie Larson - JH Volleyball Coach

Cassie Larson - JH Girls Basketball

James Ring - MAP Assistant



ROYALTON
PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

Boys and Girls Golf Proposal

2022-2023 Current Offerings at Royalton

Sports:

- Fall (Subject to Change)
 - Football
 - Volleyball
 - Cross Country
 - Girls Swimming (Co-Op with Little Falls, Pillager, and Staples-Motley)
- Winter (Subject to Change)
 - Wrestling
 - Girls Basketball
 - Boys Basketball
 - Girls Hockey (Co-Op with LPGE, Browerville, and Sauk Centre)
 - Dance (Co-Op with Little Falls and Pillager)
- Spring/Summer (Subject to Change)
 - Baseball
 - Softball
 - Track and Field
 - Trap Shooting

Activities: (Subject to Change)

- All Year
 - Student Council
 - BPA
 - FFA
 - Tech Club
 - Supermilage, Y.E.S.
 - Spanish
 - Robotics
- Fall
 - 6-12 Fall Play
- Winter
 - Knowledge Bowl
 - One Act Play
 - Speech
- 30 ● Spring
 - Musical

Why Golf?

- Uptick in student interest (Verbal and Student Interest Survey)
- Lifelong sport
- Exercise
- Diversifies our offerings
- Opportunity to get more students involved that otherwise wouldn't participate in anything in the spring

Survey Results

- Biennial Survey send to all students in grades 6-11 in spring 2022
 - 156 Students in grades 6-11 took the survey
 - For Golf
 - “No” = 54
 - “Likely Not” = 16
 - “No Opinion” = 35
 - “Likely” = 25
 - “Would Join Tomorrow” = 26

Impacts on current Spring Athletics

Males

- “Would Join Tomorrow”
 - 10 in Track
 - 3 in Baseball
 - 7 in No Sport
- “Likely to Join”
 - 2 in Track
 - 5 in Baseball
 - 8 in No Sport

Females

- “Would Join Tomorrow”
 - 2 in Track
 - 2 in Softball
 - 2 in No Sport
- “Likely to Join”
 - 2 in Track
 - 3 in Softball
 - 4 in No Sport

Structure of Girls and Boys Golf Programs

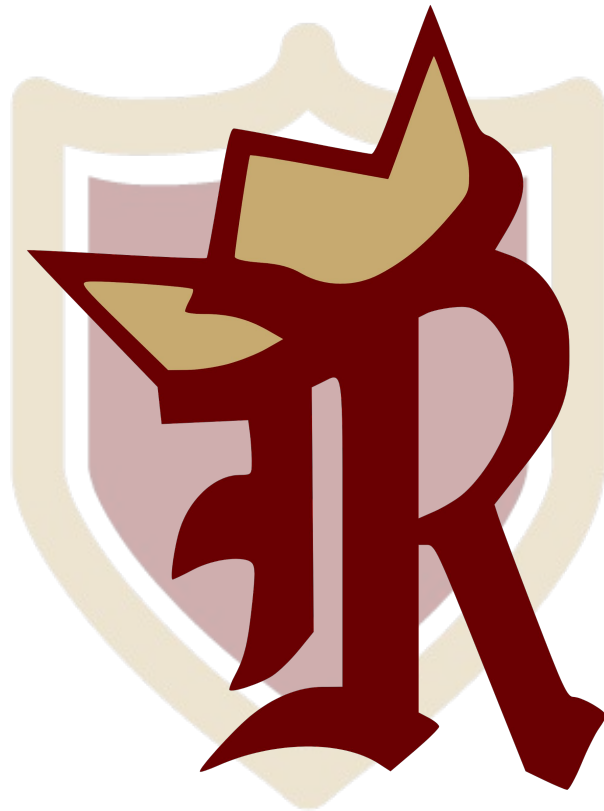
- Structure both programs as 7-12
- 2 Head Coaches (1 Girls, 1 Boys)
- 2 Junior High Coaches (1 Girls, 1 Boys)
- Season
 - March 20th - June 13th/14th (State Tournament)
- Varsity:
 - Up to 16 events/season per gender (2 separate schedules)
 - 4-6 per team go to an event, can have multiple teams at events (if allowed)
- Junior High:
 - Skilled based, get out and learn/play
 - Schedule is scaled back to local events
- Home Course: Oak Hill Golf Club

Costs of Adding Girls and Boys Golf

- 2 Head Coaches @ 8.5% of BA+0 (\$3418.96 - \$4403.60)
- 2 Junior High Coaches @ 4% of BA+0 (\$1608.92 - \$2072.28)
- Course Cost: \$\$\$/year (Family Membership)
- Annual Budget: \$2000 (supplies and equipment)
- Transportation:
 - JH will get bused to the course to practice two times a week
 - Wednesdays and Fridays
 - Varsity
 - Drive themselves to the course for practice
 - Coaches can drive vans for those that cannot drive or find transportation
 - Bigger Student van isn't used as often in the Spring
 - Most Varsity events can use the district van to transport students to events, coach has the ability to be Type III Van Certified to transport athletes.

Approval

- Seeking approval for Girls and Boys Golf to be added as an athletic team



Thank you!

MASTER AGREEMENT

between

ROYALTON SCHOOL DISTRICT #485

AND

ROYALTON UNLICENSED PRESCHOOL TEACHERS

July 1, 2021 through June 30, 2023

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education, employment, and programs and services operated by the school district.

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ARTICLE I

INTRODUCTION

This district manual summarizes School District Policies pertaining to terms and conditions of employment for non-union, School District employees. The School District maintains the right to revise these policies at any time, with notice to the employees, and may agree by individual contract to limit or expand the terms and conditions of employment outlined in this manual. Where these policies differ from state and federal law, the applicable law will be followed.

This manual has been produced to inform employees of School District policies and benefits. In and of itself, this manual creates no obligation for the School District regarding continuation or administration of any of the benefits described. All non-union employees are hired on an at-will basis, unless otherwise specified by State law.

This manual is intended to serve as a guide for employees in understanding some of the basic policies and procedures pertaining to employment. The policies and procedures described in this manual are applied at the discretion of the School District, and may be withdrawn or changed at any time without prior notice.

This manual is not an employment contract and should not be interpreted as creating an employment contract or rights to any outlined benefits with any employees of the school district.

ARTICLE II

EMPLOYEE RIGHTS

Section 1. Public Employees Retirement Association. Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

Section 2. Posting of New Positions. New positions will be posted in each building whenever they become available. Applicants must submit their application in AppliTrack before the close of the posting. The School District maintains the right to select the most qualified person for the position and to select from School District or Non-School District personnel.

Section 3. Personnel Files. Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, upon written request to the superintendent, may examine the contents of his or her file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee shall have the right to submit a response to any report or evaluation; such a response shall be attached to and become a part of the employee's personnel file. (C) An employee may be permitted to reproduce at his/her expense any contents of his/her personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

Section 4. Probationary Period. The first year of employment (the employee's normal year of service, but not less than nine months), shall be considered a probationary period. During such probationary period, an employee will have no recourse if discharged by the School District. An employee who is transferred or promoted to a different position shall serve a probationary period of 90 working days in the new position. During this ninety (90) working day probationary period, if it is determined by the School District that the employee's performance in the new classification/position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former or similar classification/position.

ARTICLE III

DEFINITIONS

Section 1 Teacher. The term "teacher" in this manual refers to an unlicensed employee who is employed by the School District to function as a teacher of students enrolled in the preschool program.

ARTICLE IV

HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Year. The contract year shall be 183 days.

Section 2. Basic Work Day. The work day shall be no more than eight (8) hours including thirty (30) minutes duty free lunch period.

- 7:30-3:30
- 7:45-3:45
- 8:00-4:00

Section 3. Right of Assignment. The School District maintains the right to assign employees as it deems necessary.

Section 4. Shift Changes. The School District maintains the right to change an employee's shift during the year to meet School District needs.

Section 5. Overtime. An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it.

Section 6. School Closing. In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. If school starts late due to weather, the employee shall not be compensated for lost hours; unless the employee has already started their shift. If school is dismissed early due to weather, the employee shall be compensated for any lost hours. If a student contact day is added to the calendar, the teacher will be required to work the scheduled make-up day.

Section 7. All Unlicensed Teachers employed as Teachers Preparation Time. Within the student day for every 25 minutes of classroom instructional time, a minimum of 5 additional minutes of preparation time shall be provided to each licensed teacher. Preparation time shall be in one or two uninterrupted blocks during the student day. Exceptions to this may be made by mutual agreement between the School District and the unlicensed teachers.

Section 8. Class Load. The Board of Education will adhere to State law regarding class size.

Section 9. Lounge. Each building shall have a room for the exclusive use of employees. These rooms, separate from student traveled areas, may be used by employees to congregate, eat, relax, etc.

Section 10. Modification of School Days. In the event of an energy shortage, severe weather, or other exigency, requiring the closing of school during what would otherwise be a regular school day, the School District reserves the right to modify the school calendar and/or the length of the school days, provided the total number of hours per week is no more than the total hours for a regular five day week.

ARTICLE V

BASIC SCHEDULES AND METHOD OF PAY

Section 1. Salary Schedules. Attached as Schedule A is the salary schedule for 2021-2022 and as Schedule B is the salary schedule for 2022-2023.

Subd. 1. Step Advancement. A teacher must be employed and receive pay for 50% or more of the school calendar year to qualify for a salary step advancement.

Section 2. Method of Salary Payment. All employees shall be paid by direct deposit on the fifteenth and last day of each month (except the first pay period of the school year shall be September 15). Should these dates fall on a Saturday or Sunday, or a banking holiday, salary shall be paid on the last working day closest to the 15th or the last day of the month.

Section 3. Extended Employment. All employees contracted to work more than 183 days per school year shall be offered a separate agreement..

ARTICLE VI

HOLIDAYS

Section 1. Paid Holidays. Employees working shall be granted the following paid holidays:

- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

ARTICLE VII

GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier shall be by the School District. Agreement with the Union is necessary before any changes of coverage may be made.

Section 2. Health and Hospitalization Insurance District Contribution. The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work at least 25 hours per week, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

2021-2022	Single, not to exceed \$6,000 Family not to exceed \$12,000
2021-2023	Single, not to exceed \$6,000 Family not to exceed \$12,000

Any premium costs in addition to the School District's contribution shall be paid by the employee through payroll deduction. If the School District's contribution exceeds the premium cost, the School District shall deposit the remainder of the contributions into the teachers' Health Savings Account.

Subd. 1. Prorated Premiums. Employees working at least 25 hours per week, but less than 40 hours per week shall have hospital-medical premium benefits prorated. Any additional cost of the premium shall be paid by the employee and through payroll deduction.

Subd 2. Eligibility. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Section 3. Duration of Insurance Contribution. An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment or upon moving to an unpaid status, all School District contributions shall cease.

Section 4. Claims Against the School District. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as determines are appropriate, and that no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Life Insurance. To participate in the Life Insurance program, an employee must work 25 hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

Section 4. Income Protection Plan. To participate in the Long-Term Disability Insurance program, an employee must work 1200 hours per year. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

Section 5. Claims Against the School District. It is understood that the school district's only obligation is to purchase various insurance policies and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Flexible Spending Accounts. All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

Section 7. Non-Working Months. During non-working months, employees who work less than 12 months per year shall receive the full district's contribution divided among their working months.

ARTICLE XI

UNREQUESTED LEAVES OF ABSENCE & SENIORITY AGREEMENT

Section 1. Unrequested Leave. The School District may place on unrequested leave of absence without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidations of districts. The unrequested leave of absence shall be effective at the close of the school year.

ARTICLE XII

LEAVES OF ABSENCE

Section 1. Sick Leave. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability, which prevented attendance at school and performances of duties on that day or days. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 1. Rate Sick Leave is Earned. An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than 8 hours a day shall earn pro-rated sick leave.

Subd. 2. Flex Day. Teachers may elect to convert three (3) sick leave days per year to one (1) flex day that may be used in the same manner as a personal day. Unused flex days will be paid out at the teacher's daily rate of pay. Flex day payments will be deposited into either the teacher's 403B account or their Health Savings Account.

Subd. 3. Accumulated Sick Days. Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. All employees hired prior to July 1, 1996 shall be reimbursed for 25% of the days exceeding one hundred twenty (120) days of accumulated sick leave. Reimbursement shall be at the employee's daily rate of pay at the end of that school year.

Subd. 4. Medical Note. Application for sick leave shall be made on the form provided by the school district. The School District may require the teacher to furnish a medical certificate from the school health officer or from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the teacher.

Section 2. Workers' Compensation. Pursuant to Minnesota Statutes Chapter 176, a teacher injured on the job in the service of the School District and collecting workers' compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. Bereavement Leave and Illness in the Immediate Family.

Subd. 1. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of a teacher's spouse, child or parent, and, in the case of a teacher's parent-in-law, not to exceed three (3) days.

Section 4. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a teacher's spouse, child, or parent, and
- d. The teacher's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in 9.70., are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 5. Personal Leave.

Subd. 1. Accrual-District Experience of 14 Years or Less. Each full time teacher shall be entitled to two (2) days of personal leave per year. This leave is without loss of pay. Except in extreme emergencies, personal leave may not be used during opening of school workshop days, nor on an advanced scheduled conference, inservice/staff development day. Except in extreme emergencies, personal leave shall be requested on the School District's personal leave form at least forty-eight (48) hours in advance. Up to three (3) teachers from each building, but no more than five (5) district-wide may be on personal leave on any given day. A teacher may elect to be paid at a rate of \$135 per day for unused personal leave or they may carry one day of personal leave into the next school year.

Subd. 2. Accrual-District Experience of 15 Years or More. Starting with the fifteenth (15th) year in the district, a teacher may accumulate up to two (2) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed four (4) days at any given time.

Subd. 3. Accrual-District Experience of 21 Years or More. Starting with the twenty-first (21st) year in the district, a teacher may accumulate up to three (3) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed five (5) days at any given time. Banked days can only be used after the regular, allocated two (2) days provided in this section are used. Teacher's may not use more than two (2) days at any one time during the first thirty (30) and the last thirty (30) calendar days of the school year. Thirty (30) days shall begin with the first day of the duty year and will end with the last day of the duty year and shall include snow days, etc.

Subd. 4. Personal Leave Use. The use of personal leave is at the discretion of the teacher, but shall not be used to perform work for pay.

Subd. 5. Granting of Additional Personal Leave. Additional personal leave days may be granted a teacher at the discretion of the superintendent. The teacher will be deducted their daily rate for all unpaid days.

Section 6. Jury Leave. A teacher called for jury service shall be granted a jury leave without loss of pay, but any sum paid the teacher for jury duty (exclusive of mileage and other expenses) shall be assigned by the teacher to the School District.

Section 7. Military Leave. A teacher called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26 or is without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation. Upon termination of Military leave the teacher shall receive credit for experience on the pay schedule the same as if the teacher had remained in the school system.

Section 8. General Leave. General leave of absence for one (1) year may be granted to teachers for any reason not included above and at the discretion of the School District. Teachers requesting leave under the provisions of this Section shall submit a written request. Such requests shall be submitted 90 days prior to requested leave start date.

Subd 1. District Notification. Teachers who are granted leave of absence under the provision of this Section shall notify the Superintendent no later than March 31 of the leave year, in writing, of their intention to return to their teaching position. The School District is not obligated to reinstate a Teacher who fails to notify the Superintendent as required.

Subd 2. Credit. Teachers who return from General leave within the provisions of this Section, shall retain all previous experience credit and any unused leave time accumulated but shall receive no accumulation for the leave year.

Subd 2. Insurance Benefits. Teachers granted leave within the provisions of this section may retain all insurance benefits at their own expense subject to insurance policy coverages and provisions.

ARTICLE XIII

DEFERRED MATCHING COMPENSATION

Section 1. Eligibility. Any full-time or part-time teacher shall be eligible for a matching deferred compensation plan in accordance with M.S. 356.24 and the terms set out below. The district shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below.

Subd. 1. Participation in the plan shall be based on years of continuous service in the School District. The School District matching contribution to such plan will not exceed a lifetime contribution cap per teacher of \$30,000. There will be no guaranteed payout at the conclusion of a teacher's service with the district.

Subd. 2. Any teacher eligible for severance pay under Article XIII of this master agreement will continue to be eligible to receive retirement pay as set forth therein. Such teachers may also participate in the School District's matching plan. If the teacher chooses to participate, the teacher will begin on the match schedule at the year commensurate with their years of continuous service in the district and will be eligible to advance according to the schedule in Section 15.4. The total contribution of severance pay (Article XIV) plus life time matching district contribution shall not exceed \$30,000. Upon a teacher's retirement, the total amount of the School District matching contribution to a teacher's matching account shall be deducted from any severance under Article XIV of the master agreement.

Section 2. Part-Time and Temporary Teachers. Part-time teachers shall have their matching contribution pro-rated. Temporary teachers are not eligible to participate in this plan.

Section 3. Teacher on Authorized Unpaid Leave. If a teacher is on an authorized unpaid leave for an entire school year and receives no portion of his/her annual salary, he/she does not have the right to participate. A teacher on a short-term unpaid leave of absence shall have their matching contribution pro-rated.

Section 4. Teacher Match. The School District's contribution will be up to \$400 a year. The School District will make the foregoing matching contribution to only those teachers choosing to participate in an approved teacher's match account offered by the School District. The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes section 356.24 up to the annual maximum match set forth above, subject to the maximum career School District contribution as set out above. Teachers may contribute any dollar amount up to or in excess of the maximum yearly district match, but the annual limit on the amount individual teachers may contribute to his/her match account shall be governed by the applicable sections of the Internal Revenue Code and the regulations promulgated thereunder. If a teacher chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, the School District portion will be equally reduced. The reduced amount is forfeited for that year.

Section 5. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District, after consultation with the Union.

Section 6. Intent to Participate/Enrollment Period. Employees eligible to enroll in the School District 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by September 30th, or if the date falls on a weekend, the Friday preceding. This form is valid until the employee notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1 to the following August 31. The employee is solely responsible for filing Intent to Participate form.

Subd. 1 Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops his/her contribution at any time during the year, it cannot be restarted until the following year. The employee will be permitted one change in contribution a year.

Section 7. Discontinuance of Service. Individuals who, for whatever reason, leave the service of the School District prior to eligibility for the balance of the payout shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuance of service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of service.

Section 8. Portfolio Management. The management of both the individual and School District contributions shall be solely the responsibility of the employee in whose name the contributions have been made. The School District assumes no current or future liability of contributions made to these plans or for investment earnings (losses) which may accrue to these portfolios as a result of investment decisions which are made by the employee.

Section 9. Hold Harmless Provisions. Employees are not to construe the Plan or the School District contributions to the Plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District. The School District has neither reviewed nor approved any investment programs which the employee may obtain by way of contributions under the Matching Plan. The employee agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Plan.

APPENDIX A

SALARY SCHEDULE
2021-2022 WAGE SCHEDULE

Step	Unlicensed Preschool Teacher
0	17.18
1	17.73
2	18.27
3	18.82
4	19.37
5	19.91
6	20.47
7	21.02
8	21.99
9	22.98

APPENDIX B

SALARY SCHEDULE
2022-2023 WAGE SCHEDULE

Step	Unlicensed Preschool Teacher
0	17.52
1	18.08
2	18.63
3	19.20
4	19.76
5	20.31
6	20.88
7	21.44
8	22.43
9	23.44

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this _____ day of _____

Employee Representative

Employee Representative

Resolution for Acceptance of Gifts to the Royalton School District

Member _____ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

Royalton Sportsmen's Club has generously donated \$200 to use towards school supplies for those in need at the Royalton Elementary School.

WHEREAS the conditions on this gift are included in the packet.

THEREFORE, BE IT RESOLVED by the Royalton School Board to gratefully accept the gift.

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

_____ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this _ day of _____, 2022.

_____ Board Chair, Russ Gerads

_____ Board Clerk, Rian Hofstad

Preliminary Report Data created 9-26-2022

**Taxes Payable 2023
0485-01-000-000 Royalton Public School District**

Define your Levy Method:

- Maximum Specific Dollar Amount

Save Levy Method

Cancel

District Levy Summary

Subtotals By Levy Category		
Title	Limit	Proposed
GENERAL - RMV VOTER - JOBZ EXEMPT	0.00	0.00
GENERAL - RMV OTHER - JOBZ EXEMPT	550,594.30	550,594.30
GENERAL - NTC VOTER - JOBZ EXEMPT	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	189,865.86	189,865.86
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	46,123.87	46,123.87
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	1,517,507.05	1,517,507.05
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	54,079.67	54,079.67
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00
Subtotals By Fund		
Title	Limit	Proposed
GENERAL FUND	740,460.16	740,460.16
COMMUNITY SERVICES FUND	46,123.87	46,123.87
GENERAL DEBT SERVICE FUND	1,571,586.72	1,571,586.72
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00
Subtotals By Tax Base		
Title	Limit	Proposed
REFERENDUM MARKET VALUE	550,594.30	550,594.30
NET TAX CAPACITY	1,807,576.45	1,807,576.45
Subtotals By Truth In Taxation Category		
Title	Limit	Proposed
VOTER APPROVED	1,517,507.05	1,517,507.05
OTHER	840,663.70	840,663.70
Total Levy		
Title	Limit	Proposed
TOTAL LEVY	2,358,170.75	2,358,170.75

Adopted: December 8, 2003
Revised: September 23, 2019

Royalton School District Policy 419
Reviewed:

- Deleted: MSBA/MASA Model
- Deleted: Orig. 1995
- Deleted: . 202220

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

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[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. §Minnesota Statutes section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn. Stat. §Minnesota Statutes section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]¶

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[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]¶
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III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product,

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IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

Deleted: [NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeat violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

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VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to [Persons Under Age 21](#))
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

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Deleted: MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: August 26, 2019

Royalton School District Policy 520

Revised: _____

Reviewed: _____

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Deleted: *MSBA/MASA Model*

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520 STUDENT SURVEYS

I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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[Note: **School districts are required by statute to have a policy addressing student surveys.**]

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 [United States Code section 1232h](#).

Deleted: U.S.C. §

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with [Minnesota Statutes chapter 13](#) (Minnesota Government Data Practices Act), 20 [United States Code section 1232g](#) (Family Educational Rights and Privacy Act) and 34 [Code of Federal Regulations, Part 99](#).
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

Deleted: Minn. Stat. Ch.

Deleted: U.S.C. §

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IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other

supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
 - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 [United States Code section 1400, et seq.](#)).

Deleted: U.S.C. §

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college or other post-secondary education recruitment or military;
- (b) book clubs, magazines, and programs providing access to low cost literary products;
- (c) curriculum and instructional materials used by elementary and secondary schools;
- (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- (e) the sale by students of products or services to raise

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funds for school-related or education-related activities;
and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Deleted: , 122 S.Ct. 2268, 153 L.Ed. 2d 309

Cross References: 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 Procedure and Process](#))

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Adopted: August 8, 2011
Revised: September 23, 2019

Royalton School District Policy 603
Reviewed:

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603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

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[Note: Minn. Stat. §Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 6187-620 provide procedures to further implement the requirements of Minn. Stat. §Minnesota Statutes section 120B.11.] ¶

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IV. Strategic Planning Committee

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A. The school board shall establish an strategic planning committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

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B. The district strategic planning committee, to the extent possible, shall reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

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C. The district strategic planning committee shall pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes section 124D.59, subdivisions 2 and 2a.

D. The district may establish site teams as subcommittees of the district advisory committee.

E. The district strategic planning committee shall recommend to the school board

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1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes section 120B.11, subdivision 1a, section 120B.022, subdivisions 1a and 1b, and section 120B.35,

2. district assessments,

3. means to improve students' equitable access to effective and more diverse teachers, and

4. program evaluations.

F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. Curriculum Development Process

- A. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of courses of study from kindergarten through grade twelve.
 2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.

B. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See [Minnesota Statutes section 120B.12, Subd. 2.](#)

C. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of [Minnesota Statutes section 120A.20, Subd. 1\(c\).](#) A student's plan under this section shall continue while the student is enrolled.

D. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.

E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Deleted: A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

Deleted: V. - School Site Team

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

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Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

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Deleted: Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Deleted: MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

Adopted: September 26, 2022

Royalton School District Policy 609

Revised:

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609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.
 - 4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance. The school district must provide annual notice to parents of this policy.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

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- Deleted: attendance at school for the purpose of religious instruction or
- Deleted: observance of religious holidays.

Legal References:

- U. S. Const., amend. I
- Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
- Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
- Minn. Stat. § 121A.10 (Moment of Silence)
- Good News Club v. Milford Central School*, 533 U.S. 98 (2001)
- Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290 (2000)
- Tangipahoa Parish Bd. of Educ. v. Freiler*, 530 U.S. 1251 (2000)
- Lemon v. Kurtzman*, 403 U.S. 602 (1971)
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- Minn. Op. Atty. Gen. 120 (1924)
- Minn. Op. Atty. Gen. 121 (1924)

Cross References:

- MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

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Adopted: August 8, 2011

Royalton School District Policy 709

Revised: March 25, 2019

Reviewed:

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

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2.

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5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.

- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.
- k. [No kneeling, crawling under seats or lying down on the bus floor.](#)

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4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

1st offense - warning
 2nd offense - 2 school-day suspension from riding the bus
 3rd offense - at least 8 school-day suspension from riding the bus

Students may be suspended for longer periods of time, including the remainder of the school year for severe or continued problems.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(1) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

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 Further offenses - individually considered.

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1st offense - warning
 2nd offense - 5 school-day suspension from riding the bus
 3rd offense - 10 school-day suspension from riding the bus
 4th offense - 20 school-day suspension from riding the bus/meeting with parent
 5th offense - suspended from riding the bus for the remainder of the school year

(2) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(3) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(4) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(5) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;

6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. ~~driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;~~
 7. ~~driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;~~
 8. ~~a violation of a state or local law prohibiting texting while driving a commercial vehicle; and~~
 9. ~~a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.~~
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked,

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or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

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2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

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B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes section, 169.011, subdivision, 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

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[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.] ¶

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[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.] ¶

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6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

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C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

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1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

- b. The operator’s employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
- (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, [subdivision 8](#), or [Minnesota Statutes section 123B.03](#) for school district employees; [Minnesota Statutes section 144.057](#) or [Minnesota Statutes chapter 245C](#) for day care employees; or [Minnesota Statutes section 171.321, subdivision 3](#), for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by

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- Minnesota Statutes section, 171.321, subdivision, 2.
- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes section 181.951, subdivisions, 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section, 171.321, subdivision, 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes section, 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections, 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section, 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes section, 609.02, of a moving offense in violation of Minnesota Statutes chapter, 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes section, 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section, 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement
1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent

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contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

- b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by [Minnesota Statutes section, 171.321, subdivision, 2.](#)
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in [Minnesota Statutes section, 171.02, subdivisions, 2a\(h\) - 2a\(j\).](#)
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre- school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

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VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;

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[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]¶

- 2. the nature of the student’s disabilities;
- 3. emergency health care information; and
- 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district’s school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required, [Minnesota Statutes section 171.321, subdivision 4](#). The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver’s license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 Minn. Stat. § 123B.03 (Background Check)
 Minn. Stat. § 123B.42 (Textbooks; Individual Instruction, or Cooperative Learning Material; Standard Tests)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 Minn. Stat. § 123B.90 (School Bus Safety Training)
 Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)

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¶ The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district’s school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government. ¶

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Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § ~~171.168~~ (Notice of Violation by Commercial Driver)
 Minn. Stat. § ~~171.169~~ (Notice of Commercial License Suspension)
 Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
 Minn. Stat. § ~~171.3215, Subd. 1(c)~~ (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy ~~515~~ (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 707 (Transportation of Public Students)
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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<p>Notification to Employer Of Moving Violation</p> <p>Commercial Drivers License 49 CFR 383.31 Minnesota Statute 171.168</p>	
<p>Upon conviction of any moving violation by any state or local jurisdiction the holder of a Minnesota Commercial Driver License must notify their employer(s) in writing within 30 days of such conviction.</p>	
DRIVER NAME (First Name, MI, Last Name)	STATE
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE OF CONVICTION	
LOCATION OF OFFENSE	CITY STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:	DATE
SIGNATURE OF DRIVER	

**Notification to Employer
Of
Suspension, Revocation, Cancellation or Disqualification**

Commercial Drivers License
49 CFR 383.33
Minnesota Statute 171.169

The holder of a Minnesota Commercial Driver License shall notify their employer(s) in writing of any suspension, revocation, cancellation, loss of privilege or disqualification, before the end of the business day following the day the driver (employee) received notice of the suspension, revocation, cancellation, loss of privilege or disqualification.

DRIVER NAME (First Name, MI, Last Name)		STATE
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE OF CONVICTION		
LOCATION OF OFFENSE	CITY	STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:		DATE
SIGNATURE OF DRIVER		

**Type III School Bus Driver
Notification to Employer
Of
Violation**

Alcohol Related Offense (Minnesota Statute 169A)
Disqualifying Offense (Minnesota Statute 171.3215 sub 1)
Moving Violation (Minnesota Statute 169)

Minnesota Statute 171.02 sub 2b

An operator who sustains a conviction as described in 171.02 sub 2b paragraph (h), (i) or (j) while employed by the entity that owns, leases, or contracts for the school bus shall report the conviction to the employer(s) in writing within 10 days of such conviction.

DRIVER NAME (First Name, MI, Last Name)

STATE

DRIVER'S LICENSE NUMBER

DID THE VIOLATION HAPPEN IN A CMV?

YES NO

DATE OF CONVICTION

LOCATION OF OFFENSE

CITY

STATE

DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:

DATE

SIGNATURE OF DRIVER

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 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. Ch. 260E § 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 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. 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 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. 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 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. *As a general rule, public comment is an opportunity for the School Board and the Administration to listen to public comments.*

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 (~~Meetings Having Data Classified as Public~~ ~~Open Meeting Law~~)
Minn. Stat. § 121A.47, Subd. 5 (~~Exclusion and Expulsion Procedures; Closed or Open Meeting~~ ~~Student Dismissal Hearing~~)
Minn. Stat. § 122A.33, Subd. 3 (~~License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond~~ ~~Coaches; Opportunity to Respond~~)
Minn. Stat. § 122A.40, Subd. 14 (~~Employment; Contracts; Termination; Hearing Procedures~~ ~~Teacher Discharge Hearing~~)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (~~General Powers of Independent School Districts~~; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (~~Superintendents~~; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. ~~Ch. 260E~~ ~~§ 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: September 8, 2003
Revised: September 23, 2019

Royalton School District Policy 402
Reviewed:

- Deleted: MSBA/MASA Model
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402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

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

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact [the MS/HS Social Worker and the school Interventionist, 120 South Hawthorn Street, Royalton, MN 56373, \(320\)584-4246](#). This individual is the school district's appointed ADA/Section 504 coordinator.

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Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 et seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

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Deleted: 34 C.F.R. Part 35 ¶

Cross References: [MSBA/MASA Model Policy 413 \(Harassment and Violence\)](#)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: [August 17, 2015](#)
Revised: [June 18, 2018](#)

[Roylton School District Policy 427](#)

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427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

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[Note: School districts are required by Minnesota. Rules 3525.2340, Ssubpart 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.] ¶

[Note: Minn. Stat. §Minnesota Statutes section 179A.07, subdivisionSubd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.] ¶

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

"Direct services" means special education services provided by a special education teacher [or a related service professional](#) when the services are related to instruction, including cooperative teaching.

C. Indirect Services

"Indirect services" means special education services provided by a special education teacher [or a related service professional](#) which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with [the pupil](#) to monitor and observe.

Deleted: children with disabilities

D. Workload

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.

B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Deleted: of "Direct Services," "Indirect Services," "Teacher," and "Workload")

Adopted: [April 13, 2004](#)

[Roylton School District Policy 532](#)

Revised: [September 23, 2019](#)

Reviewed: [September 22, 2022](#)

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

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[Note: School districts are required by statute to have a policy addressing these issues.]¶
 ¶
[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of "conditional procedures" with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minnesota Statutes sections 121A.66, 121A.67, Subd. 1, as well as Minnesota Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minnesota Statutes section 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]¶

- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student’s IEP team must meet to determine if the student’s IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district’s policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary

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 →→ [Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

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under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minnesota Statutes section 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes Chapter 260E;
6. Physical holding (as defined in Minnesota Statutes section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes section 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 - Minn. Stat. § 121A.67, ([Removal by Police Officer](#)),
 - Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
 - Minn. Stat. § 609.06 (Authorized Use of Force)
 - Minn. Stat. § 609.379 (Permitted Actions)
 - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
 - 20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)
 - 34 C.F.R. § 300.535 ([Referral to and Action by Law Enforcement and Judicial Authorities](#))
- Cross References:**
- MSBA/MASA Model Policy 506 (Student Discipline)
 - MSBA/MASA Model Policy 507 (Corporal Punishment)
 - MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 - MSBA/MASA Model Policy 525 (Violence Prevention)
 - MSBA/MASA Model Policy 806 (Crisis Management Policy)

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- Deleted: of 2004 (IDEA)
- Deleted: IDEA Regulation Regarding Involvement of Law Enforcement

Adopted: September 28, 2020

MSBA/MASA Model Policy 722

Orig. 2017

Revised: _____

Rev. 2022

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722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

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II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

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III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. A requestor is not required to explain the reason for the data request.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.
- B. Summary Data**
- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
 - 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

VII: Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Kristine J. Wehrkamp](#)
[120 South Hawthorn St](#)
[320.584.4250](#)
kristine.wehrkamp@isd485.org

Deleted: [Name]
 Deleted: [Location]
 Deleted: [Phone number; email address]
 Deleted: ¶

Data Practices Compliance Official:

[Amy Krueger](#)
[Human Resources Director](#)
[320.584.4248](#)
amy.krueger@isd485.org

Deleted: [Name]
 Deleted: [Location]
 Deleted: [Phone number; email address]

Data Practices Designee(s):

[Amy Krueger](#)
[Human Resources Director](#)
[320.584.4248](#)
amy.krueger@isd485.org

Deleted: [Name] ¶
 [Location] ¶
 [Phone number; email address] ¶

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
[Minn. Stat. 13.025 \(Government Entity Obligation\)](#)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

