

Regular School Board Meeting of ISD  
857  
Monday, November 15, 2021 6:00 PM

L - A Elementary School and Remote Viewing  
via ZOOM  
100 County Road 25  
Lewiston, MN 55952

## **Agenda**

- I. Call Meeting to Order  
**Speaker(s):** Board Chair
- II. Pledge of Allegiance.  
**Speaker(s):** Board Chair
- III. Quorum Call  
  
Brummer  
Koverman  
Maki  
Meisch  
Meyer  
Pringle  
Sommer  
**Speaker(s):** Board Chair
- IV. Approve the November 15, 2021 Meeting Agenda  
**Speaker(s):** Board Chair
- V. L-A High School Student Council Report  
**Speaker(s):** Student Board Representative
- VI. World's Best Workforce Plan Public Presentation by Superintendent Carman
- VII. Open Forum

Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.

- Speaker(s):** Board Chair
- VIII. PK-6 Principal's Report  
**Speaker(s):** Principal Dave Riebel
  - IX. High School Principal's Report  
**Speaker(s):** Dr. Cory Hanson
  - X. Consent Agenda  
  
A. Board Meeting Minutes: October 11, 2021  
B. Financial Reports a. Board Bills  
b. Treasury Report  
d. October 2021 Miscellaneous Payments  
e. October 2021 Wire Payments

- XI. C. Accept resignation of James Pyfferoen, Bus Driver, effective December 22, 2021.
- D. Accept resignation of Eryn Englund, paraprofessional, effective November 12, 2021.
- E. Accept the donation of 30 gift cards from Subway for Cardinal of the Month and Cardinal of the Week programs.
- F. Accept the donation of \$5,000 from Lewiston Auto for a softball field scoreboard.
- G. Approve hire of Michelle Obitz as paraprofessional, effective October 25, 2021.
- H. Accept donations of clothing for college and career Wednesdays: Keliher Williams Realty (2 shirts), Lewiston Auto (7 shirts), Riverside Integrated Solutions (5 shirts).
- I. Approve hire of Logan Clementson as a paraprofessional starting November 3, 2021.
- J. Accept the donation of \$2,000 from Zumbro Valley Arms Collectors for trap shooting supplies.
- K. Approve hire of Tanner Reed, Cardinal Club Aide, effective June 10, 2021.
- L. Approve application to MSHSL Foundation for a FORM A grant to offset student activity fees.
- M. Approve hire of Ellie Grokopf as a Cardinal Club staff member effective October 18, 2021.
- N. Hire Rebecca Morrison as a paraprofessional effective November 16, 2021.
- O. Approve hire of Sarah Fowler, paraprofessional, effective September 7, 2021.
- P. Approve hire of Jena Schulte, paraprofessional, effective September 7, 2021.
- Q. Approve hire of Jana Benter, Food Service, effective September 21, 2021.
- R. Approve hire of Renee Gusa, part-time school nurse, effective September 22, 2021.
- S. Accept resignation of Sarah Fowler, paraprofessional, effective November 12, 2021.
- T. Approve hire of Mika Miller, paraprofessional substitute, effective September 9, 2021.

**Speaker(s):** Board Chair

- XII. Class of 2022 and Music Trip to Nashville

**Speaker(s):** Erin Spencer

- XIII. Policies and Forms on 1st Reading

- A. 102 Equal Opportunity

- B. 406 Public and Private Personnel Data

- C. 507 Corporal Punishment

- D. 515 Protection and Privacy of Public Records and Form

**Speaker(s):** Board Chair

- XIV. Policies and Forms on 2nd Reading

- A. Policy 616 Systems Accountability and 2021-22 Testing Plan

**Speaker(s):** Board Chair

- XV. Approve 2021-22 World's Best Workforce Plan.
- XVI. Superintendent's Report  
**Speaker(s):** Superintendent Carman
- XVII. Board Committee Reports  
-Discussion re: Board representation on Policy Committee  
**Speaker(s):** Board Members
- XVIII. Upcoming Meeting Schedule  
November 23, 7:15am Policy Committee (ZOOM)  
December 13, 6:00pm Truth in Taxation/Regular Board Meeting - HS Library  
December 16, 7:15am Health and Safety Committee (ZOOM)  
January 4, 6:00pm - 2022 Organizational Meeting, HS Library  
January 10, 6:00pm - Regular Meeting, Altura Intermediate School Library  
(5:00pm, School Tour)  
January 25, 7:15am - Policy Committee (ZOOM)  
February 14, 6:00pm - Regular Meeting  
March 14, 6:00pm - Regular Meeting
- XIX. Adjourn.

# Report to the School Board

November 15, 2021

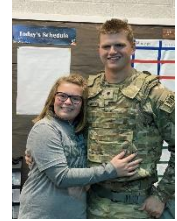
By Elementary / Intermediate School Principal Dave Riebel

## GOAL 1: THE DISTRICT WILL STRIVE TO PROVIDE THE BEST EDUCATIONAL PROGRAMS.

Happy to include in this November's report that the elementary and intermediate schools remain fully in person meeting with students each school day. A review of last year's November report highlights that our schools were in Distance Learning mode. Thank you to families, students and staff in maintaining our safety protocols.

- Veterans Day speaker -

Sixth grader Paige Gordon was proud to have her older brother come to the Intermediate School to share his military experiences. Army MP Dylan Gordon was able to inform our 5<sup>th</sup> and 6<sup>th</sup> graders about the process of joining the military, military career opportunities and specifics about his current deployment. Thank you to Officer Gordon and Ms. Todd for arranging the guest speaker.



## GOAL 2: THE DISTRICT WILL STRIVE TO HIRE, DEVELOP AND MAINTAIN THE BEST POSSIBLE STAFF.

- Nov. 5 Workshop Day –

Certified staff utilized the first half of the workshop day to meet as a PK-12 staff to continue our Professional Learning Community work in unpacking standards process. Each certified staff member is completing a format similar curricular map for their teaching subjects. Grade level teachers are focusing on the science standards. The second half of the workshop day was for completing report cards and meetings.

- Nov, 15 Late Start

PK-6 Elementary and Intermediate staff will start the day with a community building "Deer Hunters" themed breakfast. Certified staff will continue their curricular mapping in PLC groups.

Support Staff will utilize the Infinitic website and use a menu to utilize professional development training modules and build sessions of their choice.

## GOAL 3: THE DISTRICT WILL STRIVE TO MAINTAIN A POSITIVE EMOTIONAL AND SAFE CLIMATE FOR LEARNERS AND STAFF.

### Unity Day

As part of National Bullying Prevention Month in October, Ms. Todd and the students and staff at Lewiston – Altura Elementary and Intermediate School participate in specific classes that teach what bullying is and learn how to be good friends and work against bullying. Both of our schools recognized and participated in Unity Day on October 20. Unity Day is meant to be a positive and proactive way to emphasize that through our efforts in information, education and awareness, we can have a positive impact against bullying and continually foster kindness



## GOAL 4: THE DISTRICT WILL STRIVE TO MAINTAIN AND IMPROVE THE DISTRICT'S INFRASTRUCTURE.

Elementary Basement wrestling room - Replacement wall mats have been arrived and scheduled for installation. Thanks to the custodial crew for wall prep and painting prior to installation.



## **Independent School Dist. No. 857**

**100 County Road 25**

**Lewiston, MN 55952**

**(507) 523-2191**

*Gwen Carman, Superintendent*

*Dave Riebel, Elementary and Intermediate Principal*

*Cory Hanson, High School Principal*

### **Goal 1: The District will strive to provide the best possible educational programs.**

- Congratulations to the LARP Cross Country team on making it to the state cross country meet. They scored 13<sup>th</sup> at the state meet. There were two LAHS students of the 9 member section roster, Sam Adamczyk and Brennan Kunst.
- Congratulations to the volleyball team on a great season. A tough loss at home in the playoffs ended our season.
- Congratulations to the football team on winning their first playoff game at Caledonia. Their season ended with a disappointing loss to Goodhue.
- Congratulations to Matthew Schell for making the top 12 in the nation and representing LAHS in Indianapolis.
- Congratulations to Mrs. Mullen and Mr. Wilmes and the 7<sup>th</sup> and 8<sup>th</sup> grade drama cast and crew for their work on the play which was performed for our 5<sup>th</sup>-8<sup>th</sup> grade students as well as our community.
- The Dance team has begun its 21-22 season. It has been great to see the dancers starting their year in the building.
- Ms. Noll began offering an ACT prep class during homeroom. Thank you to the Mark Morris fund for purchasing materials for this opportunity. Ms. Nusbaum has also created a Schoology course for students to work on ACT for math. We also have access to MCIS program for all students to take practice tests.
- Congratulations to the Bass and Treble Clef choirs on their wonderful concert performance on Nov. 11.

### **Goal 2: The District will strive to hire, develop, and maintain the best possible staff.**

- Welcome to Michelle Obitz and Logan Clementson as our new educational assistants. We are happy to be back to full staff and have all of our services available.
- We had a great morning on Nov. 5 working with standards. We made a lot of progress and will continue to work towards completion of unpacked standards.

### **Goal 3: The District will strive to maintain a positive emotional and safe climate for learners and staff.**

- Thank you to the LAHS student body for their pop tab donations. Donations were quadruple the amount needed to host a staff vs. student volleyball game which was requested to have the event. The event was held on Oct. 29. Thank you to the seniors and staff that volunteered to play. Thanks to the officials and scorers that helped the staff win on a winner take all last point!
- Thank you to the volunteers that are supporting Wednesday and Sunday open gym opportunities for students in grades 7-12.

### **Goal 4: The District will strive to maintain and improve the district infrastructure.**

- We are working to replace some non-functioning camera equipment and continue to develop the best system that we can for student safety.

**Other**

- Thank you to Mr. Scheck for Planning and Organizing the Veteran's Day Assembly on Nov. 11. Thank you to Mr. Hamilton and Mr. Wilmes and the band and choir for their support. A huge thank you to our local elected officials that took their time to spend with us. Thank you to Emma Lee for her message to our veterans. Most importantly, thank you to all the Lewiston-Altura Community Veterans for their service; we were happy to be able to host a number of individuals at school for our assembly. Thank you to all Veteran's and their family members.

**Upcoming Events:**

**Fall Play – November 19, 20, 21**

**Scheduled Conferences – Nov. 18**

**First day of Girl's Basketball – Nov. 15**

**First day of Wrestling and Boy's Basketball – Nov. 22**

**Senior Dinner – Dec. 2 (Drive Thru Format)**

**Lewiston-Altura Public Schools**  
**October 2021 Misc Payments**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20469	62013	71353	Check	1	6740	Bloxham, Matt	Ind/Sole Proprietor	Yes	Yes	No	10/07/2021	95.00
001	P20469	62011	71354	Check	1	5888	DORNACK, COREY	Ind/Sole Proprietor	Yes	No	No	10/07/2021	95.00
001	P20469	62012	71355	Check	1	6247	Masyga, Brian		Yes	Yes	No	10/07/2021	147.50
001	P20469	62010	71356	Check	1	5742	MOEN, BENJAMIN		Yes	Yes	No	10/07/2021	130.00
001	P20469	62009	71357	Check	1	4125	Peterson, Steve		Yes	No	No	10/07/2021	147.50
001	P20469	62015	71358	Check	1	6867	Stauffer, Ian		Yes	Yes	No	10/07/2021	95.00
001	P20469	62014	71359	Check	1	6741	Sveen, Hunter		Yes	Yes	No	10/07/2021	95.00
001	P20469	62017	71360	Check	1	6247	Masyga, Brian		Yes	Yes	No	10/12/2021	147.50
001	P20469	62016	71361	Check	1	4125	Peterson, Steve		Yes	No	No	10/12/2021	147.50
001	P20469	62028	71362	Check	1	2183	B & S Rentals Inc.		Yes	Yes	No	10/14/2021	390.00
001	P20469	62044	71363	Check	1	5825	Becker's School Supplies		Yes	Yes	No	10/14/2021	7.19
001	P20469	62040	71364	Check	1	5142	Bill's Welding and Machine		Yes	Yes	No	10/14/2021	267.00
001	P20469	62034	71365	Check	1	3831	BLICK ART MATERIALS		Yes	Yes	No	10/14/2021	52.00
001	P20469	62042	71366	Check	1	5631	BSN Sports, LLC		Yes	Yes	No	10/14/2021	2,497.71
001	P20469	62018	71367	Check	1	02100	C & D OIL		Yes	Yes	No	10/14/2021	50.00
001	P20469	62030	71368	Check	1	2671	CDW-Government		Yes	Yes	No	10/14/2021	141.08
001	P20469	62036	71369	Check	1	4459	CHILEDIA INSTITUTE, INC.		Yes	Yes	No	10/14/2021	5,219.34
001	P20469	62048	71370	Check	1	6168	Cintas		Yes	Yes	No	10/14/2021	898.60
001	P20469	62035	71371	Check	1	3906	D & A TESTING SERVICES		Yes	Yes	No	10/14/2021	61.00
001	P20469	62031	71372	Check	1	3174	Excel Images Inc.		Yes	Yes	No	10/14/2021	626.76
001	P20469	62027	71373	Check	1	2120	FLINN SCIENTIFIC INC		Yes	Yes	No	10/14/2021	120.00
001	P20469	62050	71374	Check	1	6802	Healy Awards, Inc		Yes	Yes	No	10/14/2021	36.56
001	P20469	62019	71375	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	Yes	No	10/14/2021	124.62
001	P20469	62041	71376	Check	1	5339	Impact Applications Inc		Yes	Yes	No	10/14/2021	444.00
001	P20469	62047	71377	Check	1	6158	Innovative Therapy Solutions, LLC		Yes	Yes	No	10/14/2021	6,939.75
001	P20469	62020	71378	Check	1	11015	LAKESHORE		Yes	Yes	No	10/14/2021	113.96
001	P20469	62021	71379	Check	1	11190	LEWISTON AUTO		Yes	Yes	No	10/14/2021	6.36
001	P20469	62022	71380	Check	1	1235	LEWISTON WELDING & MACHINING, IN		Yes	Yes	No	10/14/2021	146.25
001	P20469	62045	71381	Check	1	5865	Loffler Companies -- 131511		Yes	Yes	No	10/14/2021	240.00
001	P20469	62046	71382	Check	1	5956	MIEnergy Cooperative		Yes	Yes	No	10/14/2021	12,620.80
001	P20469	62039	71383	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	Yes	No	10/14/2021	68,748.86
001	P20469	62023	71384	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	10/14/2021	307.53
001	P20469	62024	71385	Check	1	12630	MOTOR PARTS & EQUIP		Yes	Yes	No	10/14/2021	288.59
001	P20469	62051	71386	Check	1	6865	MTEEA		Yes	Yes	No	10/14/2021	137.18
001	P20469	62029	71387	Check	1	2555	National FFA Organization		Yes	Yes	No	10/14/2021	495.50
001	P20469	62033	71388	Check	1	3263	North Central Truck Equipment		Yes	Yes	No	10/14/2021	1,468.00
001	P20469	62025	71389	Check	1	17077	REGION V COMPUTER SERVICES		Yes	Yes	No	10/14/2021	3,561.25
001	P20469	62049	71390	Check	1	6411	Riverside Insights		Yes	Yes	No	10/14/2021	249.93
001	P20469	62026	71391	Check	1	18110	SCHOLASTIC News		Yes	Yes	No	10/14/2021	98.18

Lewiston-Altura Public Schools  
October 2021 Misc Payments

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
										Yes	No	No	Date	
001	P20469	62032	71392	71392	Check	1	R1	School Specialty LLC		Yes	No	No	10/14/2021	192.00
001	P20469	62038	71393	71393	Check	1		STEWARTVILLE FFA		Yes	No	No	10/14/2021	96.00
001	P20469	62037	71394	71394	Check	1		TELIN TRANSPORTATION GROUP		Yes	Yes	No	10/14/2021	205.16
001	P20469	62043	71395	71395	Check	1		Youth Frontiers, Inc.		Yes	Yes	No	10/14/2021	2,620.00
001	P20469	62064	71396	71396	Check	1		ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	10/15/2021	130.00
001	P20469	62067	71397	71397	Check	1		Ameritas Life Insurance Corp		Yes	No	No	10/15/2021	136.18
001	P20469	62063	71398	71398	Check	1		Bremer Bank		Yes	Yes	No	10/15/2021	100.00
001	P20469	62059	71399	71399	Check	1		Education Minnesota - Lewiston-Altura		Yes	No	No	10/15/2021	2,585.38
001	P20469	62065	71400	71400	Check	1		HOME FEDERAL SAVINGS BANK		Yes	Yes	No	10/15/2021	42.50
001	P20469	62068	71401	71401	Check	1		ISD 857 - Flex Plan Checking		Yes	Yes	No	10/15/2021	1,479.23
001	P20469	62060	71402	71402	Check	1		MADISON NATIONAL LIFE		Yes	Yes	No	10/15/2021	554.55
001	P20469	62062	71403	71403	Check	1		Merchants Bank		Yes	Yes	No	10/15/2021	525.00
001	P20469	62066	71404	71404	Check	1	R1	MinnWest Bank Group		Yes	Yes	No	10/15/2021	30.00
001	P20469	62061	71405	71405	Check	1		Winona National Bank		Yes	Yes	No	10/15/2021	110.00
001	P20469	62069	71406	71406	Check	1		Adams, Tyler		Yes	No	No	10/20/2021	95.00
001	P20469	62070	71407	71407	Check	1		Check, Eric		Yes	Yes	No	10/20/2021	95.00
001	P20469	62071	71408	71408	Check	1		Fernholz, Andy		Yes	No	No	10/20/2021	95.00
001	P20469	62072	71409	71409	Check	1		Gates, Josh		Yes	Yes	No	10/20/2021	95.00
001	P20469	62073	71410	71410	Check	1		Wied, Scott		Yes	Yes	No	10/20/2021	130.00
001	P20469	62102	71411	71411	Check	1		Arellano-Sanchez, Angela	Ind/Sole Proprietor	Yes	Yes	No	10/21/2021	140.00
001	P20469	62101	71412	71412	Check	1		Barkeim, Olivia		Yes	No	No	10/21/2021	18.00
001	P20469	62086	71413	71413	Check	1		Chester Pozanc Trucking & Exc. LLC		Yes	Yes	No	10/21/2021	260.00
001	P20469	62082	71414	71414	Check	1		City of Lewiston		Yes	Yes	No	10/21/2021	2,155.09
001	P20469	62076	71415	71415	Check	1		CUSTOM ALARM		Yes	Yes	No	10/21/2021	278.64
001	P20469	62091	71416	71416	Check	1		Delta Dental		Yes	Yes	No	10/21/2021	5,315.08
001	P20469	62093	71417	71417	Check	1		DEPARTMENT OF HUMAN SERVICES		Yes	Yes	No	10/21/2021	41.00
001	P20469	62092	71418	71418	Check	1		Endzone Video Systems		Yes	No	No	10/21/2021	176.75
001	P20469	62083	71419	71419	Check	1	R1	Equiparts		Yes	No	No	10/21/2021	207.66
001	P20469	62084	71420	71420	Check	1		Excel Images Inc.		Yes	Yes	No	10/21/2021	425.00
001	P20469	62090	71421	71421	Check	1		GOURMET'S DELIGHT INC		Yes	No	No	10/21/2021	8,820.50
001	P20469	62080	71422	71422	Check	1	R1	GRAINGER		Yes	No	No	10/21/2021	712.21
001	P20469	62098	71423	71423	Check	1		Heartland Country Club		Yes	No	No	10/21/2021	500.00
001	P20469	62087	71424	71424	Check	1		IEA, INC		Yes	Yes	No	10/21/2021	655.94
001	P20469	62097	71425	71425	Check	1		Innovative Therapy Solutions, LLC		Yes	No	No	10/21/2021	7,644.00
001	P20469	62074	71426	71426	Check	1		KWIK TRIP		Yes	Yes	No	10/21/2021	35,861.75
001	P20469	62096	71427	71427	Check	1	R1	Loffler Companies -- 131511		Yes	No	No	10/21/2021	5,417.77
001	P20469	62088	71428	71428	Check	1		MINNESOTA MARINE ART MUSEUM		Yes	No	No	10/21/2021	188.00
001	P20469	62095	71429	71429	Check	1		Minnesota State High School Mathematics		Yes	No	No	10/21/2021	600.00
001	P20469	62081	71430	71430	Check	1		National FFA Organization		Yes	No	No	10/21/2021	3,764.00



# Lewiston-Altura Public Schools October 2021 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20469	62079	71431	Check	1	R1	Pro-Ed, Inc.		Yes	No	No	10/21/2021	805.20
001	P20469	62100	71432	Check	1		R & R Construction LLC		Yes	No	No	10/21/2021	4,150.00
001	P20469	62078	71433	Check	1	R1	SCHOOL HEALTH		Yes	No	No	10/21/2021	73.95
001	P20469	62085	71434	Check	1	R1	School Specialty LLC		Yes	No	No	10/21/2021	42.08
001	P20469	62075	71435	Check	1		ST. CHARLES PUBLIC SCHOOLS		Yes	No	No	10/21/2021	125.00
001	P20469	62094	71436	Check	1		Stoos Electric Inc.		Yes	No	No	10/21/2021	1,518.51
001	P20469	62099	71437	Check	1		Tiedmann, Kaitlyn		Yes	No	No	10/21/2021	18.00
001	P20469	62089	71438	Check	1		VERIZON WIRELESS		Yes	No	No	10/21/2021	321.40
001	P20469	62077	71439	Check	1		XCEL ENERGY		Yes	Yes	No	10/21/2021	1,393.10
001	P20469	62104	71440	Check	1	R1	Amazon Capital Services		Yes	No	No	10/26/2021	213.23
001	P20469	62105	71441	Check	1		Excel Images Inc.		Yes	No	No	10/26/2021	52.50
001	P20469	62103	71442	Check	1		SSE MUSIC		Yes	No	No	10/26/2021	53.20
001	P20469	62106	71443	Check	1	R1	WAYZATA RESULTS, INC.		Yes	No	No	10/26/2021	859.00
001	P20469	62108	71444	Check	1		Arguto, Rocco Frank IV	Ind/Sole Proprietor	Yes	No	No	10/28/2021	115.00
001	P20469	62107	71445	Check	1		KIEL, TYLER		Yes	No	No	10/28/2021	95.00
001	P20469	62120	71446	Check	1		ALTRA FEDERAL CREDIT UNION		Yes	No	No	10/29/2021	130.00
001	P20469	62123	71447	Check	1		Ameritas Life Insurance Corp		Yes	No	No	10/29/2021	136.18
001	P20469	62119	71448	Check	1		Bremer Bank		Yes	No	No	10/29/2021	100.00
001	P20469	62115	71449	Check	1		Education Minnesota - Lewiston-Altura		Yes	No	No	10/29/2021	2,585.38
001	P20469	62121	71450	Check	1		HOME FEDERAL SAVINGS BANK		Yes	No	No	10/29/2021	42.50
001	P20469	62124	71451	Check	1		ISD 857 - Flex Plan Checking		Yes	No	No	10/29/2021	1,479.23
001	P20469	62116	71452	Check	1		MADISON NATIONAL LIFE		Yes	No	No	10/29/2021	562.74
001	P20469	62118	71453	Check	1	R1	Merchants Bank		Yes	No	No	10/29/2021	525.00
001	P20469	62122	71454	Check	1		MinnWest Bank Group		Yes	No	No	10/29/2021	30.00
001	P20469	62117	71455	Check	1		Winona National Bank		Yes	No	No	10/29/2021	110.00

Bank Total: \$205,491.59

Report Total: \$205,491.59

## Treasury Report

### October 2021 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	BALANCE END OF MONTH	ENDING BALANCE 10/31/2020
GENERAL FUND	1,871,905.34	943,701.14	(1,070,167.67)	1,745,438.81	1,651,868.74
FOOD SERVICE FUND	80,001.42	57,733.03	(71,658.36)	66,076.09	(16,885.32)
COMMUNITY ED	181,803.81	14,274.70	(36,602.21)	159,476.30	227,339.48
BUILDING CONSTRUCTION	607,154.26	0.00	(563.85)	606,590.41	0.00
DEBT REDEMPTION	183,900.23	40,983.56	0.00	224,883.79	932,336.70
STUDENT FUNDRAISED FUND	149,328.62	41,764.06	(57,228.04)	133,864.64	62,871.89
<b>TOTALS</b>	<b>3,074,093.68</b>	<b>1,098,456.49</b>	<b>(1,236,220.13)</b>	<b>2,936,330.04</b>	<b>2,857,531.49</b>

### RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
General Fund Checking	210,508.44	(68,914.52)	0.00	(8,648.88)	132,945.04
Activity Checking	79,921.97	0.00	0.00	0.00	79,921.97
Savings	477,891.02	0.00	0.00	0.00	477,891.02
Merchants Bank	4,052.28	0.00	0.00	0.00	4,052.28
MSDLAF	2,191,392.90	0.00	0.00	0.00	2,191,392.90
CD-investments	50,126.83	0.00	0.00	0.00	50,126.83

TREASURER'S BALANCE

**2,936,330.04**

# Lewiston-Altura Public Schools October 2021 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20469	62052		Wire	1 5546		VISA		No	Yes	No	10/15/2021	1,669.10
001	P20469	62053		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	10/15/2021	8,429.51
001	P20469	62054		Wire	1 1054		FEDERAL TAXES		No	Yes	No	10/15/2021	52,622.29
001	P20469	62055		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	10/15/2021	27,913.66
001	P20469	62056		Wire	1 18610		PERA / Public Employers Retirement Assoc		No	Yes	No	10/15/2021	9,301.91
001	P20469	62057		Wire	1 4373		ING		No	Yes	No	10/15/2021	2,350.52
001	P20469	62058		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	10/15/2021	8,457.66
001	P20469	62109		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	10/29/2021	7,882.91
001	P20469	62110		Wire	1 1054		FEDERAL TAXES		No	Yes	No	10/29/2021	49,778.98
001	P20469	62111		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	10/29/2021	27,422.16
001	P20469	62112		Wire	1 18610		PERA / Public Employers Retirement Assoc		No	Yes	No	10/29/2021	8,434.48
001	P20469	62113		Wire	1 4373		ING		No	No	No	10/29/2021	2,387.82
001	P20469	62114		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	10/29/2021	8,457.65
001	P20469	62125		Wire	1 3153		Merchants Bank - Fees		No	Yes	No	10/31/2021	95.60
001	P20469	62126		Wire	1 4834		MERCHANT PROCESSING CENTER		No	Yes	No	10/31/2021	326.75
001	P20469	62127		Wire	1 4866		BLUECROSS BLUESHIELD OF MN & BL		No	Yes	No	10/31/2021	21,678.50
001	P20469	62128		Wire	1 6283		MinnWest Bank Group		No	Yes	No	10/31/2021	55.00

Bank Total: \$237,264.50

Report Total: \$237,264.50

**MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING**  
**ISD #857**  
**October 11, 2021**

A regular meeting of the School Board of Independent School District #857 was held on October 11, 2021. The Board members met in the High School Library and the public was able to be present or access the meeting via ZOOM due to COVID-19 Pandemic restrictions. Members Brummer, Koverman, Pringle, Maki, Meisch, Meyer, and Sommer were present.

Brummer called the meeting to order at 6:00pm. The Pledge of Allegiance was recited.

Motion by Pringle, seconded by Meisch to approve the October 11, 2021 Meeting Agenda. MCU.

A LAHS Student Council report was presented by Matthew Schell.

Public Comment was heard.

PK-6 Principal Dave Riebel and 7-12 Principal Dr. Cory Hanson presented reports.

Motion by Sommer, second by Maki to approve the Consent Agenda. MCU.

Melanie Tatge, Winona County Public Health Supervisor, presented COVID-19 Pandemic Information and the Board asked her questions.

Luke Greden, CliftonLarsonAllen, LLP, presented the FY 21 Independent Fiscal Audit.

Motion by Koverman, second by Meyer to approve the FY21 Fiscal Audit as prepared by CliftonLarsonAllen, LLP. MCU.

Motion by Brummer, second by Meish to approve Vickie Speltz' request to be on a ballot to serve on the National School Nutrition Association Board of Directors. MCU.

Motion by Meyer, second by Maki to approve Policy 616 Systems Accountability and 2021-22 Testing Plan on 1<sup>st</sup> Reading. MCU.

Superintendent Carman presented a monthly report and updates.

Board members presented committee reports.

Motion by Meyer, seconded by Maki to adjourn the meeting at 7:47pm. MCU.

Melissa Meisch, Clerk

# Lewiston-Altura Public Schools November 2021 Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20531	62234	71508	Check	1	6737	A-1 Mobile Storage Service		Yes	No	No	11/15/2021	134.00
001	P20531	62206	71509	Check	1	3128	Amazon Capital Services		Yes	No	No	11/15/2021	4,664.09
001	P20531	62230	71510	Check	1	6393	Apple Inc		Yes	No	No	11/15/2021	3,495.00
001	P20531	62181	71511	Check	1	00420	ARNOLD'S SUPPLY		Yes	No	No	11/15/2021	6,496.50
001	P20531	62240	71512	Check	1	6885	Befour		Yes	No	No	11/15/2021	86.00
001	P20531	62241	71513	Check	1	6889	Beyer, Courtney		Yes	No	No	11/15/2021	136.13
001	P20531	62213	71514	Check	1	3631	BLICK ART MATERIALS		Yes	No	No	11/15/2021	156.00
001	P20531	62223	71515	Check	1	5631	BSN Sports, LLC		Yes	No	No	11/15/2021	2,557.76
001	P20531	62216	71516	Check	1	4459	CHILEDIA INSTITUTE, INC.		Yes	No	No	11/15/2021	5,372.85
001	P20531	62186	71517	Check	1	11065	CLIFTON LARSON ALLEN LLP		Yes	No	No	11/15/2021	9,922.50
001	P20531	62235	71518	Check	1	6754	Cloud Disinfect-It		Yes	No	No	11/15/2021	1,850.00
001	P20531	62214	71519	Check	1	3906	D & A TESTING SERVICES		Yes	No	No	11/15/2021	125.00
001	P20531	62196	71520	Check	1	18675	DAVE SYVERSON TRUCK		Yes	No	No	11/15/2021	2,320.45
001	P20531	62227	71521	Check	1	5900	Dollar General - Regions 410526		Yes	No	No	11/15/2021	127.65
001	P20531	62229	71522	Check	1	6376	Ed Midwest LLC		Yes	No	No	11/15/2021	4,895.00
001	P20531	62237	71523	Check	1	6839	Edgenuity Inc.		Yes	No	No	11/15/2021	500.00
001	P20531	62232	71524	Check	1	6496	EDUCATORS BENEFIT CONSULTANTS		Yes	No	No	11/15/2021	115.07
001	P20531	62233	71525	Check	1	6731	Everyday Speech LLC		Yes	No	No	11/15/2021	299.99
001	P20531	62207	71526	Check	1	3174	Excel Images Inc.		Yes	No	No	11/15/2021	334.50
001	P20531	62219	71527	Check	1	4648	Gibbs, Nathan & Bridget		Yes	No	No	11/15/2021	192.08
001	P20531	62199	71528	Check	1	2458	Glazier Drive		Yes	No	No	11/15/2021	399.00
001	P20531	62201	71529	Check	1	2524	GRAINGER		Yes	No	No	11/15/2021	601.10
001	P20531	62217	71530	Check	1	4538	Hampton Inn & Suites		Yes	No	No	11/15/2021	141.84
001	P20531	62212	71531	Check	1	3737	Hiawatha Valley Ed District		Yes	No	No	11/15/2021	28,115.64
001	P20531	62182	71532	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	No	No	11/15/2021	5,701.09
001	P20531	62218	71533	Check	1	4582	JOHNSON CONTROLS, INC.		Yes	No	No	11/15/2021	931.40
001	P20531	62183	71534	Check	1	09110	JOSTENS		Yes	No	No	11/15/2021	3,064.98
001	P20531	62211	71535	Check	1	3282	Kennedy & Graven Chartered		Yes	No	No	11/15/2021	375.00
001	P20531	62184	71536	Check	1	10141	KWIK TRIP		Yes	No	No	11/15/2021	8,505.83
001	P20531	62185	71537	Check	1	11015	LAKESHORE		Yes	No	No	11/15/2021	29.99
001	P20531	62187	71538	Check	1	11190	LEWISTON AUTO		Yes	No	No	11/15/2021	352.76
001	P20531	62204	71539	Check	1	3038	Lewiston Hardware, LLC		Yes	No	No	11/15/2021	525.66
001	P20531	62188	71540	Check	1	11260	LEWISTON JOURNAL		Yes	No	No	11/15/2021	191.96
001	P20531	62189	71541	Check	1	1235	LEWISTON WELDING & MACHINING, IN		Yes	No	No	11/15/2021	366.52
001	P20531	62221	71542	Check	1	4802	LIGHT SPEED TECHNOLOGIES, INC		Yes	No	No	11/15/2021	28.00
001	P20531	62225	71543	Check	1	5865	Loffler Companies -- 131511		Yes	No	No	11/15/2021	4,111.32
001	P20531	62203	71544	Check	1	2899	Meca Sportswear		Yes	No	No	11/15/2021	111.50
001	P20531	62228	71545	Check	1	5956	MiEnergy Cooperative		Yes	No	No	11/15/2021	11,466.19
001	P20531	62224	71546	Check	1	5745	Minne TESOL		Yes	No	No	11/15/2021	165.00

# Lewiston-Altura Public Schools November 2021 Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20531	62222	71547	Check	1	4906	MINNESOTA JUNIOR HIGH MATHEMATI		Yes	No	No	11/15/2021	150.00
001	P20531	62190	71548	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	No	11/15/2021	1,230.76
001	P20531	62191	71549	Check	1	12630	MOTOR PARTS & EQUIP		Yes	No	No	11/15/2021	1,609.07
001	P20531	62192	71550	Check	1	13260	NEUMANN OIL CO		Yes	No	No	11/15/2021	746.00
001	P20531	62209	71551	Check	1	3263	North Central Truck Equipment		Yes	No	No	11/15/2021	7,853.14
001	P20531	62205	71552	Check	1	3098	Pan-O-Gold Baking Company		Yes	No	No	11/15/2021	697.57
001	P20531	62202	71553	Check	1	2557	Region 8 FFA		Yes	No	No	11/15/2021	100.00
001	P20531	62198	71554	Check	1	2411	REINHART FOOD SERVICE		Yes	No	No	11/15/2021	14,222.67
001	P20531	62193	71555	Check	1	17130	RISLOW SERVICE CENTER		Yes	No	No	11/15/2021	253.04
001	P20531	62194	71556	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	No	No	11/15/2021	2,059.89
001	P20531	62210	71557	Check	1	3265	SCHOLASTIC EQUIPMENT CO LLC		Yes	No	No	11/15/2021	26,000.50
001	P20531	62208	71558	Check	1	3217	School Specialty LLC		Yes	No	No	11/15/2021	118.02
001	P20531	62231	71559	Check	1	6432	Schuh Electronics		Yes	No	No	11/15/2021	245.38
001	P20531	62195	71560	Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	No	No	11/15/2021	50.00
001	P20531	62220	71561	Check	1	4738	Southern Minnesota Inspection		Yes	No	No	11/15/2021	2,700.00
001	P20531	62238	71562	Check	1	6845	Southwest West Central Service Coop		Yes	No	No	11/15/2021	1,500.00
001	P20531	62226	71563	Check	1	5876	Teachers on Call		Yes	No	No	11/15/2021	6,030.18
001	P20531	62215	71564	Check	1	4260	Tierney Brothers, Inc.		Yes	No	No	11/15/2021	201.48
001	P20531	62236	71565	Check	1	6801	Tobii Dynavox		Yes	No	No	11/15/2021	199.00
001	P20531	62239	71566	Check	1	6869	Trafera		Yes	No	No	11/15/2021	9,500.00
001	P20531	62197	71567	Check	1	2373	WM MILLER SCRAP IRON & METAL		Yes	No	No	11/15/2021	350.00
001	P20531	62200	71568	Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		Yes	No	No	11/15/2021	8,039.87

Bank Total: \$192,821.92

Report Total: \$192,821.92

# LEWISTON-ALTURA SCHOOL DISTRICT EXTENDED/OVERNIGHT FIELD TRIP APPLICATION

Date of Field Trip: 03/30/21 – 04/03/21 Requested By: Erin Spencer and Matthew Wilmes Destination/Event: Nashville

Time Leaving School: 7pm Time Returning to School: 10am

Purpose of Field Trip: Performance and Educational # of Students: Approx. 65 # of Adults: 8-9

Please check the approved volunteer list or check with the office to ensure that all volunteers are approved. Will there be any parent volunteers or chaperons not including staff?  Yes  No

If yes, please list the names: Courtne Garteski Bergler and Andrew Gerson or Morwen Gerson

Will you need district transportation? Yes  No  If yes, # of busses or vans needed \_\_\_\_\_ If you need district transportation, arrangements were made with

\_\_\_\_\_ (Name) on \_\_\_\_\_ (Date).

If district transportation is unavailable or impractical, other transportation arrangements were made with \_\_\_\_\_ (Name of the Company) on \_\_\_\_\_ (Date).

Will students be absent from school?  Yes  No

So that additional contacts can be made (food service, buildings and grounds, etc.), I notified

\_\_\_\_\_ (Office Staff Signature) on \_\_\_\_\_ (Date).

Budget Information: See attached (Program being billed for costs)

Transportation Cost:

Lodging Cost:

Meal Cost:

Entry Fees:

**Please attach a copy of the Field Trip Parental Permission form and any additional guidelines or expectations.**

## OFFICE USE ONLY

Date application was received (Must be received prior to a board meeting when possible): \_\_\_\_\_

**APPROVED**      **NOT APPROVED**      **Rationale for not approving the field trip:**

_____	_____
(Activity Director's Signature if Applicable)	(Date)
_____	_____
(Principal's Signature)	(Date)
_____	_____
(Superintendent's Signature)	(Date)
_____	_____
(School Board Member's Signature)	(Date)



# LEWISTON-ALTURA PUBLIC SCHOOLS EXTENDED FIELD TRIP PERMISSION FORM



In compliance with school regulations governing special field trips of a curricular or extra-curricular nature, the following information is provided, so that as a parent/guardian of the student involved you will be aware of the circumstances under which the trip is being taken. Your permission must be obtained prior to the trip and may be given by signing the lower portion of this form and returning it to the classroom teacher sponsoring the trip.

All students participating in school-sponsored field trips must go and return on the transportation provided.

<b>FIELD TRIP DETAILS</b>	
<b>NATURE AND PURPOSE OF FIELD TRIP</b>	
<b>SCHOOL SPONSORING TRIP</b>	
<b>INSTRUCTOR OR SPONSOR OF FIELD TRIP</b>	
<b>FIELD TRIP DESTINATION</b>	
<b>DATE OF FIELD TRIP</b>	
<b>DURATION OF FIELD TRIP</b>	
<b>COST OF THE FIELD TRIP TO STUDENTS (LODGING, MEALS, ETC.)</b>	
<b>HOTEL INFORMATION (LOCATION, CONTACT INFORMATION)</b>	
<b>STUDENTS REPORT TO</b>	
<b>STUDENTS WILL RETURN TO</b>	
<b>STUDENTS SHALL BRING THE FOLLOWING MATERIALS WITH THEM FOR USE ON TRIP</b>	

\*\*\*\*\*



I understand the conditions described above and give my permission for \_\_\_\_\_ (Student Name) to participate in the designated field trip. I further understand that neither the sponsor, school administration, nor the school board of District #857 assumes any unusual responsibility for the safety and welfare of my child.

---

\_\_\_\_\_ parent/guardian signature \_\_\_\_\_ date

My student has a medical record on file with the Lewiston-Altura Public School district that advisors need to consult prior to the trip. (Check only if this applies to your student.)

## **Class of 2022 and Music Trip to Nashville, TN**

**Purpose:** Optional Senior Class Trip and an optional opportunity for those Juniors and Seniors who didn't get to go on the Disney Trip in the spring of 2020 to participate in a trip. The trip is educational in nature and includes a possible performance of the music Junior and Senior at the Grand Ole Opry.

*(Typically, the senior class goes on a trip each spring and the Senior High Music Program goes on a trip every four years to Walt Disney World. The next trip will be in the spring of 2024.)*

**Depart the evening of Wednesday, March 30<sup>th</sup> – Return the morning of Sunday, April 3<sup>rd</sup>**  
(Students will miss one day of school because Friday, April 1<sup>st</sup> is a teacher workshop day.)

**Lead Advisors for the Trip:** Erin Spencer (Senior Class) and Matthew Wilmes (Music)

**Transportation:** Coach Bus – Travel arrangements made by Bob Rogers Travel, Naperville, IL  
*(Phillips Bus Service out of Winona no longer does these sorts of trips.)*

**Highlights:** Belle Meade Historic Site, National Museum of African American Music, Grand Ole Opry (Performance and Backstage Tour), Country Music Hall of Fame and Museum, and for the seniors the General Jackson Showboat – Nashville River Cruise

**Cost:** \$915 for music students and \$945 for seniors (due to Showboat)

For music students only: Due to additional general fundraising, they will receive a \$100 payment made on their behalf and partial scholarships will be available for students who need financial assistance.

**Fundraising:** Concession Stand, Frozen Food Sales, Kwik Trip Cards.

For music: Students can use the balance in their music account to from previous year's fundraising to help pay for their trip.

**Advisors/Chaperones:** At least six staff teachers, possibly an additional two parents

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 102

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2017/2021

## 102 EQUAL EDUCATIONAL OPPORTUNITY

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

CE. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

DE. Every school district employee shall be responsible for complying with this policy conscientiously.

EG. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 406

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2014~~2021

## 406 PUBLIC AND PRIVATE PERSONNEL DATA

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

B. All other data on individuals is private or confidential.

### III. DEFINITIONS

A. “Public” means that the data is available to anyone who requests it.

B. “Private” means the data is not public and is available-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.

C. “Confidential” means the data isare not public and isare not available-accessible to the subject.

D. “Parking space leasing data” means the following government data on an applicant ~~tion~~ for, or ~~lessee~~ ase of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~ volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an

organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

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

#### IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee’s sSocial sSecurity number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;

9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section § 13.43, Subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they applicants are considered by the school board to be become finalists for an public employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn-esota Statutes, section-§ 15.0597; and
    - i. veteran status.
  2. Once an individual is appointed to a public body, the following additional items of data are public:



- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

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

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

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

- ~~(1.)~~ the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- ~~(2.)~~ potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

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

## V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private ~~and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.~~

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority school district determines it is the dissemination is necessary for the labor organization to conduct its business elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is or when ordered or authorized by the Commissioner of the Bureau of Mediation Services BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. a pre-petition screening team conducting an investigation of the employee under Minnesota Statutes section -§ 253B.07, §subdivision- 1; or
  3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall does not have access to data that would identify the complainant or other witnesses if the school district responsible authority

determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

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

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

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

- M. Private personnel data shall be disclosed to the ~~d~~Department of Employment and Economic Security ~~Development~~ for the purpose of administration of the unemployment insurance program under Minnesota Statutes, Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school facility, as defined under Minn. Stat. section 260E.03, is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. ~~\_\_\_\_\_~~ the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

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

- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- Q. ~~Protected Hhealth information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations ~~and may be~~ shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), ~~or sexual abuse~~ or when the Commissioner of the Minnesota Department of Education (MDE) ~~Minnesota Department of Education (MDE)~~ makes a final determination of child maltreatment

involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under ~~Minnesota Statutes, section § 13.41, Ssubdivision. 5~~, and must provide ~~the Minnesota Professional Educator Licensing and Standards Board (PELSB)~~ and the ~~licensing division at MDE~~ with the necessary and relevant information to enable ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under ~~Minnesota Statutes, section § 123B.03~~, a school board or other school hiring authority must contact ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by ~~Minnesota Statutes Chapter- 13~~, or any other state or federal law, the data are private.

## VII. CHANGE IN CLASSIFICATIONS

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

## VIII. RESPONSIBLE AUTHORITY

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

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

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

## IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.02 (Definitions)
  - [Minn. Stat. § 13.03 \(Access to Government Data\)](#)
  - [Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)
  - Minn. Stat. § 13.37 (General Nonpublic Data)
  - Minn. Stat. § 13.39 (Civil Investigation Data)
  - [Minn. Stat. § 13.41 \(Licensing Data – Public Data\)](#)
  - Minn. Stat. § 13.43 (Personnel Data)
  - Minn. Stat. § 13.601, ~~S~~subd. 3 (~~Elected and Appointed Officials~~[Applicants for Employment](#))
  - [Minn. Stat. § 15.0597 \(Appointment to Multimember Agencies\)](#)
  - Minn. Stat. § 122A.20, ~~S~~subd. 2 (Mandatory Reporting)
  - Minn. Stat. § 122A.40, ~~S~~subds. 13 and 16 (Employment; Contracts; Termination)
  - [Minn. Stat. § 123B.03 \(Background Check\)](#)
  - [Minn. Stat. § 123B.143, Ssubd. 2 \(Disclose Past Buyouts\)](#)
  - [Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)
  - [Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)
  - [Minn. Stat. § 253B.07, \(Judicial Commitment: Preliminary Procedures\)](#)
  - Minn. Stat. ~~Ch. § 260E 626.556, Subd. 7~~ (Reporting of Maltreatment of Minors)
  - [Minn. Stat. Ch. 268 \(Unemployment Insurance\)](#)
  - [Minn. R. Pt. 1205 \(Data Practices\)](#)
  - P.L. 104-191 (HIPAA)
  - 45 C.F.R. Parts 160, ~~162~~ and 164 (HIPAA Regulations)
- Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
  - [MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)
  - ~~MSBA Service Manual, Chapter 13, School~~ Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 507

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2001~~21~~

## 507 CORPORAL PUNISHMENT

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. EXCEPTIONS

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

### IV. VIOLATION

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

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

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

Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 515

Orig. 1995

Revised: \_\_\_\_\_

Rev. 20132021

## 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

### I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota- Statutes- Chapter. 13, and Minnesota. Rules Parts 1205.0100-1205.2000.

### III. DEFINITIONS

#### A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized-automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice-prints, DNA sequence, facial characteristics, and handwriting).

#### C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, iInternet, or other electronic communication-information

and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student ~~which~~ that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other -factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

*[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be*

*limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board ~~which~~who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]*

E. Education Records

1. What constitutes “education records.” Education records means those records ~~which that are~~: (1) ~~are~~ directly related to a student; and (2) ~~are~~ maintained by the school district or by a party acting for the school district.
2. What does not constitute ~~an~~ education records. The term, “education records,” does not include:
  - a. Records of instructional personnel ~~which that are~~:
    - (1) ~~kept~~ in the sole possession of the maker of the record;
    - (2) ~~used only as a personal memory aid~~;
    - (3) ~~not~~ accessible or revealed to any other individual ~~except a~~ ~~temporary~~ substitute teacher; and
    - (4) ~~destroyed~~ at the end of the school year.
  - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    - (1) maintained separately from education records;
    - (2) maintained solely for law enforcement purposes; and
    - (3) disclosed only to law enforcement officials of the same jurisdiction.
  - c. Records relating to an individual, including a student, who is employed by the school district which:
    - (1) are made and maintained in the normal course of business;
    - (2) relate exclusively to the individual in that individual’s capacity as an employee; and

(3) are not available for use for any other purpose.

However, ~~these provisions shall not apply to~~ records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, ~~which~~that are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

(2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records created or received by the school district that only contain information about an individual after an individual he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education

data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; ~~or~~
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; ~~or~~
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

"Responsible authority" means *[designate title and actual name of individual]*.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

*[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district’s legal counsel is recommended.]*

O. 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 the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

#### IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

#### V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. ~~Disabled~~ Students with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality, privacy, notice, access, record keeping and accuracy of information related to students with a disability.

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;



- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes Chapter 256B or Minnesota Care under Minnesota Statutes Chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school

district would otherwise use employees;

- b. is under the direct control of the school district with respect to the use and maintenance of education records; and
- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;

- 3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 U.S.C. § 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, §section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, §section 120A.22, §subdivision 7(c) or §section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records whiehthat have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
- 4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, -or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
- 5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance

at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to

personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the

school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage

to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under ~~Minnesota Statutes~~ §section 260B.171, ~~Ssubdivision~~ 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under ~~Minnesota Statutes~~ §section 260B.171, ~~Ssubdivision~~ 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly

vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; ~~or~~

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; ~~;~~ or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and

authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

**VII. RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to



inform the parents and eligible students of:

- a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

***[Note: Federal law ~~now~~ allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. ~~which~~that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]***

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## **VIII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances,

if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to ~~Minnesota Statutes, §§sections~~ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under ~~Minnesota Statutes § 127A.852~~this provision is private data on individuals, but summary data may be published by the Department of Education, as defined in section 13.02, Subd. 12.

## IX. DISCLOSURE OF CONFIDENTIAL RECORDS

### A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

### B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to ~~Minnesota Statutes Chapter 260E § 626.556~~, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of ~~Minnesota Statutes Chapter 260E § 626.556, Subd. 11~~.

Regardless of whether a written report is made under ~~Minnesota Statutes § 626.556 Chapter 260E, Subd. 7~~, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

### C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or ~~which~~ are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district

employees, and/or attorney data as defined in Minnesota Statutes- §section 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes- §section 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, electronic mail address (which

shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; ~~and~~
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
  3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse

to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redislosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

### **B. Redislosure Not Prohibited**

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redislosure is made based upon a court order or lawfully

issued subpoena.

*[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]*

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:



1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, ~~which~~that indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

***[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]***

4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

- b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall

be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

## **XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

### **A. Request to Amend Education Records**

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

### **B. Right to a Hearing**

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~Minnesota Statutes Chapter~~ 14 relating to contested cases.

## **XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

## **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

### **A. Where to File Complaints**

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the ~~Family Policy Compliance Office~~, U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

### **B. Content of Complaint**

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

## **XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

## **XIX. ANNUAL NOTIFICATION OF RIGHTS**

### **A. Contents of Notice**

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

**XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the



superintendent's office of the superintendent.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.393 (Attorneys)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (~~Sharing Disposition Order and Peace Officer~~  
~~Records Receipt of Records; Sharing~~)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)  
Minn. Stat. Ch. 256L (MinnesotaCare)  
Minn. Stat. § 260B.171, ~~S~~subds. 3 and 5 (Disposition Order and Peace  
Officer Records of Children)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
~~Minn. Stat. § Ch. 260E-626.556 (Reporting of Maltreatment of Minors)~~  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns;  
Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)  
25 U.S.C. § 5304 (Definitions – Tribal Organization)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)  
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
~~Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d~~  
309 (2002)
- Cross References:** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or  
Physical or Sexual Abuse)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside  
Agencies)  
MSBA/MASA Model Policy 520 (Student Surveys)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory

Offenders)

MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin “T” (School Records – Privacy – Access to Data)

## PUBLIC NOTICE

Independent School District No. gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to [section 20 U.S.C. § 7917, part](#) of the federal ~~No Child Left Behind~~ [Every Student Succeeds](#) Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202

*[optional]*

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

*[optional]*

- h. That copies of the school district's policy regarding the protection and privacy of school records are located at \_\_\_\_\_ *[insert location]*.

[optional]

2. Independent School District No. \_\_\_\_\_ has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
  - a. It classifies records as public, private, or confidential.
  - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.
  - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. \_\_\_\_\_ gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

***[Note: The definition of directory information is found on page 515-2 of the school district's policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]***

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
  - (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
  - (2) HOME ADDRESS;**
  - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**

- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District No. hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.**

**IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL], BY [INSERT DATE] EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) STUDENT'S GRADE LEVEL;**
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY**

**RECRUITING OFFICERS AND POST-SECONDARY  
EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**

- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

***Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.***

INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_  
\_\_\_\_\_, MINNESOTA

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair



**[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]**

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Superintendent of school district or chief administrative officer of school)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

- \_\_\_\_\_ Juvenile delinquency investigation/prosecution
- \_\_\_\_\_ Child protection assessment/investigation
- \_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**REASON FOR REQUEST:** (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE TO REQUEST:**

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

**INFORMATION REQUESTED:** *(mark all that apply)*    **RESPONSE PROVIDED:** *(yes / no)* Indicate whether you have data that document the student's:

_____	Use of a controlled substance, alcohol, or tobacco	_____
_____	Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8	_____
_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

\_\_\_\_\_  
Signature/Title

***[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]***

Lewiston-Altura 2021-22 Assessment Plan														
Tests Administered	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
School Readiness	x													
FastBridge early Reading		x	x											
Saebrs		x	x	x	x	x	x	x						
FastBridge aReading		x	x	x	x	x	x	x						
FastBridge aMath		x	x	x	x	x								
NWEA MAP MATH				x	x	x	x	x						
NWEA Reading				x	x	x	x	x						
STAR Reading									x	x	x	x	x	
STAR Math									x	x	x	x	x	
MCA – III Math						+	+	+	+	+			+	
MCA – III Reading						+	+	+	+	+		+		
MCA – III Science								+		+		+		
Civics Test											+			
Access for ELL		+	+	+	+	+	+	+	+	+	+	+	+	
PSAT													*	
Accuplacer													*	
Asvab													*	
ACT													*	
SAT													*	
AP / CLEP TESTS													*	*

x - district required testing  
 +- state required testing  
 \* - optional college placement testing

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 616

Orig. 1997

Revised: \_\_\_\_\_

Rev. 2019

## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

***[Note: Minn. Stat. § 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 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]***

### **I. PURPOSE**

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

### **II. GENERAL STATEMENT OF POLICY**

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

### **III. DEFINITIONS**

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

- A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee ~~for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).~~

~~2.~~ The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

~~2 3.~~ The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

***[Insert Local Cycle in this space]***

C. Implementation of Graduation Requirements

1. The ~~school board shall appoint a Graduation Standards Implementation Committee which~~ Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of ~~this the Advisory eCommittee~~ shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. ~~The Graduation Standards Implementation Committee [will/will not] be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.~~

***~~[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with~~***

*special-needs.]*

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the ~~Graduation Standards Implementation Advisory~~ Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The ~~Graduation Standards Implementation Advisory~~ Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. ~~Advisory Committee for~~ Comprehensive Continuous Improvement of Student Achievement

1. By [date] of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota ~~Graduation Academic~~ Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
  - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
  - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation

Standards.

- b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
  - b. Principal
  - c. School Board Member
  - d. Student Representative
  - e. One teacher from each building or instructional level
  - f. Two parents from each building or instructional level
  - g. Two residents without school-aged children, non-representative of local business or industry
  - h. Two residents representative of local business or industry
  - i. District Assessment Coordinator (if different from "a." above)

***[Note: This Advisory Committee composition is a model only.]***

- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The Advisory Committee shall meet the following timeline each year:
  - Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

**Legal References:**

Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
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 Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
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 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
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)

**2021-2022**  
**World's Best Workforce Plan**  
**Lewiston - Altura School District**



*Public Meeting &  
Presentation to the School Board  
November 15, 2021*

## **Systems Accountability Committee**

A cross section of administration, school board members, teachers and staff meet regularly to discuss L-A curriculum and other areas of need to strengthen and expand academic programming for students.

### **Teachers**

Matthew Wilmes  
Lori Anderson  
Sarah Berndt  
Mari Jo Starks

### **Other School Staff**

Jeff Oian - Tech

### **Administration**

Gwen Carman, Superintendent  
Dr. Cory Hanson, Gr. 7-12 Principal  
Dave Riebel, Elementary Principal

### **School Board**

Jenny Koverman

### **Community Members**

Mariann Miller – Saint Mary’s University of Minnesota  
Jim Ziegler – Minnesota State College Southeast  
Michelle Herber – Parent  
Stephanie Lang – Parent  
Derek Lee – Parent  
Kellie Eggert - Parent  
Craig Porter – Business Owner

### **Public Meeting**

Superintendent Gwen Carman presented in a public meeting format the district’s World’s Best Workforce Plan on Monday, November 15, 2021 at 6:00pm as part of the Lewiston-Altura School Board meeting held in person and with a remote link for remote viewing.

### **Public Posting of the Plan**

This plan is available for the community on the district’s webpage: [www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

### Student Achievement Goals Based on MCA Performance: Districtwide

L-A Schools will improve districtwide **Reading** proficiency on the 2022 MCAs to be equal or above MN state averages.

<i>2021 Results: State = 52.5%</i>	<i>L-A= 50.9%</i>	<i>Difference: -1.6%</i>
<i>2019 Results: State= 59.2%;</i>	<i>L-A = 62.7%</i>	<i>Difference: +3.5%</i>
<i>2018 Results: State = 59.9%;</i>	<i>L-A= 56.2%</i>	<i>Difference: -3.7%</i>
<i>2017 Results: State = 60.2%;</i>	<i>L-A= 56.9%</i>	<i>Difference: -3.3%</i>

L-A Schools will improve districtwide **Mathematics** proficiency on the 2022 MCAs to be equal or above MN state averages.

<i>2021 Results: State= 44.2%</i>	<i>L-A= 30.8%</i>	<i>Difference: -13.4%</i>
<i>2019 Results: State= 55.0%;</i>	<i>L-A = 49.2%</i>	<i>Difference: -5.8%</i>
<i>2018 Results: State = 57.2%;</i>	<i>L-A = 47.2%</i>	<i>Difference: -10.0%</i>
<i>2017 Results: State = 58.7%;</i>	<i>L-A= 54.1%</i>	<i>Difference: -4.6%</i>

L-A Schools will improve districtwide **Science** proficiency on the 2022 MCAs to be equal or above MN state averages.

<i>2021 Results: State= 43.1%</i>	<i>L-A = 38.6%</i>	<i>Difference: -4.5%</i>
<i>2019 Results: State= 50.7%;</i>	<i>L-A = 49.1%</i>	<i>Difference: -1.6%</i>
<i>2018 Results: State = 52.0%;</i>	<i>L-A = 34.8%</i>	<i>Difference: -17.2%</i>
<i>2017 Results: State = 54.2%;</i>	<i>L-A= 51.1%</i>	<i>Difference: -3.1%</i>

**Student Achievement Reading Goals Based on MCAs: Grade Spans**

Commented [GC1]:

**2021-22 Goal:** 3rd-4th grade students will go from 48.1% of the students meeting or exceeding proficiency on the **MCA in Reading** in 2021 to at least 60.0% of the students meeting or exceeding proficiency in 2022.

<u>L-A: 3-4</u>	<u>State Average Grade 3</u>	<u>State Average Grade 4</u>
2017: 59.0%	56.8%	57.0%
2018: 56.5%	55.9%	55.7%
2019: 62.9%	54.6%	55.4%
2021: 48.1%	48.5%	49.3%

**2021-22 Goal:** 5<sup>th</sup>-6<sup>th</sup> grade students will go from 66.7% of the students meeting or exceeding proficiency on the **MCA in Reading** in 2021 to at least 71.0% of the students meeting or exceeding proficiency in 2022.

<u>L-A: 5-6</u>	<u>State Average Grade 5</u>	<u>State Average Grade 6</u>
2017: 69.2%	67.5%	63.4%
2018: 70.1%	67.0%	64.4%
2019: 67.0%	65.8%	62.8%
2021: 66.7%	59.4%	55.0%

**2021-22 Goal:** Secondary students (Grades 7, 8, 10) will go from 43.5% of the students meeting or exceeding proficiency on the **MCA in Reading** in 2021 to at least 60.0% of the students meeting or exceeding proficiency in 2022.

<u>L-A: Gr7-8, 10</u>	<u>State Avg Grade 7</u>	<u>State Avg Grade 8</u>	<u>State Avg Grade 10</u>
2017: 48.9%	57.5%	58.9%	60.5%
2018: 47.8%	58.1%	58.5%	59.2%
2019: 59.9%	57.5%	57.7%	60.4%
2021: 43.5%	48.3%	49.7%	58.3%

**Student Achievement Mathematics Goals Based on MCAs: Grade Spans**

**2021-22 Goal:** 3rd-4th grade students will go from 67.5% of the students meeting or exceeding proficiency on the **MCA in Mathematics** in 2021 to at least 75.0% of the students meeting or exceeding proficiency in 2022.

<u>L-A: 3-4</u>	<u>State Average Grade 3</u>	<u>State Average Grade 4</u>
2017: 71.4%	56.8%	57.0%
2018: 73.1%	55.9%	55.7%
2019: 81.4%	54.6%	55.4%
2021: 67.5%	48.5%	49.3%

**2021-22 Goal:** 5<sup>th</sup>-6<sup>th</sup> grade students will go from 31.2% of the students meeting or exceeding proficiency on the **MCA in Mathematics** in 2021 to at least 45.0% of the students meeting or exceeding proficiency in 2022.

<u>L-A: 5-6</u>	<u>State Average Grade 5</u>	<u>State Average Grade 6</u>
2017: 52.9%	57.1%	55.5%
2018: 44.9%	54.7%	53.8%
2019: 38.7%	52.0%	50.5%
2021: 31.2%	41.1%	37.2%

**2021-22 Goal:** Secondary students (Grades 7, 8, 11) will go from 16.2% of the students meeting or exceeding proficiency on the **MCA in Mathematics** in 2021 to at least 45.0% of the students meeting or exceeding proficiency in 2022.

<u>L-A: Grades 7-8, 11</u>	<u>State Avg Grade 7</u>	<u>State Avg Grade 8</u>	<u>State Avg Grade 11</u>
2017: 44.2%	54.9%	58.2%	48.4%
2018: 33.3%	54.4%	57.2%	47.3%
2019: 37.9%	52.1%	55.2%	45.0%
2021: 16.2%	37.4%	39.8%	41.4%

### Student Achievement Goals Based on MCAs: Science

**2021-22 Goal:** L-A students will go from 38.6% of the students meeting or exceeding proficiency on the MCA in Science in 2021 to at least 51.0% of the students meeting or exceeding proficiency in 2022.

<u>L-A: Gr. 5, 8, 11</u>	<u>State Avg</u>
2017: 51.1%	54.2%
2018: 34.8%	52.0%
2019: 49.1%	50.7%
2021: 38.6%	43.1%

\*\*\*\*\*

### ACT College Readiness Results (Mean Score)

Grad Year	English	ELA	Mathematics	Reading	Science	STEM	Composite Avg. (District/State)
2018	18.6	18.0	21.1	20.4	21.5	21.6	20.5/21.3
2019	17.9	18.4	20.1	20.3	20.6	20.6	19.9/21.4
2020	19.9	19.3	22.7	21.9	22.5	22.8	21.8/21.3
2021	19.0	18.9	19.3	21.3	21.2	20.5	20.3/21.4

A benchmark score is the minimum score needed on an ACT subject-area test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college courses.

- English Composition: 18 on ACT English Test
- College Algebra: 22 on ACT Mathematics Test
- Social Science: 22 on ACT Reading Test
- Biology: 23 on ACT Science Test

NOTE: Not all students who take the ACT enroll in college.

## District Goals to Support Minnesota’s WBWF Target Areas

Target Area	2021-22 Goals
<b>All children enter kindergarten ready to learn</b>	The percent of L-A school readiness students who achieve 80% or higher proficiency level based on Work Sampling data in all developmental areas will increase from 69% in 2021 to 74% in 2022. (NOTE: The percent of students at the 80% proficiency level in 2019 was 78%.)
<b>All students read well be end of 3rd grade</b>	Third grade students meeting or exceeding proficiency on the Reading MCAs will go from 65% in 2021 to at least 70% in 2022.
<b>Close the Achievement Gap</b>	<p>The districtwide reading achievement gap for white students (2021: 52.8% proficient) in comparison to Hispanic/Latino students (2021: 32.4% proficient) as measured by the percent of students meeting or exceeding proficiency on the MCAs will go from 20.4% in 2021 to 17.0% in 2022.</p> <p>The districtwide mathematics achievement gap for white students (2021: 31.1% proficient) in comparison to Hispanic/Latino students (2021: 27.2% proficient) as measured by the percent of students meeting or exceeding proficiency on the MCAs will go from 3.9% in 2021 to 2.0% in 2022.</p> <p>The district wide reading achievement gap for all students (2021: 50.9% proficient) in comparison to students eligible for free/reduced priced meals (2021: 39.6% proficient) as measured by the percent of students meeting or exceeding proficiency on the MCAs will go from 11.3% in 2021 to 9.0% in 2022.</p> <p>The district wide mathematics achievement gap for all students (2021: 30.7% proficient) in comparison to students eligible for free/reduced priced meals (2021: 25.0% proficient) as measured by the percent of students meeting or exceeding proficiency on the MCAs will go from 5.7% in 2021 to 4.0% in 2022.</p>
<b>All students graduate from high school</b>	The 4 year graduation rate for L-A High School will be 95% or higher. (95.8% in 2019, 90.8% in 2021.)
<b>All students attain college and career preparedness</b>	<p>This data is being developed through the “Redefining Ready” process which involves administrators and teachers. “Career and College Readiness” will be measured by multiple data sources including attendance, extra/co-curricular participation, GPA, enrollment in career training classes and more. Our first ‘report card’ will be available Summer 2022 and then subsequent annual growth goals will be able to be set.</p> <p><u>2021-22 Measurable Goal based on ACT Scores:</u> The Composite Score of L-A students who take the ACT will increase from 20.3 in 2021 to at least 21.3 in 2022.</p>
<b>Consistent Attendance</b>	Lewiston- Altura Schools 2022 attendance data will be at 91% or higher. (91.2 % in 2019). (MDE Definition: A student is considered consistently attending if they attend more than 90% of time the student is enrolled during the school year.)



2018-19					2019-20					2020-21				
Course Type	Sections	Total Students	Unique Students		Course Type	Sections	Total Students	Unique Students		Course Type	Sections	Total Students	Unique Students	
CLEP	1	12	12		CLEP	1	12	12		CLEP	2	18	18	
AP	3	25	15		AP	3	15	13		AP	2	8	8	
PSEO		133	32		PSEO		159	37		PSEO		181	37	
Articulated	8	173	126		Articulated	7	110	102		Articulated	8	153	99	
Concurrent	NA	NA	NA		Concurrent	4	55	40		Concurrent	4	42	34	
Work Experience	4				Work Experience					Work Experience	4	24	7	
<b>Total</b>	<b>16</b>	<b>343</b>			<b>Total</b>	<b>15</b>	<b>351</b>			<b>Total</b>	<b>20</b>	<b>426</b>		

Total Number of Students taking a College Credit					Total Number of Students taking a College Credit					Total Number of Students taking a College Credit				
Total	9	10	11	12	Total	9	10	11	12	Total	9	10	11	12
149	7	11	60	65	133	0	21	53	59	140	12	11	77	52
282	83	62	68	69	259	58	85	55	61	282	77	61	88	56
0.51	0.08	0.18	0.88	0.94	0.51	0.00	0.25	0.96	0.97	0.50	0.16	0.18	0.88	0.93

Work Experience					Work Experience					Number of Students College and/or Career Ready				
Total	9	10	11	12	Total	9	10	11	12	Total	9	10	11	12
3	0	0	2	1	2	0	2	0	0	7	1	3	2	1
282	83	62	68	69	259	58	85	55	61	282	77	61	88	56
0.01	0.00	0.00	0.03	0.01	0.01	0.00	0.02	0.00	0.00	0.02	0.01	0.05	0.02	0.02

Number of Students College and/or Career Ready					Number of Students College and/or Career Ready					Number of Students College and/or Career Ready				
Total	9	10	11	12	Total	9	10	11	12	Total	9	10	11	12
146	7	11	62	66	135	0	23	53	59	147	13	14	79	53
282	83	62	68	69	259	58	85	55	61	282	77	61	88	56
0.52	0.08	0.18	0.91	0.96	0.52	0.00	0.27	0.96	0.97	0.52	0.17	0.23	0.90	0.95

\*Grade level numbers are based upon the Oct. 15 childcount for consistency  
\*\*Student numbers are actual students that remained enrolled in the course without dropping  
\*\*\*Taking a course does not mean that a student passed the course

**Continuous Growth and Improvement: Specific 2021-22 Action Steps**

1. Standards Based Learning/Curriculum Review process (all grade levels, all curricular areas) – working towards consistent alignment with MN Standards for assessments/grading, curriculum and instruction. This is being facilitated by administration and a 1.0 FTE Curriculum Coordinator as focus of PLCs and Staff Development
  - a. Continuous/ increased emphasis on student data/student outcomes:
    - i. How do we know when a student has learned?
    - ii. How do we respond when they don't?
    - iii. How do we respond when they've already learned it?
2. Increased options for credit recovery for high school students to recover credits during the school day, in addition to after school.
3. New mathematics curriculum for grades 5-8, purchased after Standards Based alignment review process summer 2021.
4. Teachers encouraged to visit peer or neighboring district's classrooms for observation and reflection on other teachers' instruction and curriculum implementation strategies.
5. Integration of technology, tablet use and online curriculum resources ongoing. Expand use of effective blended instruction.
6. Expand advertising and recruitment efforts to attract racially diverse teacher and staff candidates.
7. Expansion of Spanish interpretation and support for English Learning students and parents.



**Independent School Dist. No. 857**  
**100 County Road 25**  
**Lewiston, MN 55952**  
**(507) 523-2191**

*Gwen Carman, Superintendent*  
*Cory Hanson, High School Principal • Dave Riebel, Elementary/Intermediate Principal*

**Superintendent's Report to the School Board**  
*Respectfully Submitted by Gwen Carman*  
*November 15, 2021*

### Meeting Agenda Item Notes

**Meeting at the Elementary School:** A reminder that our meeting will be held in the Elementary School Library. Thank you to Principal Riebel for assisting with those details.

On November 9<sup>th</sup>, I met with the Altura City Council to introduce myself. I told them that our January 10<sup>th</sup> meeting will be held there. I suggest we plan to be there by 5:00pm so we can informally tour the building and talk with any Council or community members that might also be there.

**Strategic Planning and World's Best Workforce Plan** Every MN district is required to have a "World's Best Workforce Plan" and then submit to the Board and MDE in December a report on the previous year's goals. The L-A District did not have a plan for 2019-20, and MDE allowed me to not write one for 2020-21 because of the gap and the many challenges of last year. The WBWF plan has specific targeted areas defined by the legislature and requires a 'public meeting' for input. The Board Meeting link includes the WBWF document. At Monday's meeting, I will present a Power Point that highlights the plan I am proposing. I will also include a brief update on Vision review and Strategic Planning goals since it is important that all of these are in alignment.

**Safe Learning Plan:** During my report at the meeting, I will provide an update on our Safe Learning Plan, COVID-19 current data and our safety protocols.

### OTHER UPDATES

**Stadium Lights** It was extremely unfortunate to have one of the stadium lights shut off during the October 20<sup>th</sup> football game. While we had all of the light bulbs replaced this summer, the light poles on the field are 40 years old and much of the coating on the electrical wires has decayed. As the weather was wet and windy that evening, it appears the wires came in contact with the bulb fixture and blew the fuse. While we can 'repair' the light, it appears that without replacing the wiring we are only putting a 'band aid' on the situation. In addition, we have 3 additional poles in a similar condition and at risk of having the same situation repeat itself.

We are having an assessment of the conditions of all of the the entire light poles and recommendations prepared by *Musco Sports Lighting* who is highly recommended by area districts who have had similar work done. They will also be able to assess our speaker situation on the field and get recommendations/cost estimates on how to improve them so that announcers are more clearly heard and understood.

I will keep you informed as I receive more information.

**Community Survey Planning** I had an additional planning discussion with School Perceptions and InGensa regarding the community/staff survey. I anticipate having a draft for your review in December. I look forward to gathering this important data to assist us with long term planning.

**Child Care Needs Analysis Project** As a member of the Lewiston EDA, the need for local childcare, especially for the ages 6 weeks – 33 months has been a topic of discussion because of how this impacts local businesses' ability to attract employees. Cardinal Club accepts children at 33 months years of age. Several local home providers have stopped services in recent months. This situation also impacts our district as an employer. Children's First Financial (funded by Dept of Human Services) is an organization that I have agreed to work with (no cost to the district) on an assessment of our community's situation, an assessment of our Cardinal Club program and finding any potential options for savings/alternative funding sources and the realities of potentially incorporating an infant/toddler program. I am extremely cautious that this can be a reality, but I also understand the need and importance and feel it is worthwhile to explore. Teresa and Kelli Loveless will be a part of this as well. Thank you to Brei too who has also been in some of these discussions. I will keep you informed as this work progresses.

**Vaccination Clinic:** Winona County Public Health will be hosting a vaccination clinic at the Elementary School on Monday, November 22. The time will coincide with Parent-Teacher Conferences so parents have the option to bring their child to conferences as well as receive a COVID-19 vaccination.

**December 13, 2021 Truth in Taxation Hearing** A reminder that next month's meeting will include the annual Truth in Taxation hearing/presentation at 6:00pm. The public will be able to ask questions. I will be presenting the required information.

**Sign at the High School Entrance** I would like to have the concrete sign at the entrance of the high school that says "Lewiston High School" removed because it does not say 'Altura' on it. Please let me know if you have any concerns about this.

**Thank You!**



- On November 1st, a brief ceremony was held to honor former ISD 857 employee Tom Wirt who worked for the district for over 30 years in multiple positions but primarily a bus driver. His wife Betty Wirt had a tree planted and a memorial stone placed outside of the elementary school.

- Thank you to Mr. Ethan Scheck for organizing and facilitating a truly wonderful Veteran’s Day Program. We have numerous local veterans attend and the student audience was so respectful. Thank you to Mr. Wilmes and the choir for a beautiful National Anthem, Mr. Hamilton and the Band for playing “Marches of the Armed Forces”, Vicky and food service staff for arranging for refreshments for the Veterans prior to the program and free ‘to go’ lunches afterwards, and the custodial staff for the set up and clean up. It was wonderful to have Senator Jeremy Miller, Representative Gene Pelowski and student Emma Lee also speak.



- Thank you to Vicky Speltz, Food Service Director, who is having to manage menu adjustments weekly because of the irregularities and unpredictability of food deliveries. This is due to weather issues, driver shortages, etc.

I like to keep this Equity graphic on my report as a reminder of the importance of considering equity in the work we do:

