Regular School Board Meeting
Monday, January 12, 2026 6:00 PM

District Office Board Room
2001 William Avenue
Montevideo, MN 56265

Agenda

1. ROUTINE BUSINESS ITEMS
   - 1.1. Call to Order/Pledge of Allegiance
   - 1.2. Roll Call: Stenson ___ Birhanzl ___ Wibben ___ Shourds ___ Miller ___ and Norman ___.
   - 1.3. Recognition
   - 1.4. Approval of Agenda
   - 1.5. Reorganization of the Board of Education
     - 1.5.1. Election of Officers
       - 1.5.1.1. Chairperson
       - 1.5.1.2. Vice-Chair
       - 1.5.1.3. Clerk
       - 1.5.1.4. Treasurer
     - 1.5.2. Appointment of Board Committees
     - 1.5.3. Annual Designations and Appointments
   - 1.6. Special Presentation
   - 1.7. Approval of Consent Agenda

     (*Any item or items may be pulled off the consent agenda, at the request of any board member, for consideration by the board as a whole.)*
     - 1.7.1. Regular Board of Education Meeting Minutes
     - 1.7.2. Bills
     - 1.7.3. Treasurer's Report
     - 1.7.4. Budget Report
     - 1.7.5. Personnel Actions
       - 1.7.5.1. Employment
       - 1.7.5.2. Resignations/Retirements
       - 1.7.5.3. Reassignments
   - 1.8. Resolution Accepting a Gift, Donation, Contribution or Bequest RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS OR SERVICES DONATION
   - 1.9. Public Forum
   - 1.10. Superintendent's Report
   - 1.11. Board Reports
     - 1.11.1. Board Committees
     - 1.11.2. Student Representative Report
     - 1.11.3. Administrators
2. DISCUSSION ITEMS
   - 2.1. Referendum Update — Superintendent Jamie Skjeveland will provide an update on the February Referendum.
   - 2.2. Policies 514 and 515 have received revisions. These are MSBA model policies. These policy revisions will be brought back to the School Board in February for

formal approval. Policy 535 is a new policy for the first reading. Policy 535 will be brought back in February for formal approval.

2.3. Commissioner's Review and Comment

2.4. First reading of the 26-27 School Calendar.

3. ACTION ITEMS

3.1. Approve policies 501 and 503. These policies were brought to the board for the first reading in December.

3.2. Resolution Appointing Election Judges for the February 10, 2026, School District Special Election.

4. ADJOURNMENT

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS
Minutes of Regular School Board Meeting
Held December 8, 2025, in Montevideo, MN

Chairman Stenson called the regular meeting of the School Board of Independent School District #129 to order at 6:00 p.m. on Monday, December 8, 2025, in the District Board Room of Montevideo Middle School.

Members present were Wibben, Shourds, Norman, Miller, and Stenson. Member Birhanzl arrived at 6:35 p.m. Superintendent Skjeveland and Chief Business Official, Adam Spray, were also present.

Director Shourds made the motion, and Director Miller seconded the motion to approve the agenda as presented. The Motion carried unanimously.

Chief Business Official, Adam Spray, presented the Truth in Taxation report.
The annual audit was presented to the board.

Director Miller made the motion, and Director Norman seconded the motion to approve the Consent Agenda as presented. The Motion carried unanimously.

- Regular Board of Education Meeting Minutes – November 10, 2025
- December Board Bills

TOTAL EXPENDITURES BY FUND		
GENERAL FUND	$	417,871.55
FOOD SERVICE	$	123,032.43
COMMUNITY SERVICES	$	3,943.26
CAPITAL EXPENDITURE	$	78,560.90
BUILDING CONSTRUCTION	$	4,549.64
STUDENT ACTIVITIES	$	1,805.52
MINN RIVER VALLEY ED DIST	$	7,962.26
MRVED COMMUNITY EDUCATION	$	1,763.09
TOTAL BY FUND	**$**	**639,488.65**

- Treasure Report
- Budget Report
- Personnel Actions
  - Employment: Angela Alvarez, Paraprofessional, Sanford Elementary, Emily Vallejo, Preschool Assistant, Hawks Nest, Winter Extracurricular Coaching Assignments

- Approval of Basketball Hoop Free Throw Contest
- Approval of Fundraising Requests
- Resolution Accepting a Gift, Donation, Contribution, or Bequest – J & D Construction, CAVCA (Friendship Homes), and Minnwest Bank all donated $1,000 to the Career Fair.
- Superintendent's Report
- Chairman Wibben provided an update on the MSBA Delegate Assembly, and Chairman Stenson provided an update on the Negotiations process.
- Student Representative Report
- Administrators Report
- Congratulatory Recognition: Congratulations to the Swim team, who went to State, as well as Betty O'Malley, who made it to State in Diving.

Discussion Items: Policies 501 and 503 have received revisions. These are MSBA model policies. These policy revisions will be brought back to the School Board in January for formal approval.
Superintendent Jamie Skjeveland provided an update on the 2026 Referendum.

Action Items:
Motion by Director Birhanzl and seconded by Director Wibben to approve the total Levy amount of $3,474,304.37 as presented. The motion carried.

Motion by Director Birhanzl and seconded by Director Miller to approve the resolution directing recommendations for reductions for the 2026-27 school year. After a roll call vote, all members voted Aye, and the motion carried unanimously.

Motion by Director Norman and seconded by Director Shourds to approve the annual audit as presented. The motion carried.

Motion by Director Miller and seconded by Director Norman to approve policies 414, 416, 418, and 425 as presented. The motion carried.

Motion by Director Wibben and seconded by Director Miller to approve the purchase and installation of cameras on school buses. The motion carried.

Adjournment: Motion by Director Miller and seconded by Director Birhanzl to adjourn the meeting at 7:11 p.m. The motion carried unanimously.

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
JANUARY 12, 2026

Check #	Vendor	Amount	Description
71096	A&B BUSINESS SOLUTIONS	$ 1,535.76	PRINTER LEASES
71097	ABDO LLP	$ 7,250.00	AUDIT SERVICES
71098	ACT INC	$ 406.00	ACT TESTING
71099	AMAZON CAPITAL SERVICES, INC	$ 2,674.37	MISC EXPENSES
71100	AMERICAN WELDING & GAS, INC	$ 5,819.79	AG SHOP SUPPLIES
71101	BARN THEATRE	$ 100.00	PROP RENTAL
71102	BENSON FOOD SERVICE	$ 959.00	PARA CONFERENCE MEALS
71103	BETTERU SOLUTIONS	$ 3,733.00	CONTRACTED SERVICES
71104	BISBEE PLUMBING & HEATING	$ 140,092.02	MHS BOILER/PLUMBING REPAIRS
71105	BRAY ASSOCIATES ARCHITECTS, INC	$ 5,000.00	PHASE 2 REFERENDUM SUPPORT
71106	BSN SPORTS	$ 91.92	PRACTICE JERSEYS
71107	BUILDERS FIRSTSOURCE	$ 187.68	CUSTODIAL SUPPLIES
71108	CENTRAL LAKES RESTAURANT SUPP	$ 1,260.00	DISHWASHER REPAIR
71109	CHAPPEL CENTRAL INC	$ 2,646.62	HVAC CONTRACT/SERVICE CALLS
71110	CHARMTECH LABS LLC (CAPTI)	$ 256.00	CAPTI READBASIX
71111	CHARTER COMMUNICATIONS	$ 309.98	INTERNET/PHONE
71112	CHERRYROAD MEDIA	$ 7,350.00	BROCHURES
71113	CHIPPEWA COUNTY LICENSE BUREA	$ 255.00	LICENSE RENEWALS
71114	CITIZENS ALLIANCE AGENCY	$ 12,854.24	THAWK CARE LIABILITY
71115	CLARA CITY TELEPHONE	$ 479.00	FIBER LEASE
71116	CLEARWAY COMMUNITY SOLAR	$ 14,019.89	SOLAR CREDITS
71117	COLD STONE CREAMERY	$ 1,776.00	CONCESSIONS
71118	COLORADO TIME SYSTEMS	$ 24,390.00	SWIMMING POOL TIMER SYSTEMS
71119	COLUMN SOFTWARE PBC	$ 1,345.66	LEGAL NOTICES
71120	CULLIGAN ULTRAPURE INC	$ 816.15	SALT/WATER
71121	DAYBREAK COMMITTEE	$ 50.00	DAYBREAK DONATION
71122	DC SIGNS	$ 545.00	LANYARDS
71123	DEMCO INC	$ 70.93	CLASSROOM SUPPLIES
71124	DOUBLE D DEVELOPMENT	$ 17,099.68	HAWKS NEST LEASE
71125	DSC COMMUNICATIONS	$ 1,031.00	RADIOS
71126	ECKROTH MUSIC	$ 90.95	BAND MUSIC
71127	ECOLAB PEST ELIMINATION	$ 441.06	PEST ELIMINTATION
71128	EDMENTUM, INC	$ 1,330.00	COURSEWARE
71129	EDYNAMIC LEARNING	$ 1,360.00	BUSINESS ED SUBSCRIPTION
71130	ELECTION SYSTEMS & SOFTWARE IN	$ 1,113.77	ELECTION SUPPLIES
71131	EMPLOYERS PREFERRED INS CO	$ 15,881.00	WORK COMP ENDORSEMENT/ADDL PREMIUM
71132	EXCEL OVERHEAD DOOR	$ 3,370.00	BUS GARAGE DOOR REPAIRS
71133	FASTENAL COMPANY	$ 1,443.50	CUSTODIAL SUPPLIES
71134	FLAGSHIP RECREATION	$ 630.00	PLAYGROUND EQUIPMENT
71135	FOLLET CONTENT SOLUTIONS, LLC	$ 349.85	LIBRARY BOOKS
71136	GRANITE FALLS REDI-MIX	$ 416.25	CONCRETE
71137	GREAT PLAINS NATURAL GAS	$ 13,738.00	NATURAL GAS BILLINGS
71138	HILLYARD FLOOR CARE SUPPLY	$ 8,926.68	CUSTODIAL SUPPLIES
71139	HOMESTORE DESIGN CENTER INC	$ 509.91	CUSTODIAL SUPPLIES
71140	HORIZON POOL SUPPLY	$ 20.15	POOL PARTS
71141	IMAGE PRINTING & GRAPHICS	$ 970.10	ELECTION SUPPLIES
71142	INNOVATIVE OFFICE SOLUTIONS, LLC	$ 260.18	CLASSROOM SUPPLIES
71143	J W PEPPER AND SON INC	$ 157.83	CLASSROOM SUPPLIES
71144	KDMA (AM)/KMGM (FM)	$ 166.00	RADIO ADS
71145	KENNEDY & GRAVEN CHARTERED	$ 397.50	LEGAL SERVICES
71146	LAKE AREA HANDYMAN SERVICE LLC	$ 614.67	POOL TIMER BOARD INSTALLATION

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
JANUARY 12, 2026

71147	LAURITSEN SEPTIC AND DRAIN	$	250.00	DRAIN LINES
71148	LIMITLESS WELDING AND REPAIR LL(	$	2,675.00	REPAIRS TO PAYLOADER
71149	MARCO	$	2,279.12	COPIER LEASE
71150	MARCO TECHNOLOGIES, LLC	$	463.86	STAPLES
71151	MAXWELL MEDALS & AWARDS	$	840.00	YOU BBALL AWARDS
71152	MCCONE FOODS	$	600.00	FFA FUNDRAISER
71153	MDE-MCIS	$	917.80	MCIS - HIGH SCHOOL
71154	MELODY LANES FAMILY ENTERTAINM	$	397.50	FIELD TRIP - MMS
71155	MHS FACULTY LOUNGE, DEB HINDE	$	42.05	PEPSI VENDING
71156	MILLENNIUM THEATER	$	840.00	FIELD TRIP - MMS
71157	MIND YOUR BUSINESS	$	14.53	SHIPPING
71158	MINNESOTA DEPARTMENT OF LABOF	$	145.00	ELEVATOR PERMIT
71159	MINNESOTA WEST CTC-CANBY	$	556.50	FALL PSEO
71160	MITLYNG ELECTRIC & REFRIG.	$	974.00	FREEZER REPAIR/FAN REPAIRS
71161	MMS FACULTY LOUNGE	$	63.24	PEPSI VENDING
71162	MN ASSN OF SEC SCHOOL PRINC	$	600.00	WINTER CONFERENCE
71163	MN FFA	$	697.00	FFA DUES
71164	MN RIVER VALLEY EDUCATION DIST	$	7,148.84	1ST QTR MRVED PROGRAMS
71165	MOLDE'S ELECTRIC & MECHANICAL I	$	111.92	LED UPGRADE
71166	MONTE CANDY CO	$	312.00	CONCESSIONS
71167	MONTE HARDWARE HANK	$	129.94	CUSTODIAL SUPPLIES
71168	MONTEVIDEO MARKET	$	606.82	FACS SUPPLIES
71169	MUD HOLE CUSTOM TACKLE, INC	$	906.08	CLASSROOM SUPPLIES
71170	MYFRUITSALES.COM	$	3,254.50	FFA FUNDRAISER
71171	NEW DOCUMENTS & LABELS INC	$	955.82	FINANCE CHECKS/TAX FORMS
71172	NEW DOMINION SCHOOL	$	6,253.96	IN CARE & TREATMENT SERVICES
71173	NYSTROM PUBLISHING COMPANY IN(	$	2,460.62	ELECTION SUPPLIES
71174	OFFICE OF MNIT SERVICES	$	40.33	COMPUTING SERVICES
71175	OLSEN PLUMBING & HEATING INC	$	1,122.71	PLUMBING REPAIRS
71176	PAAPE ENERGY SERVICES	$	93.75	HVAC CONTROLS
71177	PHILAYA, MATTHEW	$	291.30	FALL PLAY SET SUPPLIES
71178	PREMIER LIFT PRODUCTS INC	$	510.00	LIFT INSPECTION/SERVICE
71179	PRO-ED	$	234.30	OT SEAT TESTING PROTOCALS
71180	RUNNING'S SUPPLY INC	$	490.34	CUSTODIAL SUPPLIES
71181	SARLETTES MUSIC	$	383.50	BAND SUPPLIES
71182	SCHOLASTIC BOOK FAIRS	$	694.45	BOOK FAIR
71183	SCHOOL BOARD GIFT FUND	$	150.00	BOARD MEMBER DEDUCTIONS
71184	SCHOOL SPECIALTY INC	$	143.46	PRINT ROOM SUPPLIES
71185	SEACHANGE PRINT INNOVATIONS	$	422.40	ELECTION SUPPLIES
71186	SOUTHWEST METRO - DEAN LAKES E	$	5,379.90	TUITION BILLING
71187	SW/WC SERVICE COOPERATIVE	$	39,470.51	SECOND QTR BILLING
71188	T & B MINI STORAGE	$	10,000.00	17TH STREET PRACTICE FIELD
71189	TAHER, INC	$	99,979.46	FOOD SERVICE EXPENSES
71190	T-MOBILE	$	89.25	BUS ACCESS POINTS
71191	TOSTENSON LANDFILL	$	4,029.11	LANDFILL FEES
71192	TRANE US INC	$	1,856.00	HVAC REPAIRS
71193	TREVIPAY	$	874.82	MISC EXPENSES
71194	VISA	$	4,276.11	MISC EXPENSES
71195	WEST CENTRAL STEEL, INC	$	1,036.77	AG SHOP SUPPLIES
71196	WEST CENTRAL TROPHIES	$	49.75	YOU BBALL AWARDS
71197	WYHE'S CHOICE FUNDRAISING	$	1,968.50	FUNDRAISERS
9000000150	ARNDT, KRISTI L	$	15.82	BETWEEN BUILDING MILEAGE

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
JANUARY 12, 2026

9000000151	ARNOLD, JILL M	$	36.60	CLASSROOM SUPPLIES
9000000152	BIRHANZL, KATIANNE M	$	101.94	ST COUNCIL SUPPLIES
9000000153	BROWN, ELIZABETH C	$	21.78	CLASSROOM SUPPLIES
9000000154	BROWN, SERENA M	$	28.00	BETWEEN BUILDING MILEAGE
9000000155	CHRISTIANS, DEBRA A	$	369.93	CONCESSIONS
9000000156	DAY, THERESA M	$	71.96	BETWEEN BUILDING MILEAGE
9000000157	DISCOVER YOUR SISU THERAPY SEF	$	4,445.61	CONTRACTED SERVICES
9000000158	FRAGODT, CONNIE	$	60.20	HOME VISIT MILEAGE
9000000159	GEERDES, STACY T	$	19.04	BETWEEN BUILDING MILEAGE
9000000160	HAMPTON, DANIEL H	$	123.97	VIDEO CAMERA SD CARDS
9000000161	HAWKINS INC	$	20.00	POOL CHEMICALS
9000000162	KNOOP, HAYLEY ANNA	$	552.56	CONCESSIONS
9000000163	KNUTSON, PEGGY	$	28.76	CLASSROOM SUPPLIES
9000000164	RIPLEY, SCOTT D	$	205.94	BETWEEN BUILDING MILEAGE
9000000165	SHOEMAKER, BRANDEE	$	124.12	ST COUNCIL SUPPLIES
9000000166	SIEBERT, KATELYN M	$	224.90	MUMMERS PLAY REIMBURSEMENTS
	TOTAL MONTEVIDEO WARRANTS	**$**	**521,126.04**	

MINNESOTA RIVER VALLEY EDUCATION DISTRICT WARRANTS

71074	ACHIEVE TFC, LLC	$	1,521.60	STRATEGIC PLANNING
71075	BERGESON, BRUCE D	$	143.40	PHONE & MILEAGE
71076	CLARA CITY TELEPHONE	$	200.00	FIBER LEASE
71077	CULLIGAN ULTRAPURE INC	$	42.50	WATER
71078	DANA F COLE & COMPANY LLP	$	19,000.00	2024-2025 AUDIT SERVICES
71079	GREAT PLAINS NATURAL GAS	$	904.58	NATURAL GAS BILLING
71080	HILLYARD FLOOR CARE SUPPLY	$	285.96	CUSTODIAL SUPPLIES
71081	HOVLAND, DANIEL J	$	350.07	MEETING REIMBURSEMENTS
71082	ISD #129 - MONTEVIDEO	$	172.24	TITLE III REIMBURSEMENT
71083	ISD #2180-MACCRAY	$	140.00	ABE DAYCARE PROGRAM
71084	ISD #2853-LAC QUI PARLE VALLEY	$	257.44	TITLE III REIMBURSEMENT
71085	ISD #2890-RCW	$	215.30	TITLE III REIMBURSEMENT
71086	MAAP STARS, CO KRISTIN TUEL	$	184.00	MAAP STARS FALL CONFERENCE
71087	MARTIN, SHAWNN	$	142.80	MILEAGE REIMBURSEMENT
71088	MINNESOTA WEST - JACKSON	$	1,250.49	CTE PROGRAMMING
71089	MONTE HARDWARE HANK	$	12.48	CUSTODIAL SUPPLIES
71090	RAYMO, BRANDON J	$	406.00	MILEAGE REIMBURSEMENT
71091	RAYMO, KATIE A	$	207.20	MILEAGE REIMBURSEMENT
71092	SMITH, LAWRENCE D	$	324.80	MILEAGE REIMBURSEMENT
71093	SYRING, SHANTEL R	$	97.02	MILEAGE REIMBURSEMENT
71094	VISA CARDMEMBER SERVICE	$	10,847.21	MISC EXPENSES
71095	WEBB, MARISSA J	$	42.00	MILEAGE REIMBURSEMENT
	TOTAL MRVED WARRANTS	**$**	**36,747.09**	

TOTAL EXPENDITURES BY FUND

GENERAL FUND	$	221,319.89
FOOD SERVICE	$	103,238.23
COMMUNITY SERVICES	$	7,155.14
CAPITAL EXPENDITURE	$	176,201.65
BUILDING CONSTRUCTION	$	-
STUDENT ACTIVIES	$	12,772.89

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
JANUARY 12, 2026

MINN RIVER VALLEY ED DIST	$	30,606.32	
MRVED COMMUNITY EDUCATION	$	6,579.01	
TOTAL BY FUND	**$**	**557,873.13**	

DECEMBER 2025 WIRES / CASH TRANSFERS

12/8/2025	WIRE FROM PMA TO OLD NATIONAL	$	550,000.00	BOARD BILLS
12/12/2025	WIRE FROM PMA TO MINNWEST	$	660,000.00	PAYROLL
12/15/2025	WIRE FROM PMA TO OLD NATIONAL	$	100,000.00	PAYROLL
12/23/2025	TRANSFER FROM INV CHOICE TO CHK	$	5,006.19	INS PAYMENT
12/24/2025	WIRE FROM PMA TO OLD NATIONAL	$	200,000.00	INS PAYMENT
12/30/2025	WIRE FROM PMA TO MINNWEST	$	815,000.00	PAYROLL
12/31/2025	WIRE FROM PMA TO MINNWEST	$	25,000.00	PAYROLL
12/31/2025	WIRE FROM PMA TO OLD NATIONAL	$	100,000.00	PAYROLL

DECEMBER 2025 MANUAL CHECKS

70946	CITY OF MONTEVIDEO UTILITIES	$	3,444.46	CITY UTILITIES
70947	WALMART-CAPITAL ONE	$	1,103.74	MISC SUPPLIES
70948	XCEL ENERGY	$	12,308.98	ELECTRICAL SERVICE
70852	DAKTRONICS	$	(240.00)	LOST CHECK - VOID
71035	DAKTRONICS	$	240.00	REISSUE CHECK
71044	CAPTIVATE MEDIA + CONSULTING	$	5,250.00	REFERENDUM VIDEOS
71045	CARL'S BAKERY	$	1,465.38	CHAMBERLAIN'S FEAST MEALS
71046	CHARTER COMMUNICATIONS	$	309.98	INTERNET & PHONE
71047	FARMERS UNION OIL COMPANY	$	107.97	DRIVER'S ED FUEL
71048	GREAT PLAINS NATURAL GAS	$	9,354.87	NATURAL GAS BILLING
71049	IMPACT APPLICATIONS INC	$	800.00	SUBSCRIPTION RENEWAL
71050	MARCO	$	2,279.12	COPIER LEASE
71051	TREVIPAY	$	620.06	MISC SUPPLIES
71052	VERIZON WIRELESS	$	662.74	MOBILE PHONE SERVICE
71053	FOLEY, ROBERT	$	74.75	COACHES MEMBERSHIP
71054	CENTURYLINK-AZ	$	122.29	ALC PHONE
71055	CITY OF MONTEVIDEO	$	285.98	ALC CITY UTILITIES
71056	GREAT PLAINS NATURAL GAS	$	269.89	ALC NATURAL GAS
71057	MONTEVIDEO AMERICAN LEGION POST 59	$	450.00	CATERING
71058	XCEL ENERGY	$	661.78	ALC ELECTRICAL SERVICE
	TOTAL DECEMBER 2025 MANUAL CHECKS	**$**	**39,571.99**	

DECEMBER 2025 PAYROLL DEDUCT CHECKS/EFT PMTS

US TREAS	US TREASURY	$	132,215.80	FEDERAL PAYROLL TAX
US TREAS	US TREASURY	$	164,823.79	FEDERAL PAYROLL TAX
MN REV	MN DEPARTMENT OF REVENUE	$	20,471.51	STATE WITHHOLDING
MN REV	MN DEPARTMENT OF REVENUE	$	26,160.90	STATE WITHHOLDING
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSO(	$	78,222.44	TRA EFT
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSO(	$	97,745.22	TRA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSO	$	22,794.15	PERA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSO	$	28,169.71	PERA EFT
BCBS	BLUE CROSS BLUE SHIELD OF MINN	$	225,608.00	HEALTH EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	$	29,715.41	PAYROLL 403(B) EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	$	29,777.07	PAYROLL 403(B) EFT

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
JANUARY 12, 2026

71036	AFLAC	$	1,427.41	PAYROLL ACCRUAL
71037	AFSCME COUNCIL 65	$	560.26	PAYROLL ACCRUAL
71038	AVIBEN	$	168.84	PAYROLL ACCRUAL
71039	ISD #129 - MONTEVIDEO	$	2,229.88	PAYROLL ACCRUAL
71040	MEA	$	9,952.37	PAYROLL ACCRUAL
71041	MONTEVIDEO PUBLIC SCHOOL	$	25.00	PAYROLL ACCRUAL
71042	SOUTHWEST INITIATIVE FOUNDATION	$	236.50	PAYROLL ACCRUAL
71043	WI SCTF	$	324.00	PAYROLL ACCRUAL
71059	AFSCME COUNCIL 65	$	613.20	PAYROLL ACCRUAL
71060	ISD #129 - MONTEVIDEO	$	2,056.38	PAYROLL ACCRUAL
71061	MADISON NATIONAL LIFE INS	$	6,094.35	PAYROLL ACCRUAL
71062	MEA	$	9,952.37	PAYROLL ACCRUAL
71063	METLIFE	$	7,976.45	PAYROLL ACCRUAL
71064	MONTEVIDEO PUBLIC SCHOOL	$	20.00	PAYROLL ACCRUAL
71065	NCPERS GROUPE LIFE INS	$	48.00	PAYROLL ACCRUAL
71066	SOUTHWEST INITIATIVE FOUNDATION	$	236.50	PAYROLL ACCRUAL
71067	VSP INSURANCE CO	$	1,622.14	PAYROLL ACCRUAL
71068	WI SCTF	$	324.00	PAYROLL ACCRUAL
	TOTAL PAYROLL CHECKS/EFTS	**$**	**746,697.36**	

DECEMBER 2025 PETTY CASH DISBURSEMENTS

12/18/2025	**VOID**Ellingson, James B.		1/0/1900	Swim Starter 12/18/25
12/18/2025	**VOID**Johnson, Matthew	$	-	GBB Official 12/18/25
12/5/2025	**VOID**Lac Qui Parle Valley High School	$	-	Montevideo 4 Routines for dance comp
12/18/2025	**VOID**Mogard, Ryan	$	-	GBB Official 12/18/25
12/18/2025	**VOID**Schmidgall, John	$	-	GBB Official 12/18/25
12/11/2025	Anderson, June	$	55.00	Online Class - How to Publish Book
12/3/2025	Baynard, Kanoe	$	160.00	BBB Official 12/4/25
12/22/2025	Boesen, Spencer	$	150.00	GBB Official 12/22/25
12/3/2025	BOLD Warrior Basketball Assoc	$	250.00	Montevideo Boys 7th & 8th grade teams
12/11/2025	Bot, Reid	$	160.00	BBB Official 12/11/25
12/3/2025	Brouwer, Tory	$	160.00	GBB Official 12/5/25
12/18/2025	Chase, Dawn	$	225.00	Honorarium for Native Foods Workshop
12/18/2025	Dawson Boyd High School	$	250.00	Dance Invite - Montevideo 4 Routines
12/11/2025	Edwards, Dan	$	160.00	GBB Official 12/16/25
12/22/2025	Gullickson, Vance	$	150.00	GBB Official 12/23/25
12/3/2025	Kilibarda, Mark	$	75.00	BBB JV Official 12/4/25
12/3/2025	Lalim, Jeff	$	75.00	BBB JV Official 12/4/25
12/22/2025	Larson, Brody	$	150.00	GBB Official 12/23/25
12/22/2025	Larson, Cory	$	150.00	GBB Official 12/22/25
12/3/2025	Mages, Julia	$	175.00	Accompanist
12/22/2025	Mages, Julia	$	150.00	Accompanist
12/11/2025	McLain, Rick	$	160.00	BBB Official 12/11/25
12/11/2025	Miller, Blair	$	160.00	BBB Official 12/11/25
12/22/2025	Moeller, Gordy	$	150.00	GBB Official 12/22/25
12/18/2025	MRI Software LLC	$	20.00	INV MRIUS2616154
12/3/2025	Nennen, Wayne	$	160.00	GBB Official 12/5/25
12/3/2025	Powers, Wade	$	160.00	GBB Official 12/5/25
12/22/2025	Schiller, Clint	$	150.00	GBB Official 12/23/25
12/11/2025	Schrupp, Rich	$	160.00	GBB Official 12/16/25

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
JANUARY 12, 2026

12/11/2025	Slaba, Robert	$	160.00	GBB Official 12/16/25
12/11/2025	Souther, Melany	$	165.00	Swim starter 12/11/25
12/18/2025	Subway	$	192.00	Spring Dance for adults w/ disabilities
12/3/2025	Swedzinski, Collin	$	160.00	BBB Official 12/4/25
12/3/2025	Two Rivers Entertainment	$	250.00	Adults w/ Disabilities dance entertainment
12/5/2025	US Post Office	$	462.04	Brochure Mailing
12/22/2025	West Fargo High School	$	100.00	Border Battle - Boys Swimming
12/3/2025	Westby, Phil	$	160.00	BBB Official 12/4/25
12/5/2025	YME Dance Team	$	250.00	Montevideo 4 Routines for dance comp

DECEMBER 2025 PETTY CASH TOTAL $ 5,514.04

Independent School District No. 129
TREASURER'S REPORT TO THE SCHOOL BOARD

Date of Report: January 2026 **For the Month of: December 2025**

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting/Prior Year Adjustments	Balance End of Month
General	1,182,791.54	4,906,129.10	4,892,957.12	-92.07	1,195,871.45
Food Service	487,750.87	296,737.69	123,223.58		661,264.98
Community Service	-477,510.12	197,718.76	152,039.36		-431,830.72
Capital Outlay	-652,182.23	306.34	80,104.36		-731,980.25
Building Construction	499,026.74	1,936.29	4,549.64		496,413.39
Debt Service	1,394,415.29	197,057.88	0.00		1,591,473.17
Flex Benefit	13,591.50	6,516.14	3,845.90		16,261.74
Student Activities	288,826.30	10,660.37	3,433.55		296,053.12
MRVED	2,579,822.19	97,559.39	185,497.42		2,491,884.16
TOTALS	**5,316,532.08**	**5,714,621.96**	**5,445,650.93**	**-92.07**	**5,585,411.04**

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS

Bank	Bank Balance	Outstanding Checks	Outstanding Deposits	Other Reconciling Items	Balance Per Treasurer's Books
Checking					
Old National Bank	$304,928.82	$91,409.65	$1,535.17	-$29,777.07	$ 185,277.27
MinnWest Bank	$45,801.13	$1,421.20		-$26,160.90	$ 18,219.03
Flex Account	$17,530.94	$1,269.20			$ 16,261.74
HS Checking - MW	$2,942.31	$31.18			$ 2,911.13
Trust Accounts			**Interest Rate**		
PMA MN Trust			3.76%		$ 1,367,612.96
PMA - 2025A			3.76%		$ 608,700.80
Liquid Asset Fund			3.69% & 3.78%		$ 168,555.21
Investments		**Maturity Date**			
Co-op Credit Union					$ 329.92
Old National Bank- Scholarship		6/11/2026	4.26%		$ 146,345.83
MN Trust Full Flex (TFed CU), IL		1/31/2026	3.60%		$ 256,597.12
Cornerstone Bank, NE		1/26/2026	4.75%		$ 229,000.00
Farmers & Merchants Union Bank, WI		1/12/2026	4.94%		$ 232,550.00
Financial Federal Bank, TN		1/12/2026	5.05%		$ 232,200.00
Harmony Bank, TX		1/12/2026	4.90%		$ 232,700.00
First National Bank of McGregor, TX		7/21/2026	4.75%		$ 227,900.00
ServisFirst Bank, FL		7/21/2026	4.98%		$ 226,950.00
CIBC Bank USA, MI		1/26/2026	4.31%		$ 235,300.00
First Internet Bank of Indiana, IN		7/27/2026	4.47%		$ 229,700.00
Western Alliance Bank, CA		1/26/2026	4.03%		$ 245,800.00
BOM Bank, LA		1/26/2026	4.08%		$ 245,700.00
Consumers Credit Union, IL		8/28/2026	4.08%		$ 240,100.00
American Commercial Bank & Trust		1/25/2027	3.96%		$ 236,700.00
Investors Choice			0.01%		$ 0.03
Treasurer's Balance Per Books					**$5,585,411.04**

PERIOD ENDING DECEMBER 31, 2025 **MONTEVIDEO PUBLIC SCHOOLS**

2025-2026 BUDGET COMPARISON REPORT

REVENUES	25-26 BUDGET	25-26 YTD RECEIVED	% RECEIVED	24-25 BUDGET	24-25 YTD RECEIVED	% RECEIVED
General Fund-01	$22,086,768.00	$7,287,161.05	32.99%	$21,630,219.00	$6,898,593.12	31.89%
Food Service Fund-02	$1,459,700.00	$318,429.37	21.81%	$1,368,000.00	$375,477.27	27.45%
Community Education Fund-04	$1,692,466.00	$563,770.02	33.31%	$1,654,665.00	$631,540.55	38.17%
Capital Outlay-05	$1,071,069.00	$0.00	0.00%	$1,100,641.00	$12,688.00	1.15%
Building Construction-06	$0.00	$37,503.03	0.00%	$0.00	$0.00	0.00%
Debt Redemption Fund-07	$1,336,387.00	$695,490.70	52.04%	$1,222,749.00	$632,879.90	51.76%
Student Activities - 50	$386,400.00	$77,130.50	19.96%	$386,400.00	$90,276.67	23.36%
TOTAL OF ALL FUNDS	**$28,032,790.00**	**$8,979,484.67**	**32.03%**	**$27,362,674.00**	**$8,641,455.51**	**31.58%**
******Less FUND 06***	***$28,032,790.00***	***$8,941,981.64***	***31.90%***	***$27,362,674.00***	***$8,641,455.51***	***31.58%***

EXPENDITURES	25-26 BUDGET	25-26 YTD EXPENDED	% EXPENDED	24-25 BUDGET	24-25 YTD EXPENDED	% EXPENDED
General Fund-01	$22,080,610.00	$8,646,077.23	39.16%	$21,561,544.00	$7,784,923.18	36.11%
Food Service Fund-02	$1,557,586.00	$483,425.61	31.04%	$1,542,141.00	$547,666.08	35.51%
Community Education Fund-04	$1,623,225.00	$759,932.71	46.82%	$1,651,965.00	$766,329.46	46.39%
Capital Outlay-05	$1,341,873.00	$484,091.49	36.08%	$1,324,600.00	$1,399,834.76	105.68%
Building Construction-06	$0.00	$2,871,026.08	0.00%	$0.00	$0.00	0.00%
Debt Redemption Fund-07	$1,228,638.00	$475.00	0.04%	$1,118,250.00	$712.50	0.06%
Student Activities - 50	$366,800.00	$36,024.75	9.82%	$366,800.00	$45,375.67	12.37%
TOTAL OF ALL FUNDS	**$28,198,732.00**	**$13,281,052.87**	**47.10%**	**$27,565,300.00**	**$10,544,841.65**	**38.25%**
******Less FUND 06***	***$28,198,732.00***	***$10,410,026.79***	***36.92%***	***$27,565,300.00***	***$10,544,841.65***	***38.25%***

January School Board Report

Leadership Committee visiting local residents

The leadership committee at the high school visited 5 local nursing homes before Christmas break. The members of this committee were chosen by coaches and are seen as leaders. They attend monthly leadership meetings. While visiting, we sang carols, made and delivered cards, and played story telling games. Many students felt the impact that we left after many residents were brought to tears and thanked us many times for visiting.

Feedback Response

After each meeting, I send out a recap or update to the students regarding what was discussed. I always ask for feedback and say to reach out with questions, ideas, or concerns. I recently received my first email from a student regarding a lunch menu item. This student was requesting that we have general tso's chicken back. To solve this, I talked with our lunch service staff. They said they would put in a request for it to their company.

Microwaves in the cafeteria

I have heard many students say that they wish there were microwaves in the cafeteria for students to use so they could have more freedom with home lunch items. I decided to address this issue, and I discussed it with Mrs. Maethner. After her approval, I also got approval from the lunch service staff. I discussed this with our custodian, Steve, and he thinks that starting with one microwave would be a great idea. I will be asking student council members if one member would be willing to clean the microwave each week. I still need to talk through funds and other logistics, but this is a good starting spot!

Thank you,
Emmary Birhanzl
School Board Student Representative

January Board Updates

Hawks Nest: Kelly Snell

Winter activities are off to a strong start in Community Education. Youth wrestling, Tae Kwon Do, and music lessons are back in session, with additional January youth enrichment offerings including Curious Kids Science Lab and a Guided Snowshoe Adventure. We will also host several tournaments this month, including youth wrestling tournaments on January 16–17 and a youth basketball tournament on January 31. These events bring many families and visitors to Montevideo, providing a positive boost to our community. We extend a sincere thank you to our custodial staff for their flexibility and support during this especially busy season in our gym spaces.

Early Childhood Family Education (ECFE) has strong offerings this season with parent/child classes such as Let's Hibernate, Music and Movement, Toddler Art, and Super Saturdays. In January, ECFE will also offer a parenting education class focused on "Managing Screen Time," continuing our commitment to supporting families beyond the classroom.

Little Thunder Hawk Care continues to experience staffing shortages. To ensure we remain within required staff-to-child ratios, we will temporarily modify infant room hours from 5:45 a.m.–5:45 p.m. to 7:00 a.m.–5:00 p.m. As a result of staffing challenges, we are also operating below licensed capacity. Once open positions are filled, we will begin enrolling additional children from our waitlist. These adjustments are expected to be temporary, and we appreciate families' understanding as we prioritize safety and quality care.

Students in our programming who are eligible for kindergarten in the fall will complete the second round of FastBridge assessments in January. Results will be shared with families to support informed kindergarten decisions and will also be used by staff to guide instructional planning.

As you can see, our building remains active and engaged. It is a privilege to connect with our community and serve families through Community Education, and we appreciate the continued support of the School Board as this work continues.

MES: Heidi Sachariason

MES FAMILY ENGAGEMENT

MES Hawk News

MES provides families with weekly newsletters. This is a strategy we use at the elementary level to keep families informed. Below are the newsletters we have had for families so far this year. Staff also receive a newsletter each week.

- December 5th MES News for Families
- December 12th MES News for Families
- December 19th MES News for Families

ACHIEVEMENT

New Reading Curriculum
This year, MES is implementing a new k-4 reading curriculum called CKLA Amplify. At this month's board meeting, MES will be presenting to the board about the curriculum.

MMS: Shawn Huntley

Insert Update Here

MHS: Tanya Maethner

Once again, the months continue to fly by and we're approaching the end of the first semester of the 2025-26 school year!

Our Multi-Tiered Systems of Support (MTSS) Student Success Team remains focused on a holistic approach to student achievement. The team is actively collaborating to provide targeted interventions for students currently struggling with grades, attendance, and behavioral expectations. By identifying barriers early, we are working to ensure every student has a pathway to success in Semester 2.

The HAWK Pride team continues to do exceptional work in reinforcing and promoting positive behaviors across the student body. Fun Fact: Our data shows that 98.3% of our students are consistently doing the right thing and behaving appropriately! We are thrilled to announce a significant financial boost to these efforts. The High School HAWK Pride team received a generous donation of $544.02 from Ziggi's Coffee. This contribution was matched by Citizens Alliance Bank, bringing the total to $1,088.04. These funds will be used at the team's discretion to further incentivize and celebrate our students' positive contributions to our school culture.

On December 23, our Student Leadership group and Madrigal Choir served as phenomenal ambassadors for our school. They spent the afternoon spreading holiday cheer throughout the community. The feedback from the public was overwhelmingly positive, and the students were so energized by the experience that they are already looking for more opportunities to engage with the community in this way.

The Montevideo Scholarship Program application portal opened in early December, so seniors are beginning to get those filled out. The deadline is January 30 and we expect 90% of our seniors to fill out at least one of the dozens of applications available to them.

As we reach the conclusion of Semester 1, the energy in the building is shifting toward transition. While students and teachers are wrapping up the semester and looking forward to a new one, the Main Office and Student Center are already looking ahead to the 2026-2027 school year. Preliminary work has begun on student registration and the development of the

Master Schedule to ensure a seamless start next fall. (Many lessons were learned last year and this should be slightly easier with that knowledge!)

Staff members are looking forward to the annual MELT Conference on January 19. Historically, this MRVED combined staff development day is our highest-rated professional development event. Our educators value the opportunity to attend diverse sessions and bring fresh instructional strategies back to their classrooms.

High School staff are currently providing factual information to students regarding the upcoming Referendum. We are encouraging students to engage in the civic process by asking their parents and guardians to VOTE.

Finally, I'd like to extend a heartfelt thank you to the School Board members who stepped in to assist during the "chaos" of the week leading up to the holiday break; in whatever capacity you helped, we appreciate you!

Activities: Michael Trewick

Initiatives

Leadership Program: Better U program led by Scott Bergman. (Former Sauk Centre Hall of Fame coach and Activities Director) Principal Maethner and myself will join Scott in doing an hour with our Head Coaches and I will assist Scott in doing an hour with student leaders. We split this group into 2 separate groups and went to several of our assisted living homes in Montevideo to spread some holiday cheer. The groups sang carols, played games and answered questions for the residents. This was very well received by everyone who was involved.

Hall of Fame: I have begun the process of identifying potential committee members for the hopes of inducting a class next fall. As we progress I will share more information. Dave Shimming has stepped up and become the Chair of this committee. We have formed a group of 7 members that is made up of former athletes, former and current coaches, teachers, community members. The goal is to honor a new group at Homecoming 2026. We have a lot of work to do, but have put together a great group. More details to come on certain details and what the nomination process might look like. I will be part of the committee, but not as a voter. I think this will be a great thing for our community and am very excited to get this started.

Senior and Team Banners: If you are able to get down to our High School gym you will see current team banners hanging in the gym. You will also see our senior banners from all our sports hanging on the railing on the North end. I think this has been a great way to showcase our senior athletes to our community. We will continue adding banners throughout the year.

Winter Activities:

1. Fine Arts Day: Saturday January 17th Hollywood Theatre 6:00

One Act Play: They have practiced both in the High School Cafeteria and now at the Hollywood Theatre. They will perform at Fine Arts Day in preparation for their sub-sections. Gabi Van Sickle is the Director.

Knowledge Bowl: Both our JH and HS programs are off and running. Both teams have been involved in several meets already with the JH team winning the New London-Spicer meet.

Madrigal Choir: Did an awesome job caroling in the downtown area before Christmas.

Boys Swim and Dive: Meets have started including an invitational in Fargo over Christmas. In that invitational they finished the highest that they ever have as a team. They will be participating in the True Team Section Meet in the next couple of weeks. The new scoreboard and timing system is now up and running. Thank you to all those that volunteered numerous hours to get this project completed.

Wrestling: Our United Co-op is off to a great year so far.. Several wrestlers are currently State Ranked and the team is right on the edge of the Top 10 ranked teams. Our one meet in Montevideo was postponed because of weather and we are still trying to find teams to make that match up so our Montevideo Seniors can have one last match in Montevideo.

Dance Team: They have been having a very successful season thus far. They are on track to again compete for a spot in the State Tournament in both Jazz and Kick. We are hosting our Dance Invite on Friday January 9th and our section on 2/7. We have been able to work some things with the schedule to be able to give Dance some much needed gym time this year.

Girls Basketball: This group continues to work and get better each and every day. They were able to pick up their first win over LQPV on autograph night right before the holiday break. With no seniors on the current roster we are looking to do some good things in the future.

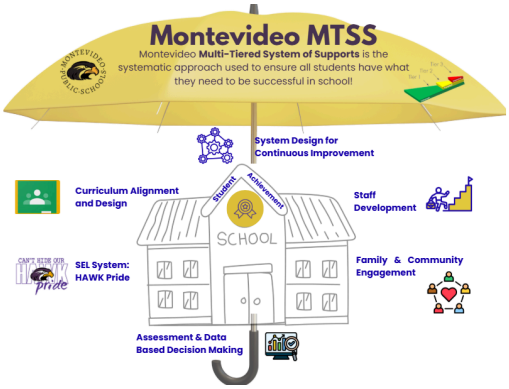
Boys Basketball: This group is off to a fantastic season losing only 1 game so far. The loss was to #2 ranked Morris Area by a couple of points. We have a re-match with them coming up. We are currently the #4 ranked team in the state for class AA. Over break we defeated defending State Champions Albany ending their 39 game win streak. Looking forward to an exciting 2nd half of the season.

JH Basketballs: Both the boys and girls teams for the JH have great numbers and are competing extremely well with the boys 8th grade team winning the BOLD tournament. There is a month left of their season.

MTSS: Heidi Huseby

Hello School Board Members!

Assessment & Data Based Decision Making:



It's that time of the year again… Winter Testing! All students K-8 will be completing their Winter Universal Testing in the month of January. Most students will be starting January 12 and wrap up January 16th. These tests are designed to give general feedback to teachers and families on how students are performing compared to grade level benchmarks. THink of these tests like getting your vitals checked at the doctor. These tests however are not diagnostics. This means a more in depth test may be necessary to determine which skill should an intervention be needed.

This brings us to the next new and exciting change in assessments happening this winter. This year, The MN READ Act requires all students grade 4-12 who are not reading at grade level (locally determined) to take a test called the Capti-Read Basix, which is a diagnostic for identifying needs for specific skills which students need to be able to read. Think of this test like a blood draw when you go to the doctor. This gives detailed data to what is causing a bigger issue (not reading at grade level). We will be administering this test to students that qualify at the end of January. This is exciting in the MTSS world, as the results will give insight to teachers and interventionists as to which specific skills need focus for reading improvement.

Staff Development:

Just a quick update, our teachers will be participating in the MRVED MELT conference session at LQPV Highschool on January 19th. This is a no school day for students. This is where 9 school districts join together in one space (LQPV HS) for a common day of learning sessions. This day typically features over **70 different classes** that teachers, administrators and school staff can choose from, with some popular sessions offered multiple times to accommodate the nearly 700 educators who attend.

514 BULLYING PROHIBITION POLICY

[NOTE: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district

property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school

district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or

reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall

be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history.~~shall take into account the factors specified in Section II.F. of this policy.~~ School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

[NOTE: The language added above appears in Minnesota Statutes, section

121A.031.]

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent~~(s)~~ or guardian~~(s)~~ of students who are targets of bullying or other prohibited conduct and the parent~~(s)~~ or guardian~~(s)~~ of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.]

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

[NOTE: The deleted language appears in Article V. above.]

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who

regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

H. The school district designates [insert name of staff member] as the primary contact person in the school building to receive reports of prohibited conduct

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
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 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. "Work or tasks" are those functions performed by a service animal.

2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance

and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.

B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. Is the service animal required because of a disability; and

2. What work or tasks is the service animal trained to perform.

C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.

D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

A. The service animal must be required for the individual with a disability.

B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

D. The service animal must be housebroken.

E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.

F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.

H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.

C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:

1. Any of the requirements described in Part V., above, are not met.

2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;

3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or

4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.

B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

B. Whether the handler has sufficient control of the miniature horse;

C. Whether the miniature horse is housebroken; and

D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.

B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

515 BOARD POLICY Protection and Privacy of Pupil Records

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 United States Code section 1232g, *et. seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations 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. Policy 515 Page 2 of 44

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 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, video conference, satellite, Internet or other electronic 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

1. **Under federal law**, "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, 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:

a. a student's social security number;

b. 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;

c. 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;

d. personally identifiable data which references religion, race, color, social position, or nationality; or

e. 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: Under the federal Family Educational Rights and Privacy Act (FERPA), the federal definition of "directory information" identifies the types of information that may be specifically referenced as directory information. The federal definition applies to information requests by military recruiting officers, as set out in Article XI below.]

2. **Under Minnesota law**, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

[Minnesota law prohibits schools from designating student contact information as "directory information" despite the FERPA definition. Minnesota schools should comply with Minnesota

law and should not include student contact information in their definition of “directory information.”

This June 2024 revision to the “directory information” section seeks to clarify the law; no substantive change is presented in this revision.]

[NOTE: 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 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.]

[NOTE: The 2024 Minnesota legislature enacted Minnesota Statutes, section 480.40, which includes a law limiting disclosure of personal information concerning “judicial officials.” The new law includes a definition of “judicial official” that school districts can review. “Personal information” about a judicial official includes “the name of any child” and the name of any school that such a child attends if combined with an assertion that the child attends the school. School districts may not “knowingly publicly post, display, publish, sell, or otherwise make available on the Internet the personal information of any judicial official,” including in response to requests for directory information.]

E. Education Records

1. What constitutes “education records”. Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records. The term “education records” does not include:

a. Records of instructional personnel 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 educational 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, 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, 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 after an individual 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. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under

contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's

involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

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

H. Juvenile Justice System

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

I. 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;

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.

J. 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.

K. 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.

L. 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.

M. Responsible Authority

“Responsible authority” means superintendent of schools.

N. 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.

O. 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, as 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.

P. 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.

Q. 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 is 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 educational 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 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the 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 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 United States Code, section 7917 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 that 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 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 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 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 educational 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 educational 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, subdivision 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, subdivision 5. The principal must place the information in the student's educational 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 educational 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;

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 United States Code, section 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 State or Policy 515 Page 18 of 44

tribal laws applicable to protecting the confidentiality of a student's education records.

23. When requested, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

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. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

a. Minnesota Statutes, section 13.32, subdivision 5; and

b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012. Policy 515 Page 19 of 44

2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.

3. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

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 students 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.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

2. The school district shall give annual 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 Policy 515 Page 20 of 44

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.

any or all of those types of information about the student and/or the parent designated as directory information.

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:

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 this provision is private data on individuals, but summary data may be published by the Department of Education.

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, 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.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, 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 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 that 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*.

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

A. The School District will release the names, addresses, electronic email 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; Policy 515 Page 25 of 44

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 superintendent of schools, in writing, by October 1 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 recruiters and post-secondary educational institutions; and

7. Specific category or categories of information which are not to be released to the public, including military recruiters 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. Redisclosure

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. Redisclosure 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 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

(Note: 42 United States Code, section 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.) Policy 515 Page 27 of 44

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 Code of Federal Regulations, section 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 section 99.31(a)(3), or a third party outside of the school district improperly redisclosures 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 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 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 Policy 515 Page 29 of 44

Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 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. Code of Federal Regulations, section 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 Policy 515 Page 30 of 44

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 educational 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; Policy 515 Page 32 of 44

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 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. Policy 515 Page 34 of 44

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 superintendent of schools.

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 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. Policy 515 Page 35 of 44

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. Policy 515 Page 36 of 44

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.

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

Minn. Stat. § 13.32, Subd. 5 (Directory Information)

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 (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, 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. § 480.40 (Personal Information, Dissemination)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

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) Policy 515 Page 37 of 44

20 U.S.C. 7908. (Armed Forces Recruiting Information)

26 U.S.C. §§. 151 and 152 (Internal Revenue Code)

20 U.S.C. § 7917 (Transfer of School Disciplinary Records)

25 U.S.C. § 5304 (Definitions – Tribal Organization)

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. 273 309 (2002)

Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

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 Bus)

MSBA/MASA Model Policy 722 (Public Data Requests)

MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA School Law Bulletin "I" (School

Records - Privacy - Access to Data) Policy 515 Page 38 of 44

Policy 515F

PUBLIC NOTICE

Independent School District No. 186 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 20 U.S.C. section 7917, part of the federal Every Student Succeeds [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. 20202-8520

2. Independent School District No. 186 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 Policy 515 Page 40 of 44

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. 186 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; 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. "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.

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. 186 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, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters 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. 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 BUILDING PRINCIPAL BY SEPTEMBER 1 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.

[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.]

December 17, 2025

Dr. Jamie Skjeveland Superintendent
Montevideo Public School District, ISD #0129-01
2001 William Avenue
Montevideo, MN 56265

Dear Dr. Skjeveland:

Minnesota Statutes, section 123B.71, requires a review and comment statement on the educational and economic advisability of your proposed school construction project. Information supplied by your school district and from Minnesota Department of Education sources is the basis of this review and comment. With this positive review and comment, voter and school board approval are required for Montevideo Public School District, Independent School District #0129-01, to proceed with the proposed projects.

The district shall publish a summary of the review and comment statement (the final two pages) in the legal newspaper of the district at least 48 days, but not more than 70 days, prior to holding a referendum for bonds or soliciting any bids for the construction, expansion, or remodeling of an educational facility. The department may request a statement certifying the publication, and require the submission, review, and approval of preliminary and final construction plan

Minnesota Statutes, section 123B.71, requires the commissioner to include comments from residents of the school district in the review and comment. As of the date of this letter, no public comments have been received. In addition, Minnesota Statutes, section 123B.71, ***requires the school board to discuss the review and comment prior to the sale of general obligation bonds.***

Minnesota Statutes, section 123B.71, ***requires that a school district, prior to occupying a new or renovated facility after July 1, 2002, must submit a certification prepared by a system inspector to the commissioner and the building code official that will provide an occupancy permit.*** The certification must verify that the facility's installed or modified heating, ventilation, and air conditioning system operates according to design specifications and code, a system for monitoring outdoor airflow and total airflow of ventilation systems has been installed, and any installed or modified heating, ventilation, or air conditioning system provides an indoor air quality filtration system that meets ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Standard 52.1.

If you have any questions, please contact Chris Kubesh, Education Finance specialist, at 651-582-8319 or chris.kubesh@state.mn.us. Thank you for working with us to improve school facilities for Minnesota students.

Sincerely,

Willie L. Jett II
Commissioner

cc: Andrew Stenson, School Board Chair

Enclosure

The Commissioner of the Department of Education
Review and Comment on the School Construction
Proposal of Montevideo Public School District, ISD #0129-01

A review and comment must be provided on a school district construction project proposal before the district conducts a referendum, solicits bids, or issues bonds for the project. A project proposal has been submitted for review and comment according to requirements set forth in Minnesota Statutes, section 123B.71, subdivisions 9 and 10, and Minnesota Statutes, section 123B.72. The district provides the following information:

1. The geographic area and population to be served:
    a. preschool through grade 12 student enrollment for the past five years, and
    b. student enrollment projections for the next five years.

2. A list of existing school facilities:
    a. by year constructed,
    b. their uses, and
    c. an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.

3. A list of specific deficiencies of the facility:
    a. demonstrating the need for a new or renovated facility to be provided,
    b. the process used to determine the deficiencies,
    c. a list of those deficiencies that will and will not be addressed by the proposed projects,
    d. a list of specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.

4. A description of the project, including:
    a. specifications of site and outdoor space acreage,
    b. square footage allocations for classrooms, laboratories and support spaces,
    c. estimated expenditures for major portions of the project,
    d. estimated changes in facility operating costs, and
    e. dates the project will begin and be completed.

5. A specification of the source of project financing, including:
    a. applicable statutory citations,
    b. the scheduled date for a bond issue or school board action,
    c. a schedule of payments, including debt service equalization aid, and
    d. the effect of a bond issue on local property taxes by property class and valuation.

6. Documentation obligating the school district and contractors to comply with the following items:
    a. Minnesota Statutes, section 471.345 governing municipal contracts,
    b. sustainable design,
    c. school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including ASHRAE air filtration Standard 52.1,
    d. American National Standards Institute (ANSI) acoustical performance criteria, design requirements and guidelines for schools on maximum background noise levels and reverberation times,
    e. state fire code,
    f. chapter 326B governing building codes, and
    g. consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

Description of Proposed School Construction Project

Montevideo Public School District, ISD 0129-01, is proposing a single question bond referendum on February 10, 2026, that would authorize $42 million in bonding authority to finance district-wide facility improvements. Most of the proposed projects focus on additions and renovations to the high school. Proposed building additions would house an auditorium/music rooms and a weight/fitness area. Other proposed projects include building-wide high school renovations and minor renovations at the elementaries and middle school.

The proposed projects would be scheduled for completion in calendar years 2027 and 2028. Cost estimates by location and project type are as follows:

Project Cost Estimates

Sanford Elementary		**High School**	
Interior Renovations	$652,750	Building Additions:	
Bathroom Upgrades	$60,000	Auditorium / Music Rooms	$12,690,000
PA System Upgrades	$117,321	Weight / Fitness Area	$2,062,500
	$830,071		**$14,752,500**
Middle School		Renovations:	
Interior Renovations	$351,250	Gym Lobby Area	$1,296,000
Entry Canopy Replacement	$157,500	Administrative Office Area	$393,000
	$508,750	Restroom Areas	$670,500
Ramsey Elementary		Locker Rooms	$1,801,250
Interior Renovations	$644,000	Science Rooms	$2,928,000
Bathroom Upgrades	$60,000	Media Center	$390,000
PA System Upgrades	$161,740	Cafeteria	$598,500
	$865,740	Kitchen Area	$1,056,000
Districtwide Costs		Existing Music Area to Cafeteria	$1,564,500
Contingencies	$4,089,718		**$10,697,750**
Fees, Permits & Testing	$4,394,991	Other HS Project Costs:	
FF&E	$1,135,919	Auditorium Furnishings	$2,000,000
Capitalized Interest	$375,000	Kitchen Equipment	$600,000
Bond Issuance	$733,644	Parking Lot / Driveways / Sidewalks	$491,950
	$10,729,272	Fire Suppression Upgrades	$712,611
			$3,804,561
Total Project Costs	**$42,188,644**		

The district last went to the voters in November of 2023 with an unsuccessful two-question bond referendum that would have repurposed the existing middle school to serve as a K-4 elementary school led to the demolition of the two existing elementary schools (Ramsey and Sanford) and proposed an auditorium addition to the high school. The current proposal maintains both aging elementary schools with minor renovations, provides for minor renovations to the middle school and dedicates most of the bond proceeds to additions and renovations at the high school.

The district is projecting stable student enrollment over the next five-year period. The district has supplied cost estimates to operate and staff the additional building space and it appears existing revenues will be sufficient to fund any associated operational cost increases. The proposed projects appear to be in the long-term interest of the school district.

Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

Additional Information is Available

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.

Willie L. Jett II
Commissioner

December 17, 2025

MONTEVIDEO PUBLIC SCHOOLS 2026-27 Draft

Quarter 1

	M	T	W	Th	F
Aug.	17	18	19	20	21
Aug.	24	25	26	27	28
Aug./Sept.	31	1	2	3	4
Sept.	7	8	9	10	11
Sept	14	15	16	17	18
Sept.	21	22	23	24	25
Sept./Oct.	28	29	30	1	2
Oct.	5	6	7	8	9
Oct.	12	13	14	15	16
Oct.	19	20	21	22	23
Oct.	26	27	28	29	30
Nov.	2	3	4	5	6

45 Student Days
2 Workshop Days
2 Staff Development Days

Quarter 2

	M	T	W	Th	F
Nov.	9	10	11	12	13
Nov.	16	17	18	19	20
Nov.	23	24	25	26	27
Nov/Dec.	30	1	2	3	4
Dec.	7	8	9	10	11
Dec.	14	15	16	17	18
Dec.	21	22	23	24	25
Dec./Jan.	28	29	30	31	1
Jan.	4	5	6	7	8
Jan.	11	12	13	14	15
Jan.	18	19	20	21	22

43 Student Days
1 Workshop Day
1 Comp Day
1 Staff Development Day

Quarter 3

	M	T	W	Th	F
Jan.	25	26	27	28	29
Feb.	1	2	3	4	5
Feb.	8	9	10	11	12
Feb.	15	16	17	18	19
Feb.	22	23	24	25	26
Mar.	1	2	3	4	5
Mar.	8	9	10	11	12
Mar.	15	16	17	18	19
Mar.	22	23	24	25	26

41 Student Days
1 Staff Development Day

Quarter 4

	M	T	W	Th	F
Mar./Apr.	29	30	31	1	2
Apr.	5	6	7	8	9
Apr.	12	13	14	15	16
Apr.	19	20	21	22	23
Apr.	26	27	28	29	30
May	3	4	5	6	7
May	10	11	12	13	14
May	17	18	19	20	21
May	24	25	26	27	28
May/June	31	1	2	3	4

45 Student Days
1 Workshop Day

Aug. 19, 20	New Teacher Workshop
Aug. 24, 25, 26	Workshop/Staff Development days
Aug. 31	First day of school for students
Sept. 4	No School
Sept. 7	Labor Day—No School
Sept. 18	Early Dismissal - Staff Development
Oct. 2	Early Dismissal -Staff Development
Oct. 14	Staff Development - No School for Students
Oct. 15-16	Fall Break– No School
Nov. 6	Early Dismissal & End of Quarter 1
Nov. 9	First day of Quarter 2
Nov. 23	Parent Teacher Conferences 4pm-8pm
Nov. 24	Parent Teacher Conferences 8am-8pm—No school for students
Nov. 25	Teacher Comp Day
Nov. 26-27	Thanksgiving
Dec. 11	Early Dismissal –Staff Development
Dec. 24-Jan. 1	Winter Break – No School
Jan. 18	Staff Development Day-No School for students
Jan. 22	Early Dismissal-End of Quarter 2
Jan. 25	First day of Quarter 3
Feb. 12 & 15	Presidents' Day Break - No School
Feb. 19	Early Dismissal-Staff Development
Mar. 12	Early Dismissal-Staff Development
Mar. 24	Early Dismissal-End of Quarter 3
Mar. 25	Staff Development Day-No School for students
Mar. 26	Spring Break
March 29	First day of Quarter 4
April 16	Early Dismissal—Staff Development
May 7	Early Dismissal - Staff Development
May 28	Graduation
May 28	Last day of school for students
June 1	Teacher Workshop

Snow Day Make-Up Dates
If days needs to be made up the following dates, in order, will be used:
#1 February 12
#2 February 15
#3 March 29

174 Student Days
4 Wksp./Conf. Days
4 Staff Dev. Days
1 Comp Day
183 Days

Early Dismissal

Ramsey	1:15 p.m.
Sanford	1:20 p.m.
MHS	1:25 p.m.
MMS	1:30 p.m.

	First Day of Quarter	△	Early Dismissal - Staff Development
	Last Day of Quarter	◇	Common In-service w/ Neighboring Schools
	No School	☆	Teachers' Comp Day - No School for Students
○	Workshop - No School for Students	◇	Staff Development Day - No School for Students
	Parent-Teacher Conferences		

CERTIFICATION OF MINUTES RELATING

TO

SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 129
(MONTEVIDEO PUBLIC SCHOOLS)

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A Regular meeting, held January 12, 2026, at 6:00 o'clock p.m., in the School District Board Room.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents attached: Extract of Minutes of said meeting.

RESOLUTION APPOINTING ELECTION JUDGES
FOR THE FEBRUARY 10, 2026
SCHOOL DISTRICT SPECIAL ELECTION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this 12th day of January, 2026.

_____
School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 129
(MONTEVIDEO PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a Regular meeting of the School Board of Independent School District No. 129 (Montevideo Public Schools), State of Minnesota, was duly held in the School District on January 12, 2026, at 6:00 o'clock p.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

RESOLUTION APPOINTING ELECTION JUDGES
FOR THE FEBRUARY 10, 2026
SCHOOL DISTRICT SPECIAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 129, State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on February 10, 2026, to act as such at the combined polling place listed on said exhibit.

2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the School Board for canvass in the manner provided for other school district elections.

3. The School District Clerk and the Clerk's designee are hereby authorized to appoint additional election judges, as needed, to fill vacancies that may occur on or before election day.

The motion for the adoption of the foregoing resolution was duly seconded by_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

COMBINED POLLING PLACE
National Guard Training & Community Center

ELECTION JUDGES
Head Election Judges – Lavonne Stegeman and Carol Hayunga

Becky Amborn
Bonnie Crosby
Jeanne Dann
Pam Eklund
Beth Hampton
Lyle Henning
Deb Hinde
Karen Jacobson
Sue Just
Jeanna King
Kathy Leindecker
Marie Pederson
Dorothy Schultz