

Regular Meeting

Wednesday, March 11, 2026 7:00 AM

Independent School District #2910, 604 West Thorpe Avenue, Ada, Minnesota
56510

I. **Chairperson - Call to order by Chairperson**
_____ at _____ and declaration of
a quorum.

II. **Attendance:**

III. **Pledge of Allegiance**

IV. **Adoption of Agenda**

V. **Public Input**

VI. **School Board Member Comments**

VII. **Budget Report**

VIII. **Administrative Reports**

VIII.A. Superintendent or Business Manager Report

VIII.B. High School Principal

VIII.C. Elementary Principal

VIII.D. Activities Director

VIII.E. **Committees**

VIII.E.1. Community Ed

VIII.E.2. Policy

VIII.E.3. Negotiations

VIII.E.4. HS MEEP

IX. **Consideration/Approval of district invoices**

X. **Old or Unfinished Business**

XI. **New Business**

XI.A. Consent Agenda (A)

XI.A.1. Approve minutes from February 17 regular
meeting

XI.B. Accept Donations

XI.C. Personnel

XI.C.1. Accept the resignation of Abbie Savage as
Agricultural Education and FFA Advisor at the end

of the school year and approve posting for the position (A)

XI.C.2. Accept the resignation of Janna Engel as Head VB coach and approve posting for the position (A)

XI.C.3. Approve the lane change request for Emily Brue from BA20 to MA (A)

XI.D. School Board Decision on make up date for Nov 7 missed school day

XI.E. Approve the quote from Minnesota Sodding Company for baseball field maintenance (A)

XI.F. Approve the following policies for their first and final reading (A) -
410 - Family & Medical Leave
503 - Student Attendance
515 - Protection & Privacy of Pupil Records
615 - Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plans and LEP Students
701 - Establishment & Adoption of School District Budget

XI.G. Approve the following policies for their first reading (A) -
213 - School Board Committees
606.5 - Library Materials
722 - Public Data Requests

XI.H. Approving removing the following policies (A) -
537 - Pediculosis
617 - School District Ensurance of Preparatory and High School Standards
715 - Transportation Charge

XI.I. Discussion on current cell phone policy (D)

XII. Board Business Reflection

XIII. Adjourn

Next Regular School Board Meeting Date:

Time: _____

Ada-Borup-West Public Schools

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2322	2910	STAC														
FFA: Payments/Donations				2333	Credit	A	02/03/26	1090	Check	1						
						2910	R 21 300 298	301 099	714	SA - FFA Rev					966.00	0.00
														Receipt Total:	\$966.00	\$0.00
														Deposit Total:	\$966.00	\$0.00
2323	2910	STAC														
B/GBB vs M/W 2/9/26				2334	Credit	A	02/10/26	1091	Check	1						
						2910	R 21 300 298	301 099	712	SA - Concessions Rev					3,228.00	0.00
														Receipt Total:	\$3,228.00	\$0.00
														Deposit Total:	\$3,228.00	\$0.00
2324	2910	STAC														
BBB: Lee Bros Test Dr				2335	Credit	A	02/10/26	1092	Check	1						
						2910	R 21 300 294	301 099	703	SA - BBB Rev					500.00	0.00
														Receipt Total:	\$500.00	\$0.00
														Deposit Total:	\$500.00	\$0.00
2325	2910	STAC														
CU: Split the Pot G/BBB vs M/W				2336	Credit	A	02/10/26	1093	Check	1						
						2910	R 21 300 298	301 099	711	SA - Close Up Rev					173.00	0.00
														Receipt Total:	\$173.00	\$0.00
														Deposit Total:	\$173.00	\$0.00
2326	2910	STAC														
Conc: B/GBB vs DGF 2/10				2337	Credit	A	02/12/26	1095	Check	1						
						2910	R 21 300 298	301 099	712	SA - Concessions Rev					2,315.89	0.00
														Receipt Total:	\$2,315.89	\$0.00
														Deposit Total:	\$2,315.89	\$0.00
2327	2910	STAC														
FCCLA: B/GBB vs DGF				2338	Credit	A	02/12/26	1094	Check	1						
						2910	R 21 300 298	301 099	713	SA - FCCLA Rev					610.00	0.00
														Receipt Total:	\$610.00	\$0.00
														Deposit Total:	\$610.00	\$0.00

Ada-Borup-West Public Schools

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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2328	2910	STAC														
GBB: Clothes																
				2339	Credit	A	02/12/26	1098	Check	1						
							2910	R	21	300	296	301	099	717	SA - GBB Rev	
															460.00	0.00
														Receipt Total:	\$460.00	\$0.00
														Deposit Total:	\$460.00	\$0.00
2329	2910	STAC														
CU: KRJB Video																
				2340	Credit	A	02/12/26	1097	Check	1						
							2910	R	21	300	298	301	099	711	SA - Close Up Rev	
															240.00	0.00
														Receipt Total:	\$240.00	\$0.00
														Deposit Total:	\$240.00	\$0.00
2330	2910	STAC														
Split the Pot G/BBB vs DGF																
				2341	Credit	A	02/12/26	1096	Check	1						
							2910	R	21	300	298	301	099	711	SA - Close Up Rev	
															201.00	0.00
														Receipt Total:	\$201.00	\$0.00
														Deposit Total:	\$201.00	\$0.00
2331	2910	STAC														
Conc: BBB vs Thompson																
				2342	Credit	A	02/18/26	1099	Check	1						
							2910	R	21	300	298	301	099	712	SA - Concessions Rev	
															1,601.00	0.00
														Receipt Total:	\$1,601.00	\$0.00
														Deposit Total:	\$1,601.00	\$0.00
2332	2910	STAC														
CU: Pizza Fundraiser																
				2343	Credit	A	02/19/26	1101	Check	1						
							2910	R	21	300	298	301	099	711	SA - Close Up Rev	
															6,317.00	0.00
														Receipt Total:	\$6,317.00	\$0.00
														Deposit Total:	\$6,317.00	\$0.00
2333	2910	STAC														
CU: Donation fr CHS																
				2344	Credit	A	02/19/26	1100	Check	1						
							2910	R	21	300	298	301	099	711	SA - Close Up Rev	
															300.00	0.00
														Receipt Total:	\$300.00	\$0.00
														Deposit Total:	\$300.00	\$0.00

Ada-Borup-West Public Schools

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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2334	2910	STAC														
Trap: Midway USA Foundation																
			2345	Credit	A	02/23/26	1104	Check	1	Misc						
			2910	R	21	300	298	301	099	732	SA - Trap Team Rev				11,721.00	0.00
														Receipt Total:	\$11,721.00	\$0.00
														Deposit Total:	\$11,721.00	\$0.00
2335	2910	STAC														
Conc: BBB vs EGF 2/20/26																
			2346	Credit	A	02/23/26	1102	Check	1	Misc						
			2910	R	21	300	298	301	099	712	SA - Concessions Rev				1,567.00	0.00
														Receipt Total:	\$1,567.00	\$0.00
														Deposit Total:	\$1,567.00	\$0.00
2336	2910	STAC														
FCCLA: Formal Dance 2/20/26																
			2347	Credit	V	02/23/26	1103	Check	1	Misc						
			2910	R	21	300	298	301	099	713	SA - FCCLA Rev				934.26	0.00
														Receipt Total:	\$934.26	\$0.00
Original Receipt # 2347																
			2359	Credit	V	02/23/26	1103	Check-V	1	Misc						
			2910	R	21	300	298	301	099	713					(934.26)	0.00
														Receipt Total:	(\$934.26)	\$0.00
														Deposit Total:	\$0.00	\$0.00
2337	2910	STAC														
SC: Pencil Money																
			2348	Credit	A	02/26/26	1108	Check	1	Misc						
			2910	R	21	300	298	301	099	722	SA - Student Council Rev				48.00	0.00
														Receipt Total:	\$48.00	\$0.00
														Deposit Total:	\$48.00	\$0.00
2338	2910	STAC														
FCCLA: V Cookie Sales																
			2349	Credit	A	02/26/26	1107	Check	1	Misc						
			2910	R	21	300	298	301	099	713	SA - FCCLA Rev				1,880.50	0.00
														Receipt Total:	\$1,880.50	\$0.00
														Deposit Total:	\$1,880.50	\$0.00

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2339	2910	STAC														
Conc: Booster Club Reimb																
			2350	Credit	A	02/26/26	1106	Check	1	Misc						
						2910	R 21 300 298 301 099 712			SA - Concessions Rev					1,154.67	0.00
														Receipt Total:	\$1,154.67	\$0.00
														Deposit Total:	\$1,154.67	\$0.00
2340	2910	STAC														
CU: Pizza Sales																
			2351	Credit	A	02/26/26	1105	Check	1	Misc						
						2910	R 21 300 298 301 099 711			SA - Close Up Rev					482.00	0.00
														Receipt Total:	\$482.00	\$0.00
														Deposit Total:	\$482.00	\$0.00
2341	2910	STAC														
GBB: Booster Hotel Reimb																
			2352	Credit	A	02/27/26	1111	Check	1	Misc						
						2910	R 21 300 296 301 099 717			SA - GBB Rev					1,923.50	0.00
														Receipt Total:	\$1,923.50	\$0.00
														Deposit Total:	\$1,923.50	\$0.00
2342	2910	STAC														
BBB: Booster Hotel Reimb																
			2353	Credit	A	02/27/26	1110	Check	1	Misc						
						2910	R 21 300 294 301 099 703			SA - BBB Rev					1,923.51	0.00
														Receipt Total:	\$1,923.51	\$0.00
														Deposit Total:	\$1,923.51	\$0.00
2343	2910	STAC														
Cl 26: Trip Donation S&A																
			2354	Credit	A	02/27/26	1109	Check	1	Misc						
						2910	R 21 300 298 301 099 727			SA - Class of 2026 Rev					1,500.00	0.00
														Receipt Total:	\$1,500.00	\$0.00
														Deposit Total:	\$1,500.00	\$0.00
2344	2910	RAM														
MDE																
			2355	Credit	A	02/15/26		Check	1	Misc						
						2910	R 01 005 000 343 300 000			State Aids/Grants - Library Ai					1,134.28	0.00
						2910	R 01 005 000 000 211 000			General Ed Aid					384,176.69	0.00
														Receipt Total:	\$385,310.97	\$0.00
														Deposit Total:	\$385,310.97	\$0.00

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2345	2910	RAM														
MDE			2356	Credit	A	02/28/26		Check	1	Misc						
						2910	R 01 005 865 000 317 000			LTFM State Aid				784.62		0.00
						2910	R 07 005 865 000 317 000			LTFM State Aid				651.00		0.00
						2910	R 01 005 000 373 300 000			State Aids/Grants - Sutdent				1,200.00		0.00
						2910	R 01 005 000 000 211 000			General Ed Aid				454,458.55		0.00
Receipt Total:														\$457,094.17		\$0.00
Deposit Total:														\$457,094.17		\$0.00
2346	2910	RAM														
District Deposit			2357	Credit	A	02/27/26		Check	1	Misc						
						2910	B 28 215 025			Health Insurance				3,343.17		0.00
						2910	R 01 005 000 000 019 000			Misc County Tax Revenue				1,317.16		0.00
						2910	R 01 005 020 000 021 000			Shared Supt Rev from other				11,149.74		0.00
						2910	R 01 200 420 372 071 000			Dept of Human Services Per				1,095.63		0.00
						2910	R 01 005 000 000 050 000			iPad Fees				60.00		0.00
						2910	R 01 005 000 000 099 002			AB Booster Club Donations				1,000.00		0.00
						2910	R 01 005 000 000 093 000			Facility Rental				500.00		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				50.00		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				58.58		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				110.00		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				71.49		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				200.00		0.00
						2910	R 01 005 000 000 096 000			Gifts And Bequests				500.00		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				1,000.00		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				1,666.80		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				150.00		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				3,967.85		0.00
						2910	R 01 300 292 000 021 000			Rev/Other MN Dists				570.00		0.00
						2910	R 01 300 298 000 050 002			Fees from Student Activity Ac				13,344.21		0.00
						2910	R 01 300 292 000 060 000			Gate Receipts				601.00		0.00
						2910	R 01 300 292 000 060 000			Gate Receipts				2,092.00		0.00
						2910	R 01 300 292 000 060 000			Gate Receipts				878.00		0.00
						2910	R 02 005 770 701 601 000			Student Food Service Sales				1,086.00		0.00
						2910	R 02 005 770 701 601 000			Student Food Service Sales				742.00		0.00
						2910	R 02 005 770 701 601 000			Student Food Service Sales				1,470.00		0.00

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2346	2910	RAM														
District Deposit																
			2357	Credit	A	02/27/26		Check	1	Misc						
						2910	R 02 005 770 707 601 000			Ala Carte Sales					1,002.09	0.00
						2910	R 04 005 505 321 050 206			Drivers Ed Fees					350.00	0.00
						2910	R 04 005 505 321 050 000			Comm Ed Fees					500.00	0.00
Receipt Total:														\$48,875.72	\$0.00	
Deposit Total:														\$48,875.72	\$0.00	
2347	2910	RAM														
Online Payments																
			2358	Credit	A	02/28/26		Check	1	Misc						
						2910	R 01 300 292 000 050 000			Participation Fees					200.00	0.00
						2910	R 02 005 770 701 601 000			Student Food Service Sales					975.25	0.00
Receipt Total:														\$1,175.25	\$0.00	
Deposit Total:														\$1,175.25	\$0.00	
2348	2910	STAC														
FCCLA: Formal Dance 2/20/26																
			2360	Credit	A	02/23/26	1103-1	Check	1	Misc						
						2910	R 21 300 298 301 099 714			SA - FFA Rev					934.01	0.00
Receipt Total:														\$934.01	\$0.00	
Deposit Total:														\$934.01	\$0.00	
Report Total:														\$932,502.19	\$0.00	

INDEPENDENT SCHOOL DISTRICT #2910
 ADA, MINNESOTA 56510
 TREASURER'S REPORT TO SCHOOL BOARD

Date of Report 3/9/2026

For the Month of February 2026

FUNDS	Beginning Balance	Debits	Credits	Ending Balance	Adjustments	Ending Balance	Prior year Balance
General Fund							
Cash	\$568,950.60	\$1,050,486.53	\$966,446.37	\$652,990.76	\$0.00	\$652,990.76	\$271,572.48
Investments	\$4,259,175.69	\$285.46	\$155,524.43	\$4,103,936.72	\$0.00	\$4,103,936.72	\$4,064,900.55
Food Service Fund	\$41,758.17	\$5,275.34	\$65,338.80	-\$18,305.29	\$0.00	-\$18,305.29	\$61,764.49
Payroll	-\$120,878.17	\$406,037.52	\$406,330.94	-\$121,171.59	\$0.00	-\$121,171.59	\$ (135,125.93)
Community Service	\$235,242.51	\$850.00	\$8,414.52	\$227,677.99	\$0.00	\$227,677.99	\$ 251,027.46
Building Construction							
Cash	\$0.00			\$0.00	\$0.00	\$0.00	\$ -
Investments	\$0.00			\$0.00	\$0.00	\$0.00	\$ (0.00)
Cash Debt Redemption	\$32,773.27	\$651.00		\$33,424.27	\$0.00	\$33,424.27	\$ (26,406.77)
TOTALS	\$5,017,022.07	\$1,463,585.85	\$1,602,055.06	\$4,878,552.86	\$0.00	\$4,878,552.86	\$4,487,732.28

DESCRIPTION	Bank Stmt Balance	O/S Checks	O/S Deposits	Other Reconciling Items	Book Balance
BMO - ABW	\$394,579.74	\$160,338.79		\$0.00	\$234,240.95
BMO - AB	\$0.00	\$0.00			\$0.00
Frandsen Bank & Trust - ABW	\$242,730.00	\$106,085.88	\$0.00	\$0.00	\$136,644.12
Fransen Bank & Trust - AB	\$37,517.50	\$0.00			\$37,517.50
Frandsen Bank & Trust- MM	\$13,327.86				\$13,327.86
BMO - MM	\$16,563.81				\$16,563.81
BMO/Flex	\$3,682.55				\$3,682.55
Northwestern Bank	\$203,554.42	0		-\$12,901.92	\$190,652.50
Red River Bank	\$138,386.85	0			\$138,386.85
MSDLAF	\$4,055,157.44				\$4,055,157.44
MN Trust/PMA	\$48,779.28				\$48,779.28
Petty Cash	\$3,500.00				\$3,500.00
Cash on Hand	\$100.00				\$100.00
Imprest Cash	\$0.00				\$0.00
Balance Per Books					\$4,878,552.86

OPERATING FUNDS

General Cash 01	\$652,990.76
Total 01	\$4,756,927.48
Checking 02	-\$18,305.29
Payroll 28	-\$121,171.59
Checking 04	\$227,677.99

Total Operating	\$4,845,128.59
Building Construction	\$0.00
Debt Redemption	\$33,424.27
Total All Funds	\$4,878,552.86

Ada-Borup-West ISD 2910

EXPENDITURES (Through Feb)

FUND	FY26 Exp	FY26 Budget	FY26 %	FY25 Exp	FY25 Final	FY25 %	FY24 Exp	FY24 Final	FY24 %
General	\$ 6,558,572	\$ 10,987,142	60%	\$ 7,111,198	\$ 11,691,610	61%	\$ 6,374,345	\$ 10,722,517	59%
Food Service	\$ 423,511	\$ 677,192	63%	\$ 424,311	\$ 705,184	60%	\$ 377,803	\$ 656,006	58%
Community Service	\$ 76,059	\$ 156,214	49%	\$ 64,277	\$ 170,531	38%	\$ 82,131	\$ 161,032	51%
Debt Service	\$ 1,051,180	\$ 1,051,919	100%	\$ 1,044,105	\$ 1,044,105	100%	\$ 1,052,326	\$ 1,052,326	100%
TOTAL	\$ 8,109,322	\$ 12,872,467	63%	\$ 8,643,891	\$ 13,611,430	64%	\$ 7,886,605	\$ 12,591,881	63%

REVENUES (Through Feb)

FUND	FY26 Rev	FY26 Budget	FY26 %	FY25 Rev	FY25 Final	FY25 %	FY24 Exp	FY24 Final	FY24 %
General	\$ 6,102,746	\$ 11,024,521	55%	\$ 5,724,993	\$ 11,169,238	51%	\$ 5,500,075	\$ 11,331,841	49%
Food Service	\$ 297,712	\$ 688,700	43%	\$ 375,342	\$ 698,085	54%	\$ 392,150	\$ 714,116	55%
Community Service	\$ 55,985	\$ 167,460	33%	\$ 70,823	\$ 175,430	40%	\$ 63,863	\$ 170,474	37%
Debt Service	\$ 769,590	\$ 1,102,305	70%	\$ 723,941	\$ 1,009,229	72%	\$ 757,902	\$ 1,044,526	73%
TOTAL	\$ 7,226,033	\$ 12,982,986	56%	\$ 6,895,099	\$ 13,051,982	53%	\$ 6,713,990	\$ 13,260,957	51%

ADA-BORUP-WEST PUBLIC SCHOOLS

Independent School District No. 2910
604 West Thorpe Avenue
Ada, Minnesota 56510

High School: 218-784-5300 / Elementary: 218-784-5303



Aaron Cook, Superintendent
Josh Carlson, High School Principal
Bree Triplett, Elementary Principal

High School/Elementary Fax: 218-784-3475

"The mission of the Ada-Borup-West School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

March 5, 2026

Superintendent Report

March 2026 School Board Meeting

1. Enrollment
 - a. PreK-12: 663 (599 K-12)
 - i. Down 7 (prek-12) from prior meeting
2. Legislative Update
 - a. Capital Meetings
 - b. State Budget Forecast
 - i. \$3.7B surplus for 26-27 (\$1.3B higher than Nov Est)
 - ii. Slight surplus in 28-29, but structural deficit still remains
3. Baseball field Maintenance
 - a. Need approval on quote from MN sodding company - \$50,729
 - b. \$35K budgeted in FY27 LTFM plan, city approved paying \$15,000
4. Nov 7 (State VB) Make up Day Options
 - a. Staff and Student day on Monday April 6
 - b. Staff only day on May 27
 - c. Have staff document additional hours
5. Policy Updates
 - a. MSBA updates to policies – 410, 503, 515, 615, 701
 - b. Recommend adding policies –
 - i. 213 School Board Committees
 - ii. 606.5 Library Materials
 - iii. 722 Public Data requests
 - c. Recommend removal of following policies as MSBA no longer has them –
 - i. 537 – Pediculosis
 - ii. 617 – School District Ensurance of Preparatory and High School Standards
 - iii. 715 – Transportation Charge
6. Other

ADA-BORUP-WEST PUBLIC SCHOOLS

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604 West Thorpe Avenue
Ada, Minnesota 56510

High School: 218-784-5300 / Elementary: 218-784-5303



Aaron Cook, Superintendent
Josh Carlson, High School Principal
Bree Triplett, Elementary Principal

High School/Elementary Fax: 218-784-3475

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3/11/26

High School School Board Notes

1. Master Schedule
 - a. Leadership Team-Initial problem solving
 - b. HS Teachers-gave individual PLC feedback
 - c. Game Plan-finalize this week, build 2026-27 schedule, register
2. Q3 Unplugged Day
 - a. March 11th
3. Senior Trip
 - a. March 20th-21st
 - b. Itinerary
 - c. Expectations
 - d. Chaperones
4. Forensics Trip
 - a. BCA Field Trip (Bemidji)
5. 10th Grade Career Day/ACT(Juniors)
 - a. 10th-local area businesses
 - b. ACT Numbers Testing
 - c. March 24th
6. Community Ed
 - a. Self Defense
 - b. Shamrocks & Shenanigans
 - c. Mural All Stars Vs Staff

This institution is an equal opportunity provider and employer.

ADA-BORUP-WEST PUBLIC SCHOOLS

Independent School District No. 2910
604 West Thorpe Avenue
Ada, Minnesota 56510

High School: 218-784-5300 / Elementary: 218-784-5303



Aaron Cook, Superintendent
Josh Carlson, High School Principal
Bree Triplett, Elementary Principal

High School/Elementary Fax: 218-784-3475

"The mission of the Ada-Borup-West School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

School Board Notes: March 2026

- Parent/Teacher Conferences
 - Attendance

- I Love to Read Month/ Read Across America
 - Thank you to our I Love to Read Committee
 - Masked Reader Assemblies

- PAWgress Update
 - Capti/ReadBasix
 - Standards Analysis
 - MCA Prep

- MCA Updates
 - Schedules on Website
 - Scheduling Small Groupings

- Preschool Screening
 - Two Screening Days
 - March 9th and 23rd

- 4th, 5th Grade Knowledge Bowl Meet
 - April 1st @ 12:30 PM

- Behavior Blitz
 - 4th and 5th Grade Rotations
 - Cougar Coupons

This institution is an equal opportunity provider and employer.

Ada-Borup-West Board of Education
Dena Bishop – Faye DeLong – Janna Engel – Josh Visser
Gretchen Rockstad – Nancy Crompton – Barb Spilde



Ada-Borup-West

Activities Director March Board Notes



- **Girls Basketball-** Finished the season 11-13. Received the #11 seed. In the playoffs the girls beat lost to #6 seed Park Christian. Great season girls!
- **Boys Basketball-** Finished the season 14-14 & received the #12 seed beat #21 seed Battle Lake. Played and lost to #5 seed Hillcrest Lutheran Academy.
- **eSports-Fortnite-**Regular Season is complete. Several teams came just short of qualifying for state. Marvel Rivals (Zuko U, Alex B, Chase T, Bella B, Destinee Y, Josiah S) finished 3rd in their Section. Minecraft Bedwars (Cory W, Michael S, Josiah S, Chase T) also finished 3rd in their Section. In both of those games the top 2 from each section qualify for state.

State Qualifiers. A big congratulations to our State Qualifiers in Rocket League, Super Smash Bros, and Fortnite.

Rocket League, featuring Ayden Peterson, Joe Rice, Myles Kroshus, Michael Smith, Payton Eggen, and Edgar Carranza, are going down to state seeded 15th. Oscar Tovar qualified in Super Smash Bros and is seeded 32nd and will be competing in a double elimination tournament. 2 Fortnite teams that qualified. Joe Rice and Edgar Carranza are seeded 2nd and Myles Kroshus and Ayden Peterson are seeded 10th. Emery Muhonen and Matthew Zacher are also attending state.

The State Tournament is held at SCSU on Friday, March 13th and Saturday, March 14th.

- **Murals-**The Murals season is complete. The Pick and Roll Pigs, captained by Carson Devos, came away as the season Champions. New this year is the inaugural Staff vs Murals All Star game. The game will be held on Wednesday, March 11th towards the end of the school day. A big thanks this year to Shock and Awe, whose donation allowed Murals to be free for all students this year.
- **Knowledge Bowl-** SH Knowledge Bowl finished their season at sub-regionals on February 28th. They were 1.5 points away from making it to the regional competition. The all-region team will be announced at regionals on March 12th.

JH Knowledge Bowl hosted two home meets this year. Young group this year; our team of 6th and 7th graders is competing against teams of 9th graders from other schools. But they tied for 6th place out of 12 teams in their second meet!

- **FCCLA-** State is March 27-29. 32 students plan on attending and are currently preparing for state.
- **FFA-** National FFA Week was celebrated February 23-27.
 - 5th annual Career & College Fair was a huge success: 44 registered vendors, 11 new organizations!
 - The Companion Animal team competed on February 25th. Team placed 7th, Gwen Vestergaard 9th individual, Hannah Brandt & Jozie Hyde
- **Music-** Ensembles were held in Waubun yesterday. Waiting on results!
- **Spring Activities-** Track/Field & Softball started yesterday. Golf & Baseball start March 16.
- **Speech-** Competing in Crookston this weekend!
- **AD conference-**March 23th-26th

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Ada-Borup-West School Policy Committee Minutes 2/23/25

1. **Call to Order: 1:30 Aaron, Janna, Dena**
2. **Review MSBA Policy Updates**
 - a. **Following policies need to be updated at next meeting with 1 reading –**
 - i. **410** - Deletes references to MN parenting laws in light of new MN laws on paid leave and ESST
 - ii. **503** - Adds MN statutory provisions to Art. II and Art. III; updates 'habitual truant' definition. Subparagraphs c. and d. are in Minnesota Statutes, section 120A.22, subdivision 13.
 - iii. **515** - Updates immunization record information in Art. VI.B.16 to reflect MN Health and Human Services guidance; Resources added. The Minnesota Department of Health stated, "For years, schools freely shared immunization data with clinics and public health in order to ensure children were up to date with their vaccines. However, according to our analysis, FERPA highlights how this long-standing practice is not allowable. FERPA says that immunization information on individual students cannot be released without parental consent except under certain circumstances. This is an obstacle to sharing immunization data. The Minnesota Immunization Data Sharing Law (M.S. §144.3351) allows schools to share data with MIIC, but the federal FERPA law preempts the Minnesota Immunization Data Sharing Law." For this reason, Paragraph 16 has been revised.
 - iv. **615** - Aligns policy with transition to Alt MCA requirements
 - v. **701** - Revisions in Art. III. A. and B. recommended by auditors and MSBA staff; Revision in Art. III.C. aligns with MN Stat. 123B.77, subd. 4
3. **Committee recommends adding the following policies –**
 - a. 213 – School Board Committees
 - b. 606.5 – Library Materials (Required Policy)
 - c. 722 – Public Data Requests (Required Policy)
4. **Committee Recommends removing the following policies as MSBA no longer has them –**
 - a. 537 – Pediculosis
 - b. 617 – School District Ensurance of Preparatory and High School Standards
 - c. 715 – Transportation Charge
5. **Other**
 - a. Recommend no change for policy 103
 - b. Noted cell phone policy is embedded in policy 524

MEEP Team Minutes

The ABWHS MEEP team met on 2/25/26

Members Present: Renae, Elizabeth, Dave, Shanon, Becky, Amy, Barb, Allie, Josh, Tyler

Members Absent: Nate

1. **Call Meeting to Order:** 7:45am

2. **Approval of Minutes**
 - a. Motion: Dave 2nd: - Barb

3. **Old Business:**
 - a. 12 Days Of Christmas Prep

4. **New Business:**
 - a. Semester 1 Appeals: Evaluated each of the 4 appeal letters and determined the amount of time owed by each student
 - b. Senior Class Trip Requirements
 - i. Students must not be ineligible. A soft grade check will be complete the week prior to the event
 - ii. Students must be in attendance the day prior unless authorized by Principal Carlson
 - iii. Students must be on track to graduate. Students that owe time must make adequate progress (determined by Principal Carlson)
 - c. Government Class Requirement Start Date
 - i. The Social Studies Department will review.

5. **Next Meeting:**

6. **Upcoming Business:**
 - a. Prom Appeal

7. **Adjourn:**
 - a. Motion: Dave 2nd: Tyler

MEEP Team Minutes

The ABWHS MEEP team met on 12/2/25

Members Present:

Members Absent:

8. **Call Meeting to Order:** 7:45am

9. **Approval of Minutes**

a. Motion: 2nd: -

10. **Old Business:**

b. Minute Taker - the Nate McCraven

c. Homecoming Recap - Amy collected feedback from the staff

■ Outdoor activity discussion - need more organization (help from MEEP)

■ All students and staff outside at the same time

■ Parade discussion - no candy? No 6-9?

d. HS Goals - shared at teacher meeting

e. Community Service Day - check with movie theatre for cleaning help

11. **New Business:**

a. 12 Days Of Christmas Prep

12. **Next Meeting:**

a. TBD

13. **Upcoming Business:**

a. Semester Appeals

14. **Adjourn:**

a. Motion: 2nd:

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
CFB	400415	210686		ADA EDUCATION ASSOCIATION		Check			
			B 28 215 027	Aea Association Negotiations			\$8,689.89		
PO#:	Voucher #:	11718	Invoice	Invoice No: M2026080	2/25/2026		Paid Amt:	\$8,689.89	
							Check Amount:	\$8,689.89	
CFB	400416	11413		Ed MN ESP		Check			
			B 28 215 027	Aea Association Negotiations			\$440.94		
PO#:	Voucher #:	11725	Invoice	Invoice No: M2026080	2/25/2026		Paid Amt:	\$440.94	
							Check Amount:	\$440.94	
CFB	400417	8530		MADISON NATIONAL LIFE		Check			
			B 28 215 030	Mcl Life Insurance			\$411.47		
			B 28 215 030	credit per NIS			(\$271.42)		
PO#:	Voucher #:	11722	Invoice	Invoice No: M2026080	2/25/2026		Paid Amt:	\$140.05	
			B 28 215 032	Long Term Disability			\$639.09		
			B 28 215 032	credit per NIS			(\$639.09)		
PO#:	Voucher #:	11723	Invoice	Invoice No: M2026080	2/25/2026		Paid Amt:	\$0.00	
							Check Amount:	\$140.05	
CFB	400418	8396		NCPERS Group Life Insurance		Check			
			B 28 215 026	PERA Life			\$40.53		
PO#:	Voucher #:	11729	Invoice	Invoice No: M2026080	2/25/2026		Paid Amt:	\$40.53	
							Check Amount:	\$40.53	
RAM	406174	11463		DEVOS, EVAN		Check			
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB			\$110.00		
PO#:	Voucher #:	11563	Invoice	Invoice No: 02022605	2/2/2026		Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
RAM	406175	11913		FLANN OWEN		Check			
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB			\$100.00		
PO#:	Voucher #:	11559	Invoice	Invoice No: 01312601	2/2/2026		Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
RAM	406176	11680		LARSON KYLE		Check			
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB			\$180.00		
PO#:	Voucher #:	11561	Invoice	Invoice No: 02022603	2/2/2026		Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
RAM	406177	1609		NW DIAMOND CONFERENCE		Check			
			E 01 300 292 000 820 000	Dues Membership			\$100.00		
PO#:	Voucher #:	11564	Invoice	Invoice No: 02022607	2/2/2026		Paid Amt:	\$100.00	
							Check Amount:	\$100.00	

Detail Payment Register By Check

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406178	11563		STEVENSON COLBY		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$110.00
PO#:	Voucher #:	11562	Invoice	Invoice No: 02022604	2/2/2026	Paid Amt: \$110.00
						Check Amount: \$110.00
RAM	406179	9071		STEWART TOMMY		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$180.00
PO#:	Voucher #:	11560	Invoice	Invoice No: 02022602	2/2/2026	Paid Amt: \$180.00
						Check Amount: \$180.00
RAM	406181	8921		CARLSON JOSH		Check
			E 01 300 296 000 305 104	Consulting Fees/Fees - GBB		\$140.00
PO#:	Voucher #:	11574	Invoice	Invoice No: 02022609	2/2/2026	Paid Amt: \$140.00
						Check Amount: \$140.00
RAM	406182	8326		CONZEMIUS DAVE		Check
			E 01 300 296 000 305 104	Consulting Fees/Fees - GBB		\$230.00
PO#:	Voucher #:	11570	Invoice	Invoice No: 02022606	2/2/2026	Paid Amt: \$230.00
						Check Amount: \$230.00
RAM	406184	8407		GULSETH MARK		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$230.00
PO#:	Voucher #:	11569	Invoice	Invoice No: 02022605	2/2/2026	Paid Amt: \$230.00
						Check Amount: \$230.00
RAM	406185	11680		LARSON KYLE		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$140.00
PO#:	Voucher #:	11571	Invoice	Invoice No: 02022607	2/2/2026	Paid Amt: \$140.00
						Check Amount: \$140.00
RAM	406186	9052		PALUBICKI MEGHAN		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$115.00
			E 01 300 296 000 305 104	Consulting Fees/Fees - GBB		\$115.00
PO#:	Voucher #:	11567	Invoice	Invoice No: 02022603	2/2/2026	Paid Amt: \$230.00
						Check Amount: \$230.00
RAM	406188	8409		POEHLER TIM		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$140.00
PO#:	Voucher #:	11572	Invoice	Invoice No: 02022608	2/2/2026	Paid Amt: \$140.00
						Check Amount: \$140.00

Detail Payment Register By Check

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406189	10844		SMART, DAVID		Check
			E 01	300 296 000 305 104	Consulting Fees/Fees - GBB	\$30.00
PO#:	Voucher #:	11576	Invoice	Invoice No: 02022611	2/2/2026	Paid Amt: \$30.00
						Check Amount: \$30.00
RAM	406190	8545		TINJUM DAWN		Check
			E 01	300 294 000 305 104	Consulting Fees/Fees - BBB	\$30.00
PO#:	Voucher #:	11575	Invoice	Invoice No: 02022610	2/2/2026	Paid Amt: \$30.00
						Check Amount: \$30.00
RAM	406191	8388		TINJUM PAUL		Check
			E 01	300 296 000 305 104	Consulting Fees/Fees - GBB	\$140.00
PO#:	Voucher #:	11573	Invoice	Invoice No: 02022609	2/2/2026	Paid Amt: \$140.00
						Check Amount: \$140.00
RAM	406192	11814		A Stitch in Time		Check
			E 01	300 331 000 430 000	Inst Supplies	\$974.07
PO#:	Voucher #:	11583	Invoice	Invoice No: 38649	2/5/2026	Paid Amt: \$974.07
						Check Amount: \$974.07
RAM	406193	10989		AL'S DISPOSAL		Check
			E 01	005 810 000 330 000	Utility Services	\$145.74
PO#:	Voucher #:	11584	Invoice	Invoice No: 02052601	2/5/2026	Paid Amt: \$145.74
						Check Amount: \$145.74
RAM	406194	11695		ANDERSON KRYSTAL		Check
			E 01	200 405 740 305 000	Consulting Fees/Fees	\$400.00
PO#:	Voucher #:	11585	Invoice	Invoice No: 02052602	2/5/2026	Paid Amt: \$400.00
						Check Amount: \$400.00
RAM	406195	10600		ARC BOWLING LANE		Check
			E 01	300 240 000 366 000	Travel	\$3,452.00
PO#:	Voucher #:	11586	Invoice	Invoice No: 688162	2/5/2026	Paid Amt: \$3,452.00
						Check Amount: \$3,452.00
RAM	406196	2552		AREA SPECIAL EDUCATION COOP #997		Check
			E 01	200 730 374 396 000	Student Support - Coop	\$14,519.00
PO#:	Voucher #:	11587	Invoice	Invoice No: 200	2/5/2026	Paid Amt: \$14,519.00
						Check Amount: \$14,519.00
RAM	406197	1659		AUTO VALUE ADA		Check
			E 01	005 760 720 401 000	Gen Supplies	\$94.13
PO#:	Voucher #:	11588	Invoice	Invoice No: 63214406-63215120	2/5/2026	Paid Amt: \$94.13
						Check Amount: \$94.13

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406198	11607		Bix Produce Co.		Check
			E 02	005 770 701 490 000 Food		\$6,146.34
PO#:	Voucher #:	11589	Invoice	Invoice No: 6894007-6929544	2/5/2026	Paid Amt: \$6,146.34
						Check Amount: \$6,146.34
RAM	406199	8581		BRUNSVOLD JULIE		Check
			E 01	300 298 000 401 000 Supplies		\$527.22
PO#:	Voucher #:	11590	Invoice	Invoice No: 02052603	2/5/2026	Paid Amt: \$527.22
						Check Amount: \$527.22
RAM	406200	8316		BSN Sports LLC		Check
			E 01	300 292 302 530 000 Equipment Purchases		\$1,004.63
PO#:	Voucher #:	11592	Invoice	Invoice No: 932989249	2/5/2026	Paid Amt: \$1,004.63
			E 01	300 292 000 401 000 Gen Supplies - AD		\$276.80
PO#:	Voucher #:	11593	Invoice	Invoice No: 932918782	2/5/2026	Paid Amt: \$276.80
			E 01	300 292 000 401 000 Gen Supplies - AD		\$50.00
PO#:	Voucher #:	11591	Invoice	Invoice No: 931937276	2/5/2026	Paid Amt: \$50.00
						Check Amount: \$1,331.43
RAM	406201	10017		CITY OF ADA		Check
			E 01	005 810 000 330 000 Utility Services		\$15,291.55
PO#:	Voucher #:	11596	Invoice	Invoice No: 0400002227148	2/5/2026	Paid Amt: \$15,291.55
			E 01	005 810 000 330 000 Utility Services		\$72.21
PO#:	Voucher #:	11595	Invoice	Invoice No: 0400002227070	2/5/2026	Paid Amt: \$72.21
			E 01	005 810 000 330 000 Utility Services		\$639.21
PO#:	Voucher #:	11594	Invoice	Invoice No: 0400002227041	2/5/2026	Paid Amt: \$639.21
			E 01	005 810 000 330 000 Utility Services		\$2,885.41
PO#:	Voucher #:	11597	Invoice	Invoice No: 0400002227012	2/5/2026	Paid Amt: \$2,885.41
						Check Amount: \$18,888.38
RAM	406202	10506		FARGO GLASS & PAINT		Check
			E 01	005 810 000 350 000 Repair & Maint Svc		\$752.29
PO#:	Voucher #:	11598	Invoice	Invoice No: GS0001506957-001	2/5/2026	Paid Amt: \$752.29
			E 01	005 810 000 350 000 Repair & Maint Svc		\$468.05
PO#:	Voucher #:	11599	Invoice	Invoice No: GS0001500205-001	2/5/2026	Paid Amt: \$468.05
						Check Amount: \$1,220.34
RAM	406203	3541		HANDYMAN'S INC		Check
			E 01	005 810 000 401 000 Custodial Supplies		\$628.85
PO#:	Voucher #:	11600	Invoice	Invoice No: 523111	2/5/2026	Paid Amt: \$628.85
						Check Amount: \$628.85

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406204	11697		HERITAGE EMBROIDERY & DESIGN		Check
			E 01	300 296 000 401 107	Gen Supplies - VB	\$825.00
PO#:	Voucher #:	11601	Invoice	Invoice No: 106582	2/5/2026	Paid Amt: \$825.00
						Check Amount: \$825.00
RAM	406205	11344		Hillsboro Dairy, Inc.		Check
			E 02	005 770 701 495 000	Milk	\$7,672.75
PO#:	Voucher #:	11602	Invoice	Invoice No: 109594-109680	2/5/2026	Paid Amt: \$7,672.75
						Check Amount: \$7,672.75
RAM	406206	8704		IXL LEARNING		Check
			E 01	005 620 000 405 000	Software & Licensing	\$5,868.75
PO#:	Voucher #:	11603	Invoice	Invoice No: S555895	2/5/2026	Paid Amt: \$5,868.75
						Check Amount: \$5,868.75
RAM	406207	10681		KRJB		Check
			E 01	005 110 000 305 000	Consulting Fees/Fees	\$3,352.52
PO#:	Voucher #:	11604	Invoice	Invoice No: 03152601118872	2/5/2026	Paid Amt: \$3,352.52
						Check Amount: \$3,352.52
RAM	406208	2106		MARCO		Check
			E 01	005 850 302 305 000	Consulting Fees/Fees	\$320.32
PO#:	Voucher #:	11605	Invoice	Invoice No: INV14803071	2/5/2026	Paid Amt: \$320.32
						Check Amount: \$320.32
RAM	406209	2105		MARCO INC		Check
			E 01	005 850 302 370 000	Facilities Lease	\$3,839.98
PO#:	Voucher #:	11606	Invoice	Invoice No: 574295358	2/5/2026	Paid Amt: \$3,839.98
						Check Amount: \$3,839.98
RAM	406210	1632		MCCOLLUM HARDWARE, INC.		Check
			E 01	300 361 000 430 000	Inst Supplies	\$74.32
			E 01	005 850 302 555 000	Technology Equipment	\$127.50
			E 01	005 760 720 401 000	Gen Supplies	\$6.49
			E 01	005 810 000 401 000	Custodial Supplies	\$368.70
PO#:	Voucher #:	11607	Invoice	Invoice No: 277132-278030	2/5/2026	Paid Amt: \$577.01
						Check Amount: \$577.01
RAM	406211	10266		MSBA		Check
			E 01	005 010 000 366 000	Travel	\$205.00
PO#:	Voucher #:	11608	Invoice	Invoice No: INV-15119-B3F8K1	2/5/2026	Paid Amt: \$205.00
						Check Amount: \$205.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406212	3751		NETWORK SERVICES CO		Check
			E 01 005 810 000 401 000	Custodial Supplies		\$592.96
PO#:	Voucher #:	11609	Invoice	Invoice No: 84633	2/5/2026	Paid Amt: \$592.96
						Check Amount: \$592.96
RAM	406213	10069		NORMAN COUNTY INDEX		Check
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$427.50
PO#:	Voucher #:	11610	Invoice	Invoice No: 21223	2/5/2026	Paid Amt: \$427.50
						Check Amount: \$427.50
RAM	406214	1415		NW MN COUNCIL OF COLLABORATIVE		Check
			E 01 005 110 000 820 000	Dues Membership		\$1,350.00
PO#:	Voucher #:	11611	Invoice	Invoice No: 02052605	2/5/2026	Paid Amt: \$1,350.00
						Check Amount: \$1,350.00
RAM	406215	11447		Pitney Bowes Global Financial Services		Check
			E 01 005 110 000 329 000	Postage		\$240.00
PO#:	Voucher #:	11612	Invoice	Invoice No: 3107638439	2/5/2026	Paid Amt: \$240.00
						Check Amount: \$240.00
RAM	406216	1913		REGION 1		Check
			E 01 005 640 316 366 000	Travel		\$35.00
PO#:	Voucher #:	11613	Invoice	Invoice No: 02052605	2/5/2026	Paid Amt: \$35.00
						Check Amount: \$35.00
RAM	406217	1982		SCHMITT MUSIC		Check
			E 01 300 258 000 430 000	BAND Supplies		\$67.49
PO#:	Voucher #:	11614	Invoice	Invoice No: 6931674	2/5/2026	Paid Amt: \$67.49
						Check Amount: \$67.49
RAM	406218	8845		SUPERMARKET FOODS		Check
			E 01 300 298 000 401 002	Student Activity Account Purchases		\$1,070.58
			E 02 005 770 701 490 000	Food		\$63.69
PO#:	Voucher #:	11615	Invoice	Invoice No: 200421041-200961413	2/5/2026	Paid Amt: \$1,134.27
			E 01 200 402 740 433 000	Inst Supp		\$12.27
PO#:	Voucher #:	11616	Invoice	Invoice No: 200361021	2/5/2026	Paid Amt: \$12.27
			E 01 300 331 000 430 000	Inst Supplies		\$310.45
PO#:	Voucher #:	11617	Invoice	Invoice No: 200451123-200751144	2/5/2026	Paid Amt: \$310.45
						Check Amount: \$1,456.99
RAM	406219	2570		US FOODS		Check
			E 02 005 770 705 490 000	Food		\$1,119.28

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406219	2570		US FOODS		Check
				E 02 005 770 701 490 000 Food		\$4,656.61
PO#:	Voucher #:	11618	Invoice	Invoice No: 4206679	2/5/2026	Paid Amt: \$5,775.89
						Check Amount: \$5,775.89
RAM	406220	10570		Winter, Monica		Check
				E 01 300 258 000 305 000 Consulting Fees/Fees		\$249.50
PO#:	Voucher #:	11619	Invoice	Invoice No: 02052610	2/5/2026	Paid Amt: \$249.50
						Check Amount: \$249.50
RAM	406221	8556		HANSON PHIL		Check
				E 01 300 294 000 305 104 Consulting Fees/Fees - BBB		\$105.00
				E 01 300 296 000 305 104 Consulting Fees/Fees - GBB		\$105.00
PO#:	Voucher #:	11622	Invoice	Invoice No: 02092603	2/9/2026	Paid Amt: \$210.00
						Check Amount: \$210.00
RAM	406222	11343		HOGANSON MIKE		Check
				E 01 300 296 000 305 104 Consulting Fees/Fees - GBB		\$293.00
PO#:	Voucher #:	11620	Invoice	Invoice No: 02092601	2/9/2026	Paid Amt: \$293.00
						Check Amount: \$293.00
RAM	406223	11688		PEDERSON DARREL		Check
				E 01 300 294 000 305 104 Consulting Fees/Fees - BBB		\$210.00
PO#:	Voucher #:	11621	Invoice	Invoice No: 02092602	2/9/2026	Paid Amt: \$210.00
						Check Amount: \$210.00
RAM	406224	8412		DUMAS ANDY		Check
				E 01 300 294 000 305 104 Consulting Fees/Fees - BBB		\$210.00
PO#:	Voucher #:	11634	Invoice	Invoice No: 02172606	2/17/2026	Paid Amt: \$210.00
						Check Amount: \$210.00
RAM	406225	8425		ELLINGSON CHRIS		Check
				E 01 300 294 000 305 104 Consulting Fees/Fees - BBB		\$210.00
PO#:	Voucher #:	11632	Invoice	Invoice No: 02172604	2/17/2026	Paid Amt: \$210.00
						Check Amount: \$210.00
RAM	406226	8542		ERICKSON MICHAEL		Check
				E 01 300 294 000 305 104 Consulting Fees/Fees - BBB		\$50.00
PO#:	Voucher #:	11638	Invoice	Invoice No: 02172608	2/17/2026	Paid Amt: \$50.00
						Check Amount: \$50.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
RAM	406227	11915		Fosston BBB		Check			
			E 01	300 294 000 305 104	Consulting Fees/Fees - BBB		\$175.00		
PO#:	Voucher #:	11629	Invoice	Invoice No: 02172602	2/17/2026	Paid Amt:	\$175.00	Check Amount:	\$175.00
RAM	406228	11832		Lake Park-Audubon Schools		Check			
			E 01	300 296 000 305 104	Consulting Fees/Fees - GBB		\$235.00		
			E 01	300 294 000 305 104	Consulting Fees/Fees - BBB		\$235.00		
PO#:	Voucher #:	11630	Invoice	Invoice No: 02172603	2/17/2026	Paid Amt:	\$470.00	Check Amount:	\$470.00
RAM	406229	8724		MN TRUE TEAM TRACK & FIELD		Check			
			E 01	300 292 000 366 105	Travel - Track		\$140.00		
PO#:	Voucher #:	11628	Invoice	Invoice No: 02172601	2/17/2026	Paid Amt:	\$140.00	Check Amount:	\$140.00
RAM	406230	8818		MOSCA JEFF		Check			
			E 01	300 294 000 305 104	Consulting Fees/Fees - BBB		\$210.00		
PO#:	Voucher #:	11633	Invoice	Invoice No: 02172605	2/17/2026	Paid Amt:	\$210.00	Check Amount:	\$210.00
RAM	406231	9071		STEWART TOMMY		Check			
			E 01	300 294 000 305 104	Consulting Fees/Fees - BBB		\$140.00		
PO#:	Voucher #:	11637	Invoice	Invoice No: 02172608	2/17/2026	Paid Amt:	\$140.00	Check Amount:	\$140.00
RAM	406232	8545		TINJUM DAWN		Check			
			E 01	300 294 000 305 104	Consulting Fees/Fees - BBB		\$50.00		
PO#:	Voucher #:	11635	Invoice	Invoice No: 02172606	2/17/2026	Paid Amt:	\$50.00	Check Amount:	\$50.00
RAM	406233	8388		TINJUM PAUL		Check			
			E 01	300 294 000 305 104	Consulting Fees/Fees - BBB		\$140.00		
PO#:	Voucher #:	11636	Invoice	Invoice No: 02172607	2/17/2026	Paid Amt:	\$140.00	Check Amount:	\$140.00
RAM	406234	2515		WAHLIN, KENLEY		Check			
			E 01	300 294 000 305 104	Consulting Fees/Fees - BBB		\$205.00		
			E 01	300 294 000 305 106	Consulting Fees/Fees - Baseball		\$205.00		
PO#:	Voucher #:	11631	Invoice	Invoice No: 02172603	2/17/2026	Paid Amt:	\$410.00	Check Amount:	\$410.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406235	11811		Western Regional Science Fair		Check
			E 01 300 211 000 366 000	Travel		\$140.00
PO#:	Voucher #:	11639	Invoice	Invoice No: 02172601	2/17/2026	Paid Amt: \$140.00
						Check Amount: \$140.00
RAM	406236	8817		ENGEL ROD		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$255.00
PO#:	Voucher #:	11645	Invoice	Invoice No: 02192601	2/19/2026	Paid Amt: \$255.00
						Check Amount: \$255.00
RAM	406237	8416		MARTINSON RICK		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$170.00
PO#:	Voucher #:	11646	Invoice	Invoice No: 02192602	2/19/2026	Paid Amt: \$170.00
						Check Amount: \$170.00
RAM	406238	11688		PEDERSON DARREL		Check
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$170.00
PO#:	Voucher #:	11647	Invoice	Invoice No: 02192603	2/19/2026	Paid Amt: \$170.00
						Check Amount: \$170.00
RAM	406239	10134		ADA BODY SHOP		Check
			E 01 005 760 720 350 000	Repair & Maint Svc		\$60.00
PO#:	Voucher #:	11655	Invoice	Invoice No: 88178	2/25/2026	Paid Amt: \$60.00
						Check Amount: \$60.00
RAM	406240	10428		ADA CHAMBER OF COMMERCE		Check
			E 01 300 211 000 430 000	Inst Supplies		\$900.00
PO#:	Voucher #:	11656	Invoice	Invoice No: 484937	2/25/2026	Paid Amt: \$900.00
						Check Amount: \$900.00
RAM	406241	1585		ALLDATA		Check
			E 01 300 361 000 430 000	Inst Supplies		\$1,200.00
PO#:	Voucher #:	11658	Invoice	Invoice No: 200216009	2/25/2026	Paid Amt: \$1,200.00
						Check Amount: \$1,200.00
RAM	406242	11372		Alluma		Check
			E 01 100 203 000 379 000	Qual Mental Health Profess		\$105.00
PO#:	Voucher #:	11657	Invoice	Invoice No: 1666213	2/25/2026	Paid Amt: \$105.00
						Check Amount: \$105.00
RAM	406243	2381		ARVIG COMMUNICATION SYSTEMS		Check
			E 01 005 810 000 320 000	Telephone		\$669.89
PO#:	Voucher #:	11659	Invoice	Invoice No: 2584330	2/25/2026	Paid Amt: \$669.89

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
RAM	406243	2381		ARVIG COMMUNICATION SYSTEMS		Check		
			E 01	005 810 000 320 000 Telephone			\$42.77	
PO#:	Voucher #:	11660	Invoice	Invoice No: 2575356	2/25/2026	Paid Amt:	\$42.77	
			E 01	005 810 000 320 000 Telephone			\$6.55	
PO#:	Voucher #:	11661	Invoice	Invoice No: 2584328	2/25/2026	Paid Amt:	\$6.55	
						Check Amount:	\$719.21	
RAM	406244	8460		ASL Interpreting Services, INC		Check		
			E 01	005 640 316 305 000 Consulting Fees/Fees			\$568.25	
PO#:	Voucher #:	11662	Invoice	Invoice No: 25.14999	2/25/2026	Paid Amt:	\$568.25	
			E 01	200 405 740 305 000 Consulting Fees/Fees			\$213.00	
PO#:	Voucher #:	11663	Invoice	Invoice No: 25.15665	2/25/2026	Paid Amt:	\$213.00	
			E 01	200 405 740 305 000 Consulting Fees/Fees			\$213.00	
PO#:	Voucher #:	11664	Invoice	Invoice No: 26.03186	2/25/2026	Paid Amt:	\$213.00	
			E 01	200 405 740 305 000 Consulting Fees/Fees			\$213.00	
PO#:	Voucher #:	11665	Invoice	Invoice No: 26.03185	2/25/2026	Paid Amt:	\$213.00	
						Check Amount:	\$1,207.25	
RAM	406245	11439		Bluum of MN, LLC		Check		
			E 01	005 850 302 555 000 Technology Equipment			\$8,253.85	
PO#:	Voucher #:	11667	Invoice	Invoice No: 1078110	2/25/2026	Paid Amt:	\$8,253.85	
			E 01	005 850 302 555 000 Technology Equipment			\$150.00	
PO#:	Voucher #:	11666	Invoice	Invoice No: 1080322	2/25/2026	Paid Amt:	\$150.00	
						Check Amount:	\$8,403.85	
RAM	406246	8316		BSN Sports LLC		Check		
			E 01	300 292 000 401 000 Gen Supplies - AD			\$181.44	
PO#:	Voucher #:	11670	Invoice	Invoice No: 933073434	2/25/2026	Paid Amt:	\$181.44	
			E 01	300 292 000 401 000 Gen Supplies - AD			\$771.85	
PO#:	Voucher #:	11668	Invoice	Invoice No: 933091635	2/25/2026	Paid Amt:	\$771.85	
			E 01	300 294 000 401 106 Gen Supplies - Baseball			\$883.15	
PO#:	Voucher #:	11669	Invoice	Invoice No: 933115298	2/25/2026	Paid Amt:	\$883.15	
						Check Amount:	\$1,836.44	
RAM	406247	2047		CULLIGAN WATER CONDITIONING		Check		
			E 01	005 760 720 401 000 Gen Supplies			\$62.80	
PO#:	Voucher #:	11671	Invoice	Invoice No: 250X02563102	2/25/2026	Paid Amt:	\$62.80	
						Check Amount:	\$62.80	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
RAM	406248	10437		ELECTRO WATCHMAN, INC		Check			
				E 01 005 715 342 530 000	Equipment Purchases		\$1,623.75		
PO#:	Voucher #:	11672	Invoice	Invoice No: 456284	2/25/2026	Paid Amt:	\$1,623.75		
						Check Amount:	\$1,623.75		
RAM	406249	10506		FARGO GLASS & PAINT		Check			
				E 01 005 810 000 401 000	Custodial Supplies		\$54.85		
PO#:	Voucher #:	11673	Invoice	Invoice No: GS0001508734-001	2/25/2026	Paid Amt:	\$54.85		
						Check Amount:	\$54.85		
RAM	406250	11527		Fenworks, INC		Check			
				E 01 300 298 000 305 117	Consulting Fees/Fees		\$2,500.00		
PO#:	Voucher #:	11674	Invoice	Invoice No: 2350	2/25/2026	Paid Amt:	\$2,500.00		
						Check Amount:	\$2,500.00		
RAM	406251	3538		FRESHWATER EDUCATION DISTRICT		Check			
				E 01 100 203 000 390 000	Targeted Services		\$2,182.13		
				E 01 100 203 000 390 000	Targeted Services		\$18,946.36		
PO#:	Voucher #:	11675	Invoice	Invoice No: 21027	2/25/2026	Paid Amt:	\$21,128.49		
						Check Amount:	\$21,128.49		
RAM	406252	3541		HANDYMAN'S INC		Check			
				E 01 005 810 000 401 000	Custodial Supplies		\$305.08		
PO#:	Voucher #:	11676	Invoice	Invoice No: 523241	2/25/2026	Paid Amt:	\$305.08		
						Check Amount:	\$305.08		
RAM	406253	1992		HILLYARD/HUTCHINSON		Check			
				E 01 005 810 000 401 000	Custodial Supplies		\$573.77		
PO#:	Voucher #:	11678	Invoice	Invoice No: 90021879	2/25/2026	Paid Amt:	\$573.77		
				E 01 005 810 000 401 000	Custodial Supplies		\$3,005.08		
PO#:	Voucher #:	11677	Invoice	Invoice No: 90008442	2/25/2026	Paid Amt:	\$3,005.08		
						Check Amount:	\$3,578.85		
RAM	406254	2084		HOLM PLUMBING		Check			
				E 01 005 810 000 350 000	Repair & Maint Svc		\$265.80		
PO#:	Voucher #:	11679	Invoice	Invoice No: 1428	2/25/2026	Paid Amt:	\$265.80		
						Check Amount:	\$265.80		
RAM	406255	10153		JOSTEN'S, INC		Check			
				E 01 005 110 000 401 000	Gen Supplies		\$940.00		
PO#:	Voucher #:	11680	Invoice	Invoice No: 06278	2/25/2026	Paid Amt:	\$940.00		
						Check Amount:	\$940.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406256	10527		KELLY'S CHRYSLER CENTER		Check
			E 01 005 760 720 350 000	Repair & Maint Svc		\$155.00
PO#:	Voucher #:	11681	Invoice	Invoice No: 98487	2/25/2026	Paid Amt: \$155.00
						Check Amount: \$155.00
RAM	406257	11376		Linde Gas & Equipment Inc		Check
			E 01 300 361 000 430 000	Inst Supplies		\$294.05
PO#:	Voucher #:	11682	Invoice	Invoice No: 54730670	2/25/2026	Paid Amt: \$294.05
						Check Amount: \$294.05
RAM	406258	2106		MARCO		Check
			E 01 005 850 302 305 000	Consulting Fees/Fees		\$333.24
PO#:	Voucher #:	11683	Invoice	Invoice No: INV14908473	2/25/2026	Paid Amt: \$333.24
						Check Amount: \$333.24
RAM	406259	8947		Milestones & Memories LLC		Check
			E 01 005 110 000 401 000	Gen Supplies		\$397.87
PO#:	Voucher #:	11684	Invoice	Invoice No: 1314	2/25/2026	Paid Amt: \$397.87
						Check Amount: \$397.87
RAM	406260	1840		MINNESOTA ENERGY		Check
			E 01 005 810 000 330 000	Utility Services		\$1,582.69
PO#:	Voucher #:	11686	Invoice	Invoice No: 0502755022-00001	2/25/2026	Paid Amt: \$1,582.69
			E 01 005 810 000 330 000	Utility Services		\$4,735.69
PO#:	Voucher #:	11688	Invoice	Invoice No: 0506903733-00001	2/25/2026	Paid Amt: \$4,735.69
			E 01 005 810 000 330 000	Utility Services		\$1,550.79
PO#:	Voucher #:	11687	Invoice	Invoice No: 0504407860-00002	2/25/2026	Paid Amt: \$1,550.79
			E 01 005 810 000 330 000	Utility Services		\$105.71
PO#:	Voucher #:	11685	Invoice	Invoice No: 0504407860-00001	2/25/2026	Paid Amt: \$105.71
						Check Amount: \$7,974.88
RAM	406261	11873		Mission Mechanical, Inc		Check
			E 01 005 810 000 350 000	Repair & Maint Svc		\$3,159.00
PO#:	Voucher #:	11690	Invoice	Invoice No: SVD260349	2/25/2026	Paid Amt: \$3,159.00
						Check Amount: \$3,159.00
RAM	406262	2419		MN STATE COMMUNITY & TECHNICAL		Check
			E 01 300 050 000 394 000	CIHS Payments		\$405.32
PO#:	Voucher #:	11689	Invoice	Invoice No: 00881061	2/25/2026	Paid Amt: \$405.32
						Check Amount: \$405.32

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
RAM	406263	10244		OFFICE SUPPLIES PLUS		Check			
			E 01 005 110 000 401 000	Gen Supplies			\$85.98		
PO#:	Voucher #:	11691	Invoice	Invoice No: 82631	2/25/2026	Paid Amt:		\$85.98	
			E 01 005 110 000 401 000	Gen Supplies			\$10.39		
PO#:	Voucher #:	11692	Invoice	Invoice No: 82683	2/25/2026	Paid Amt:		\$10.39	
						Check Amount:		\$96.37	
RAM	406264	8680		PAN O GOLD BAKING CO		Check			
			E 02 005 770 701 490 000	Food			\$678.14		
PO#:	Voucher #:	11693	Invoice	Invoice No: 4413461	2/25/2026	Paid Amt:		\$678.14	
						Check Amount:		\$678.14	
RAM	406265	8719		PEMBERTON, SORLIE, RUFER & KERSHNER PLLP		Check			
			E 01 005 110 000 305 000	Consulting Fees/Fees			\$135.00		
PO#:	Voucher #:	11694	Invoice	Invoice No: 84	2/25/2026	Paid Amt:		\$135.00	
						Check Amount:		\$135.00	
RAM	406266	11499		Pitney Bowes Financial Services LLC		Check			
			E 01 005 110 000 329 000	Postage			\$201.00		
PO#:	Voucher #:	11696	Invoice	Invoice No: 8000909009718805	2/25/2026	Paid Amt:		\$201.00	
						Check Amount:		\$201.00	
RAM	406267	10314		RED RIVER PROMOTER (THE)		Check			
			E 01 005 110 000 305 000	Consulting Fees/Fees			\$228.00		
PO#:	Voucher #:	11697	Invoice	Invoice No: 34396-34493	2/25/2026	Paid Amt:		\$228.00	
						Check Amount:		\$228.00	
RAM	406268	8427		Regents of the Univ of MN		Check			
			E 01 300 050 000 394 000	CIHS Payments			\$5,340.00		
PO#:	Voucher #:	11699	Invoice	Invoice No: 0270011951	2/25/2026	Paid Amt:		\$5,340.00	
						Check Amount:		\$5,340.00	
RAM	406269	3586		RICHARDS OIL & PROPANE		Check			
			E 01 005 760 720 305 000	Consulting Fees/Fees			\$125.00		
			E 01 005 760 720 440 000	Fuel			\$6,246.06		
			E 01 005 810 000 440 000	Fuel For Bldgs			\$298.20		
PO#:	Voucher #:	11700	Invoice	Invoice No: 79110-79479	2/25/2026	Paid Amt:		\$6,669.26	
						Check Amount:		\$6,669.26	
RAM	406270	8814		School Outfitters		Check			
			E 01 100 203 302 460 000	Elem Capital			\$2,771.64		
PO#:	Voucher #:	11701	Invoice	Invoice No: INV14374588	2/25/2026	Paid Amt:		\$2,771.64	
						Check Amount:		\$2,771.64	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
RAM	406271	11349		The Lockshop		Check			
			E 01 005 810 000 350 000	Repair & Maint Svc		\$773.99			
PO#:	Voucher #:	11702	Invoice	Invoice No: 0000310960	2/25/2026	Paid Amt:	\$773.99		
						Check Amount:	\$773.99		
RAM	406272	2028		TITAN MACHINERY		Check			
			E 01 005 760 720 401 000	Gen Supplies		\$19.74			
PO#:	Voucher #:	11703	Invoice	Invoice No: PS1058842-1	2/25/2026	Paid Amt:	\$19.74		
						Check Amount:	\$19.74		
RAM	406273	8440		Ulen Building Supplies		Check			
			E 01 005 760 720 350 000	Repair & Maint Svc		\$227.51			
			E 01 005 760 720 350 000	Repair & Maint Svc		\$0.00			
PO#:	Voucher #:	11704	Invoice	Invoice No: 13536	2/25/2026	Paid Amt:	\$227.51		
						Check Amount:	\$227.51		
RAM	406274	2570		US FOODS		Check			
			E 02 005 770 707 490 000	Food		\$1,750.87			
			E 02 005 770 702 490 000	Food		\$177.17			
			E 02 005 770 705 490 000	Food		\$3,540.23			
			E 02 005 770 701 490 000	Food		\$9,346.67			
PO#:	Voucher #:	11706	Invoice	Invoice No: 4206679-4893257	2/25/2026	Paid Amt:	\$14,814.94		
						Check Amount:	\$14,814.94		
RAM	406275	2570		US FOODS		Check			
			E 02 005 770 701 490 000	Food		\$612.50			
PO#:	Voucher #:	11705	Invoice	Invoice No: 4315854-4395449	2/25/2026	Paid Amt:	\$612.50		
						Check Amount:	\$612.50		
RAM	406276	2233		VERIZON WIRELESS		Check			
			E 01 005 810 000 330 000	Utility Services		\$120.05			
PO#:	Voucher #:	11707	Invoice	Invoice No: 6134926686	2/25/2026	Paid Amt:	\$120.05		
						Check Amount:	\$120.05		
RAM	406277	10631		VISSER TRENCHING		Check			
			E 01 005 810 000 350 000	Repair & Maint Svc		\$250.00			
PO#:	Voucher #:	11709	Invoice	Invoice No: 14093	2/25/2026	Paid Amt:	\$250.00		
			E 01 005 810 000 330 000	Utility Services		\$495.00			
PO#:	Voucher #:	11708	Invoice	Invoice No: 14043	2/25/2026	Paid Amt:	\$495.00		
						Check Amount:	\$745.00		
RAM	406278	10809		WEST MAIN PIZZA		Check			
			E 01 300 298 000 401 002	Student Activity Account Purchases		\$179.20			

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406278	10809		WEST MAIN PIZZA		Check
			E 01 005 640 316 401 000	Consulting Fees/Fees		\$358.40
PO#:	Voucher #:	11710	Invoice	Invoice No: 13	2/25/2026	Paid Amt: \$537.60
						Check Amount: \$537.60
RAM	406279	2706		WEX BANK		Check
			E 01 005 760 720 440 000	Fuel		\$136.49
PO#:	Voucher #:	11711	Invoice	Invoice No: 110308495	2/25/2026	Paid Amt: \$136.49
						Check Amount: \$136.49
RAM	406280	2114		ZIEGLER INC		Check
			E 01 005 810 000 350 000	Repair & Maint Svc		\$1,131.41
PO#:	Voucher #:	11712	Invoice	Invoice No: 0002241619-000749029	2/25/2026	Paid Amt: \$1,131.41
						Check Amount: \$1,131.41
RAM	406281	2552		AREA SPECIAL EDUCATION COOP #997		Check
			E 01 200 420 000 394 000	ASEC Payments		\$23,818.03
PO#:	Voucher #:	11713	Invoice	Invoice No: 02252601	2/25/2026	Paid Amt: \$23,818.03
						Check Amount: \$23,818.03
RAM	406282	10047		PINE TO PRAIRIE CONFERENCE		Check
			E 01 300 292 000 820 000	Dues Membership		\$670.00
PO#:	Voucher #:	11714	Invoice	Invoice No: 02252602	2/25/2026	Paid Amt: \$670.00
						Check Amount: \$670.00
STAC	400862	11914		EF EDUCATIONAL TOURS		Check
			E 21 300 298 301 899 714	SA - FFA Exp		\$1,984.92
PO#:	Voucher #:	11579	Invoice	Invoice No: 02032603	2/3/2026	Paid Amt: \$1,984.92
						Check Amount: \$1,984.92
STAC	400863	9047		MN FFA Association		Check
			E 21 300 298 301 899 714	SA - FFA Exp		\$1,735.00
PO#:	Voucher #:	11577	Invoice	Invoice No: 020326010	2/3/2026	Paid Amt: \$1,735.00
						Check Amount: \$1,735.00
STAC	400865	1741		ADA BORUP WEST SCHOOL		Check
			E 21 300 298 301 899 712	SA - Concessions Exp		\$144.82
PO#:	Voucher #:	11580	Invoice	Invoice No: 02042601	2/4/2026	Paid Amt: \$144.82
			E 21 300 298 301 899 713	SA - FCCLA Exp		\$328.68
PO#:	Voucher #:	11581	Invoice	Invoice No: 02042602	2/4/2026	Paid Amt: \$328.68
						Check Amount: \$473.50

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
STAC	400866	2568		NDSU				Check
			E 21	300 298 301 899 714	SA - FFA Exp		\$72.00	
PO#:	Voucher #:	11582	Invoice	Invoice No: 02062603		2/4/2026		Paid Amt: \$72.00
								Check Amount: \$72.00
STAC	400867	1741		ADA BORUP WEST SCHOOL				Check
			E 21	300 298 301 899 712	SA - Concessions Exp		\$1,070.58	
PO#:	Voucher #:	11626	Invoice	Invoice No: 02102604		2/10/2026		Paid Amt: \$1,070.58
			E 21	300 298 301 899 712	SA - Concessions Exp		\$179.20	
PO#:	Voucher #:	11625	Invoice	Invoice No: 02102603		2/10/2026		Paid Amt: \$179.20
								Check Amount: \$1,249.78
STAC	400868	2668		COCA-COLA BOTTLING COMPANY HIGH COUNTRY				Check
			E 21	300 298 301 899 712	SA - Concessions Exp		\$1,376.00	
PO#:	Voucher #:	11624	Invoice	Invoice No: 02102602		2/10/2026		Paid Amt: \$1,376.00
								Check Amount: \$1,376.00
STAC	400869	11785		COUGAR PRIDE FUND				Check
			E 21	300 298 301 899 712	SA - Concessions Exp		\$959.00	
PO#:	Voucher #:	11623	Invoice	Invoice No: 02102601		2/10/2026		Paid Amt: \$959.00
								Check Amount: \$959.00
STAC	400870	1741		ADA BORUP WEST SCHOOL				Check
			E 21	300 298 301 899 727	SA - Class of 2026 Exp		\$2,205.00	
PO#:	Voucher #:	11627	Invoice	Invoice No: 02122601		2/12/2026		Paid Amt: \$2,205.00
								Check Amount: \$2,205.00
STAC	400871	1741		ADA BORUP WEST SCHOOL				Check
			E 21	300 298 301 899 713	SA - FCCLA Exp		\$328.68	
PO#:	Voucher #:	11641	Invoice	Invoice No: 02182602		2/18/2026		Paid Amt: \$328.68
								Check Amount: \$328.68
STAC	400872	11653		DRI				Check
			E 21	300 298 301 899 712	SA - Concessions Exp		\$52.27	
PO#:	Voucher #:	11644	Invoice	Invoice No: 02182605		2/18/2026		Paid Amt: \$52.27
								Check Amount: \$52.27
STAC	400873	11916		HENNING, JERICA				Check
			E 21	300 298 301 899 713	SA - FCCLA Exp		\$64.44	
PO#:	Voucher #:	11642	Invoice	Invoice No: 02182603		2/18/2026		Paid Amt: \$64.44
								Check Amount: \$64.44

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
STAC	400874	10012		SMART, BECKY		Check
			E 21	300 298 301 899 711	SA - Close Up Exp	\$245.94
PO#:	Voucher #:	11643	Invoice	Invoice No: 02182604	2/18/2026	Paid Amt: \$245.94
						Check Amount: \$245.94
STAC	400875	8845		SUPERMARKET FOODS		Check
			E 21	300 298 301 899 713	SA - FCCLA Exp	\$235.44
PO#:	Voucher #:	11640	Invoice	Invoice No: 02182601	2/18/2026	Paid Amt: \$235.44
						Check Amount: \$235.44
STAC	400876	1741		ADA BORUP WEST SCHOOL		Check
			E 21	300 298 301 899 727	SA - Class of 2026 Exp	\$241.87
PO#:	Voucher #:	11649	Invoice	Invoice No: 02192602	2/19/2026	Paid Amt: \$241.87
			E 21	300 298 301 899 712	SA - Concessions Exp	\$29.83
PO#:	Voucher #:	11650	Invoice	Invoice No: 02192603	2/19/2026	Paid Amt: \$29.83
						Check Amount: \$271.70
STAC	400877	8950		GREAT NORTH PIZZA		Check
			E 21	300 298 301 899 711	SA - Close Up Exp	\$4,171.50
PO#:	Voucher #:	11652	Invoice	Invoice No: 02192605	2/19/2026	Paid Amt: \$4,171.50
						Check Amount: \$4,171.50
STAC	400878	3521		RED RIVER VALLEY SPORTSMAN'S CLUB		Check
			E 21	300 298 301 899 732	SA - Trap Team Exp	\$3,946.12
PO#:	Voucher #:	11651	Invoice	Invoice No: 02192604	2/19/2026	Paid Amt: \$3,946.12
						Check Amount: \$3,946.12
STAC	400879	10568		Richards Transportation Servic		Check
			E 21	300 294 301 899 703	SA - BBB Exp	\$1,500.00
			E 21	300 296 301 899 717	SA - GBB Exp	\$1,500.00
PO#:	Voucher #:	11648	Invoice	Invoice No: 02192601	2/19/2026	Paid Amt: \$3,000.00
						Check Amount: \$3,000.00
STAC	400880	11691		THE NORSK COFFEEHOUSE LLC		Check
			E 21	300 298 301 899 713	SA - FCCLA Exp	\$210.00
PO#:	Voucher #:	11653	Invoice	Invoice No: 02242601	2/23/2026	Paid Amt: \$210.00
						Check Amount: \$210.00
STAC	400881	1741		ADA BORUP WEST SCHOOL		Check
			E 21	300 298 301 899 712	SA - Concessions Exp	\$773.38
PO#:	Voucher #:	11654	Invoice	Invoice No: 02252601	2/25/2026	Paid Amt: \$773.38
						Check Amount: \$773.38

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
STAC	400882	1741		ADA BORUP WEST SCHOOL		Check
			E 21 300 294 301 899 703	SA - BBB Exp		\$247.75
PO#:	Voucher #:	11695	Invoice	Invoice No: 02242602	2/24/2026	Paid Amt: \$247.75
			E 21 300 294 301 899 703	SA - BBB Exp		\$1,923.51
PO#:	Voucher #:	11698	Invoice	Invoice No: 02242603	2/24/2026	Paid Amt: \$1,923.51
						Check Amount: \$2,171.26
STAC	400883	1741		ADA BORUP WEST SCHOOL		Check
			E 21 300 296 301 899 717	SA - GBB Exp		\$1,923.50
PO#:	Voucher #:	11715	Invoice	Invoice No: 02272601	2/27/2026	Paid Amt: \$1,923.50
						Check Amount: \$1,923.50
						Report Total: \$241,025.40

Detail Payment Register By Wire

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
CFB	11910			MN PFML		Wire
			B 28 215 019	MN Paid Family Medical Leave		\$5,333.70
PO#:	Voucher #:	11726	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$5,333.70
						Check Amount: \$5,333.70
CFB	11492			WEX - HSA/VEBA		Wire
			B 28 215 021	HSA/VEBA		\$6,409.20
			B 28 215 022	HSA		\$21,450.06
PO#:	Voucher #:	11737	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$27,859.26
						Check Amount: \$27,859.26
CFB	11843			Colonial Life		Wire
			B 28 215 006	American Family		\$693.30
			B 28 215 025	Health Insurance		\$1,257.76
			B 28 215 030	Mcl Life Insurance		\$532.53
			B 28 215 032	Long Term Disability		\$234.01
			B 28 215 036	Dental		\$2,476.65
PO#:	Voucher #:	11719	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$5,194.25
						Check Amount: \$5,194.25
CFB	203564			THE OMNI GROUP		Wire
			B 28 215 005	OMNI-TSA		\$1,200.00
PO#:	Voucher #:	11736	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$1,200.00
			B 28 215 005	OMNI-TSA		\$1,483.34
PO#:	Voucher #:	11735	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$1,483.34
			B 28 215 005	OMNI-TSA		\$4,729.17
PO#:	Voucher #:	11732	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$4,729.17
			B 28 215 005	OMNI-TSA		\$9,661.67
PO#:	Voucher #:	11734	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$9,661.67
			B 28 215 005	OMNI-TSA		\$383.34
PO#:	Voucher #:	11731	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$383.34
			B 28 215 005	OMNI-TSA		\$750.00
PO#:	Voucher #:	11733	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$750.00
						Check Amount: \$18,207.52
CFB	210605			MN DEPT OF REVENUE		Wire
			B 28 215 013	MN Tax		\$21,403.86
PO#:	Voucher #:	11727	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$21,403.86
						Check Amount: \$21,403.86

Detail Payment Register By Wire

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
CFB	210675			MEDICA - Northwest Service Co-op		Wire
		B	28	215 025	Health Insurance	\$95,049.33
		B	28	215 025	COBRA-Retirees	\$4,504.60
		B	28	215 025	9 month employees	(\$1,257.63)
PO#:	Voucher #:	11724	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$98,296.30
						Check Amount: \$98,296.30
CFB	210684			PUBLIC EMPLOYEES RETIREMENT AS		Wire
		B	28	215 017	PERA	\$26,229.04
PO#:	Voucher #:	11728	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$26,229.04
						Check Amount: \$26,229.04
CFB	210685			TEACHERS RETIREMENT ASSOCIATIO		Wire
		B	28	215 018	TRA	\$69,365.21
PO#:	Voucher #:	11730	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$69,365.21
						Check Amount: \$69,365.21
CFB	21589			IRS		Wire
		B	28	215 010	FICA	\$87,114.68
		B	28	215 011	Fed Tax	\$32,111.86
PO#:	Voucher #:	11720	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$119,226.54
						Check Amount: \$119,226.54
CFB	8729			Horace Mann Life Insurance Company		Wire
		B	28	215 030	Mcl Life Insurance	\$999.37
		B	28	215 030	McCraven/Sterton	\$11.18
PO#:	Voucher #:	11721	Invoice	Invoice No: M2026080	2/25/2026	Paid Amt: \$1,010.55
						Check Amount: \$1,010.55
CFB	1848			MN UNEMPLOYMENT INSURANCE		Wire
		E	01	005 110 000 280 000	Unemployment Comp	\$222.00
PO#:	Voucher #:	11738	Invoice	Invoice No: 02032601	2/28/2026	Paid Amt: \$222.00
						Check Amount: \$222.00
CFB	11492			WEX - HSA/VEBA		Wire
		B	28	215 022	HSA	\$2,450.00
PO#:	Voucher #:	11739	Invoice	Invoice No: 02232601	2/28/2026	Paid Amt: \$2,450.00
						Check Amount: \$2,450.00
RAM	8816			Cardmember Service		Wire
		E	01	005 110 000 305 000	Consulting Fees/Fees	\$81.46
		E	01	005 010 000 366 000	Travel	\$3,922.92
		E	01	300 260 000 430 000	Science Supplies	\$287.74

Detail Payment Register By Wire

Check Number: 0-2147483647 Payment Date: 2.1.2026-2/28/2026 Period: 202601-202608 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	8816			Cardmember Service		Wire
			E 01	005 810 000 320 000	Phone	\$87.76
			E 01	300 050 000 394 000	CIHS Payments	\$155.35
			E 01	005 850 302 555 000	Technology Equipment	\$394.81
			E 01	300 258 000 441 000	Vocal Music Supp	\$215.00
			E 01	005 810 000 401 000	Custodial Supplies	\$149.12
			E 01	300 211 000 430 000	Inst Supplies	\$41.31
			E 01	300 298 000 401 002	Student Activity Account Purchases	\$3,275.83
PO#:	Voucher #:	11717	Invoice	Invoice No: 02052601	2/5/2026	Paid Amt: \$8,611.30
						Check Amount: \$8,611.30
RAM	3568			EMC INSURANCE COMPANIES		Wire
			E 01	005 110 000 270 000	Workmens Comp	\$5,894.32
			E 01	005 940 000 340 000	Property Ins	\$11,672.77
PO#:	Voucher #:	11740	Invoice	Invoice No: 7002746674	2/28/2026	Paid Amt: \$17,567.09
						Check Amount: \$17,567.09
						Report Total: \$420,976.62

REGULAR SCHOOL BOARD MEETING

The regular monthly meeting of the Independent School District #2910 was called to order at 7:00 a.m. on Tuesday, February 17, 2026, by Chairperson Gretchen Rockstad in the Ada-Borup-West Board Room, Ada, Minnesota. Chairperson Gretchen Rockstad declared a quorum.

Board members present: Dena Bishop, Nancy Crompton, Faye DeLong, Janna Engel, Gretchen Rockstad, Barb Spilde, Josh Visser

Administration present: Aaron Cook, Josh Carlson, Bree Triplett, Kenley Wahlin, Sandy Gunderson

Citizens present: Jim Birkemeyer, Elizabeth Cakebread, Pat Pfund

Pledge of Allegiance

Visser made the motion to approve adoption of the agenda. Motion seconded by Spilde. UC

Chairperson Rockstad called for public input: none

School Board Member Comments:

- MSBA Conference was fun and educational. Good networking.

Budget Report/Treasurer's Report given by Aaron Cook.

Superintendent Aaron Cook reported on:

1. PreK-12 Enrollment: 670
K-12: 605
2. E-Learning: 3 E-Learning days used to date
3. Reviewed 2026-2027 School Calendar
4. Other
 - a. AIPAC Vote of Concurrence Plan
 - b. School Finance Update

High School Principal Josh Carlson reported on:

1. MASSP Conference
2. FCCLA Week: February 9-13
 - a. Valentine Cookie Fundraiser
 - b. Dress Up Days
 - c. Winter Formal – February 20
3. Norman County Public Health
 - a. Assisting Health Class
 - b. Combating Vaping
4. Master Schedule 2026-27
5. FFA Week: February 23-27
 - a. College and Career Fair - February 27 (vendors needed)

Elementary Principal Bree Triplett reported on:

1. MESPA Conference
2. Leadership Committee
3. Happenings
 - 100th School Day – February 10
 - 2nd & 3rd Grade Music Concert – February 12
 - Valentine's Day Parties – February 13
 - I Love to Read Month
 - Parent Teacher Conferences – February 19 and 23

Activities Director Kenley Wahlin reported on:

1. Spring Coaches Need Approval:
Softball – Amy Johnson (Head), Trevor Stewart (JV), JH if needed
Baseball – Michael Erickson (Head), Dan Jorgensen (JV), Zac Oistad (JH), Nate McCraven (Volunteer)
Track & Field – Tyler Hennen (Head), Miki Hennen (Ass't), Noah Monson (JH), Jeremy Peterson (Volunteer), Mike Anderson (Volunteer), Ruth Hayden (Volunteer)
Golf – Brittany Stoltman (Head), Evan DeVos (Ass't), Mike Burke (Volunteer)
2. Girls/Boys Basketball: Congratulations to Morgan Engel on 1,000 career points. Both varsity teams played in the Target Center.

3. One Act Play placed 3rd at the Sub-Section 30 contest and advanced to Sections performing *The Prisoner's Hands*. Great job to the cast, crew and Lisa Coleman, director.
4. Knowledge Bowl: Senior High as 20 participating and junior high 7.
5. FFA:
 - Natan Visser presented his Science Fair Project, "Rolled Corn vs. Corn Silage. Which will help a steer gain weight faster?" at the Norman County Ag Day.
 - CDE Results:
 - a. Wildlife Team placed 8th: Rohin Triplett, 1st place individual (State)
Team members: Rohin Triplett, Hannah Brandt and Jozie Hyde
 - b. Floriculture: Brianne Myers competed
 - c. Crops: Dan Jacobson, 6th place individual (State)
 - Region Interviews:
 - a. Hannah Brandt and Madalynn Crompton applied and interviewed for State Degrees.
 - b. Madalynn Crompton applied and interviewed in a Poultry Production Proficiency.
 - c. Brody Peterson applied and interviewed in a Sheep Production Proficiency.
 - National FFA Week: February 23-27
 - a. Dress-Up days
 - b. 5th Annual Career and College Fair – February 27 from 12:45-3:00 p.m.
6. eSports – Final week of regular season is February 9-13.
7. Murals – There are 46 students participating. Five student teams and one staff team. Championship will be held on March 4.
8. Vocal Solo Contest Results – Morgan Cole (excellent rating), Jackson Reitmeier (excellent rating), Alyson Bredman (excellent rating), Zara Bakke (superior rating), Amelya Hyde (superior rating), Nellie Todd (superior rating) and Best of Day in site 2
9. FCCLA – Busy with Valentine cookies.
10. Need to approve resignation of Janna Engel as volleyball coach.
11. Youth wrestling survey was sent to parents.

Committees:

1. Carlson/Triplett reported on Staff Development committee meeting.
2. Bishop reported on Community Education committee meeting.
3. MSBA Conference Recap

DeLong made the motion to approve district invoices. Motion seconded by Engel. Abstained: Josh Visser Motion Carried

New Business:

- A. DeLong made the motion to approve the Consent Agenda. Motion seconded by Bishop. UC
 - I. Approve minutes from the January 13, 2026, reorganizational and regular school board meetings.
 - II. Approve the 26-27 OCHS MOU
- B. Accept Donations - None
- C. Personnel:
 1. Bishop made the motion to accept the retirement of Merilee Potucek as Elementary Secretary at the end of the 2025-2026 school year. Motion seconded by Visser.
Rockstad made the motion to amend the original motion to accept the retirement of Merilee Potucek as Elementary Secretary at the end of the 2025-26 school year and approve posting for the position. Motion seconded by Visser. UC
 2. Engel made the motion to approve the 2026 softball coaches. Motion seconded by DeLong. UC
Head – Amy Johnson, Ass't – Trevor Stewart, JH TBD if needed
 3. Bishop made the motion to approve the 2026 baseball coaches. Motion seconded by Spilde. UC
Head – Mike Erickson, JV – Dan Jorgensen, JH – Zac Oistad, Volunteer – Nate McCraven
 4. Rockstad made the motion to approve the 2026 Track & Field coaches. Motion seconded by Spilde. UC
Head – Tyler Hennen, Ass't Miki Hennen, JH – Noah Monson, Volunteers – Ruth Hayden, Jeremy Peterson, Mike Anderson
 5. Visser made the motion to approve the 2026 golf coaches. Motion seconded by Spilde. UC
Head – Brittany Stoltman, Ass't – Evan DeVos, Volunteer – Mike Burke
- D. Engel made the motion to approve the 2026-2027 School Calendar. Motion seconded by DeLong. UC

Board Business Reflection

Next Regular School Board Meeting on Wednesday, March 11, 2026, at 7:00 a.m.

Spilde made the motion to adjourn regular meeting at 8:15 a.m. Motion seconded by Bishop. UC

Barb Spilde, Clerk

Minutes prepared by: Sandy Gunderson

RESOLUTION ACCEPTING GIFTS/DONATIONS

WHEREAS, Ada-Borup-West ISD 2910, Ada, MN , is authorized to accept gifts or donations of real or personal property under Minnesota Statutes, Section 465.03; and

WHEREAS, the following persons or entities have offered to contribute the items or funds set forth below to the district:

Donations

FROM	FOR	AMOUNT	DATE				
Frandsen Bank	VB State team meal	\$500	Feb 25				
City of Ada	Community Ed	\$500	March 25				



ADA-BORUP-WEST SCHOOL DISTRICT
604 W THORPE AVE.
ADA, MN 56510

Sales: Roger Weinbrenner
Ada- Dekko Park Ballfield Improvements
604 W Thorpe Ave. Ada, MN 56510

Est ID: EST5601552
Date: Jan-26-2026

Email: michaele@ada.k12.mn.us
Phone: (218) 304-2717

Full Field Survey- Varsity & JV Fields

- Full Field Surveys
 - From this survey, an accurate estimate of time and materials to complete the renovation project will be provided.
 - This survey will come with a field survey report and grade maps.

Mobilization to and from Dekko Park- 600 miles round trip

- Mobilization of crew and equipment to and from Welch, MN including hotel stays for the multiple day project.

Varsity Field,- Widen basepaths to 8 ft., Edge, Import ag-lime & Machine Control Grading

- Mark all edges to a uniform shape and arc length including 8 ft. baselines
- Sod cut edges and remove sod & soil from widened basepaths to 3 in. depth
- Spoils to be dumped at a client designated location for disposal
- Import the 100 tons of Red Ball Diamond Aggregate from Bryan Rock into the basepaths, home plate and infield areas
- Install a new home plate at the correct elevation and location
- Install new base anchors at the proper elevation to the new ag-lime levels including an double anchor at 1st Base
- Machine Control Grade the ag-lime areas to the desired elevation plan to provide positive drainage off the field
- Compact the ag-lime areas
- This proposal will require some irrigation heads to be moved to account for the wider basepaths. This proposal assumes that the client would handle moving the heads as needed with your local contractor. We can do this if needed for additional cost.
- ***ALL HEADS AROUND THE INFELD TO BE MARKED BEFORE WE ARRIVE.***

	Subtotal	\$50,729.47
	Taxes	\$0.00
	Estimate Total	\$50,729.47

Contract Payment Summary

PO #	Contract #
------	------------

Contractor: _____
 Roger Weinbrenner

Client: _____

Signature Date: _____ 02/02/2026

Signature Date: _____

Email: rweinbrenner@mnsodco.com

Adopted: _____

MSBA/MASA Model Policy 410

Orig. 1995

Revised: _____

Rev. 2026

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA).

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code, section 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least twelve (12) months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations.

While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven (7) calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to fifteen (15) calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 7. to attend post-deployment activities related to a covered military member;
 - 8. to address care needs of a covered military member's parent who is incapable

of self-care; and

9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code, section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of twelve (12) work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one (1) or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing

treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five (5) years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of fifty (50) percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of twelve (12) weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one (1) spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Subparagraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be

granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within fifteen (15) days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Subparagraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give thirty (30) days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Subparagraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to

substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of twenty-six (26) work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends twelve (12) months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of twenty-six (26) weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within fifteen (15) days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Subparagraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty (20) percent of the workdays in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five (5) weeks before the end of a semester and it is likely the leave will last at least three (3) weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five (5) weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two (2) weeks or if the employee's return from leave would occur during the last two (2) weeks of the semester.
 - 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three (3) weeks of the semester and the leave will last more than five (5) working days, the school district may require the employee to continue taking leave until the end of the semester.
 - 4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this

policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Rev. 2026

503 STUDENT ATTENDANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's

responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.
- c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. Minnesota Statutes, section 120A.22 does not remove the school district's responsibility to continue to comply with reporting requirements in Minnesota Statutes, section 126C.05 for the purposes of funding.
- d. The principal must issue and keep a record of attendance, under rules established by the school board.

B. Attendance Procedures

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

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- c. The school board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.
- d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
 - (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or
- (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three (3) hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

c. Consequences of Excused Absences

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

2. Unexcused Absences

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

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

C. Tardiness

1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.

- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after three (3) unexcused tardies. In addition, three (3) unexcused tardies are equivalent to one (1) unexcused absence.

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

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

III. RELIGIOUS AND CULTURAL OBSERVANCES ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

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

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section

120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three (3) or more class periods on three (3) days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

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

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

C. Habitual Truant

1. A habitual truant is a child who is at least twelve (12) years old and less than eighteen (18) years old who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days per school year if the child is in middle school, junior high school, or high school, or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

Pursuant to section 260C.163, subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2026

515 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.

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, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, 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. In accordance with both federal and state law, Ada-Borup-West Public Schools

designates the following information as "directory information." This information may be released without prior consent unless a parent/guardian or eligible student has opted out of such disclosure in writing:

- Student's name
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Degrees, honors, and awards received
- Most recent educational agency or institution attended

2. Directory information does NOT include:

- Student home address, telephone number, email address, or any other personal contact information
- Student social security number
- Student ID or any other unique identifier that provides access to educational records
- Data referencing religion, race, color, social position, or nationality
- Personally identifiable information collected from nonpublic school students not receiving shared-time services
- Personal contact information of a parent/guardian (home address, phone number, email, etc.)

3. Limitations on Use and Disclosure

The district may limit disclosure of directory information to specific parties or for specific purposes as outlined in its annual public notice. Disclosure of directory information will comply with federal and state privacy laws, including prohibitions on releasing personal information about children of judicial officials.

4. Opt-Out Process

Parents/guardians or eligible students may refuse to permit the designation of any or all of the above information as directory information by notifying the district in writing by October 1 of each school year.

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 education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
- (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
- (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, 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 postsecondary 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 postsecondary 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

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, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and postsecondary 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 Article 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 postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 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, recordkeeping, 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 Subparagraph 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 (1) 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 (2) 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 postsecondary 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 Article V. of this policy.

B. Prior Consent for Disclosure Not Required

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

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
- 3. To officials of other schools, school districts, or postsecondary 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 Article 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 Article XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive

tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 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 Paragraph XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Article VII. of this policy;
14. To military recruiting officers and postsecondary educational institutions pursuant to Article 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 parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals (34 Code of Federal Regulations, part 99.36) and for bona fide epidemiologic investigations which the Commissioner of the Minnesota Department of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted

on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, 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 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, 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 education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the

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

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

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 the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, 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;
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the Commissioner of the Minnesota Department 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; or
4. to appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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.
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 Minnesota Statutes, section 13.32.
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
4. 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 Article. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

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

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 any or all of those types of information about the student and/or the parent designated as directory information.
3. 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 Article VI. of this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Paragraph 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 Article 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 Paragraph, 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 the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance

of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

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

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

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POSTSECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and postsecondary 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;
 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 postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and postsecondary educational institutions, a parent or eligible student must notify the responsible authority, **Building Principal**, 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 recruiting officers and postsecondary educational institutions; and

7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and postsecondary 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 postsecondary 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 postsecondary educational institutions. In order to make any directory information about a student private, the procedures contained in Article 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 postsecondary 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 Article may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Paragraph A. of this Article does not prevent the school district from disclosing personally identifiable information under Article 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 Article VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Article XIII. of this policy.
2. Paragraph A. of this Article 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 Paragraph XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

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 Article 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 rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this Article 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 Subparagraph 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 Paragraph XII.B. of this policy, the record of disclosure required under this Article 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 Article 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 Subparagraph 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. Subparagraph 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 Subparagraph VI.B.1. of this policy, to requests for disclosures of directory information under Article 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 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

The school district shall respond to any request pursuant to Paragraph A. of this Article 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 Paragraph A. of this Article includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

If a student's education records are maintained in more than one (1) 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 (1) 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 (1) student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If one hundred (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 twenty-five (25) cents for each page copied.

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

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 Paragraph C. of this Article.

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 Paragraph

B. of this Article shall:

- a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Paragraphs A. and B. of this Article 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**
- 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 Article must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

- 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)
 - 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 - 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 - 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 - 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 - 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 - 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 - 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 - 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 - 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
 - Gonzaga University v. Doe*, 536 U.S. 273 309 (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 Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

Resources

U.S. Department of Education: *FAQs on Photos and Videos under FERPA | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *FERPA/IDEA Crosswalk | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy* (accessed 012926)

Minnesota Department of Health: *The Family Educational Rights and Privacy Act (FERPA) and Immunization Data (including Possible School Consent Language for Sharing Immunization Data with Registries)* (accessed 012926)

Adopted: _____

MSBA/MASA Model Policy 615

Orig. 1997

Revised: _____

Rev. 2026

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, Section 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

- A. The federal Every Student Succeeds Act (ESSA) and Minnesota statutes require that public school students be assessed annually in reading, mathematics, and science. The Minnesota Comprehensive Assessment (MCA), the Minnesota Test of Academic Skills (MTAS), and Alternate Minnesota Comprehensive Assessment (Alt MCA) are the standards-based accountability assessments used to meet this requirement.

The MCA and MTAS/Alt MCA are criterion-referenced assessments, which means they measure a snapshot of student learning of a fixed set of criteria: the Minnesota Academic Standards. The Minnesota K–12 Academic Standards are revised every ten (10) years, according to a schedule determined by the state legislature. When standards are updated, the statewide assessments are also updated with a new series to align to the new standards. The new assessments are administered when the new academic standards are fully implemented.

- B. The Minnesota Test of Academic Skills (MTAS) and the Alternate Minnesota Comprehensive Assessment (Alt MCA)

1. The Minnesota Test of Academic Skills (MTAS) and Alternate Minnesota Comprehensive Assessment (Alt MCA) are the standards-based accountability assessments designed for, and limited to, students with the most significant cognitive disabilities. They are designed to measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Students who receive special education services and meet the [eligibility criteria](#) may take the MTAS/Alt MCA.

2. In compliance with the transition to new Minnesota academic standards, the Minnesota Department of Education (MDE) is developing alternative assessments, the Alt MCA, to replace the MTAS, according to the following schedule:

- a. Science Alternate MCA (2024-25 school year);
- b. Reading Alternate MCA (2025-26 school year); and

- c. Mathematics Alternate MCA (2027-28 school year).

III. DEFINITIONS

A. Most Significant Cognitive Disability

This term describes students whose cognitive impairments may prevent them from attaining grade-level achievement standards, even with the very best instruction. IEP teams may use the following characteristics to identify if a student has a most significant cognitive disability:

1. The student's cognitive functioning is significantly below age expectations. The IEP team can determine that a student may be significantly below the average cognitive functioning of typically developing peers by
 - a. a standardized norm-referenced measure of cognitive functioning, or
 - b. when formal cognitive assessments are inappropriate, invalid or documented in other ways, other data-based measures may be used to document functioning significantly below age expectations as referenced in the Individuals with Disabilities Education Act (IDEA).
2. The student's disability has a significant impact on their ability to function in multiple environments, including home, school and community.
3. The student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain and generalize academic and life skills to actively participate in school, work, home and community environments.

- B. Other key terms are defined in the current MDE *Procedures Manual for the Minnesota Assessments* (see Resources).

IV. ALTERNATIVE ASSESSMENT

A. Initial Steps

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided.
3. The IEP team must first consider the student's ability to participate in the MCA, with or without accommodations. The IEP team must document, in the IEP, the reasons why the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

If the IEP team establishes that the MCA is not an appropriate measure of the student's knowledge and skills on grade-level content standards, even when the student is provided allowable and appropriate accommodations, the IEP team may consider the administration of an alternate assessment.

4. Participation decisions will be made separately for mathematics, reading, and science. Participation decisions must be made annually and documented in a student's IEP.

B. Alternate Assessment Eligibility Requirements

1. For a student with a significant cognitive disability to be eligible for an alternative assessment, the IEP team must determine that the following are true:
 - a. the student's cognitive functioning to be significantly below age expectations;
 - b. the student's disability has a significant impact on their ability to function in multiple environments, including home, school, and community; and
 - c. the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills to actively participate in school, work, home, and community environments.
2. Alternate assessment participation decisions must not be made on the following factors:
 - a. Student's disability category as defined in Minnesota Rules, part 3525.1325-1348;
 - b. Educational environment or instructional setting;
 - c. Participation in a separate, specialized curriculum;
 - d. An expectation that the student will receive a low score on the MCA;
 - e. Language, social, cultural, or economic differences;
 - f. Concern for participation rate calculations at the district level.

V. ALTERNATE ACCESS FOR ELs

A. ACCESS for ELs

1. All English learners in grades K–12 in public schools are required to participate annually in an English language proficiency assessment. With very few exceptions, all English learners take the ACCESS for ELs.

Minnesota students identified as English learners (ELs) require an additional assessment to determine their progress toward English language proficiency. These students take the WIDA ACCESS assessment annually. English learners who receive special education services and meet alternate assessment participation guidelines may take the WIDA Alternate ACCESS.

The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing. Some students with significant cognitive disabilities may be eligible to take the Alternate ACCESS for ELLs instead of the ACCESS for ELL.

B. Eligibility Requirements

1. The student is identified as an English learner (EL) and is reported as EL in student enrollment data submitted in the Minnesota Automated Reporting Student System (MARSS);
2. The student must have a most significant cognitive disability;
3. The student cannot meaningfully participate in the WIDA ACCESS, even with allowable accommodations.
4. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

C. Alternate ACCESS participation decisions must not be made on the following factors:

1. The student's disability category alone;
2. The student's placement or instructional setting;
3. The student's language background, or other social, cultural, or economic factors;
4. An expectation that the student will receive a low score on the WIDA ACCESS ; and
5. A desire to simplify test administration, which may include behavioral concerns or anticipated emotional distress.

VI. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING

See Chapter 5 of the current "Procedures Manual for the Minnesota Assessments" and Guidelines for Administration of Accommodations and Linguistic Supports.

VII. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list

of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

- Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08 (Individualized Education Programs)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
- Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 616 (School District System Accountability)
- Resources:** Minnesota Department of Education (MDE): [Alternate Assessments](#) (accessed 12/31/25)
MDE: [Statewide Assessments Policies and Procedures](#) (accessed 12/31/25)
MDE: [Eligibility Requirements and Decision-Making Tool for Minnesota Alternative Assessment](#) (MTAS/Alternate MCA) (accessed 12/31/25)
MDE: [English Learner Education](#) (accessed 1/1/26)
MDE: [Minnesota's Assessments for English Learners](#) (accessed 1/1/26)
WIDA: [WIDA Alternate ACCESS Participation Decision Tree](#) (accessed 1/1/26)

Adopted: _____

MSBA/MASA Model Policy 701

Orig. 1995

Revised: _____

Rev. 2026

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENTS

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board must approve and adopt its revenue and expenditure budgets for the next school year. The budget document so adopted must be considered an expenditure-authorizing or appropriations document. No funds shall be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district must publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement must be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes, section 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above in a conspicuous place on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where

the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 213

Orig. 1996

Revised: _____

Rev. 2007

213 SCHOOL BOARD COMMITTEES

~~*[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]*~~

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

A. The school board hereby appoints the following standing committees:

- ~~1. Audit.~~
- ~~2. Policy.~~
- ~~3. Building and Grounds Maintenance~~
- ~~4. Negotiations Committee(s) for various employee groups.~~
4. Community Education
5. Continuing Education
6. Curriculum
7. ECCE
8. Elementary MEEP
9. Food Service
10. Health & Safety
11. High School MEEP
12. Meet & Confer
13. MSHSL
14. Pine to Prairie
15. Staff Development
16. Technology
17. Transportation
18. Wellness

~~***[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]***~~

B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.

C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: _____

MSBA/MASA Model Policy 606.5

Orig. 2023

Revised: _____

Rev. 2025

606.5 LIBRARY MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

III. DEFINITIONS

- A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.991, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and

5. is served by a licensed school library media specialist or licensed school librarian.
- B. "Library collection" consists of the library materials made available to students.
 - C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials This term does not include materials made available to students as part of the curriculum.
 - D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.
- C. The procedures for selection and reconsideration set forth in this policy will be administered by:
 1. a licensed library media specialist under Minnesota Rules, part 8710.4550;
 2. an individual with a master's degree in library science or library and information science; or
 3. a professional librarian or a person trained in library collection management.
- D. The school board may decline to purchase, lend, or shelve or remove access to library materials legitimately based on:
 1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;
 2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or
 3. compliance with state or federal law.

V. SELECTION OF LIBRARY MATERIALS

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
 2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
 3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
 4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
 5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;
 - e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.
 6. The selection of library materials shall conform to the constraints of the school district budget.
- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.
- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or

replaced as determined by the library media specialist or the principal.

E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.

B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.

2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.

3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall

notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee).
3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.
6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

VIII. CHALLENGE REPORT

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the material being challenged;

- B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;
- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

IX. PROHIBITION ON RETALIATION

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (School Board Responsibilities)
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)
Minn. Rules Part 8710.4550 (Library Media Specialists)
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References: MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

Adopted: _____

MSBA/MASA Model Policy 722

Orig. 2017

Revised: _____

Rev. 2025

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes, section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

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

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

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

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes, section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of Minnesota Statutes, section 13.03.

N. Responsible Authority

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

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes, section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
 - 1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 - 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section,

temporary classification, or specific provision of federal law upon which the denial was based.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.
- C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes, section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to

resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.

- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes, section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes, chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25) cents for a one-sided copy or fifty (50) cents for a two-sided copy.

- b. More than one hundred (100) pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2. All charges must be paid for in cash in advance of receiving the copies.

[Note: The district should identify the payment methods that it will accept.]

B. Summary Data

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

- 1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule, 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

- 2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

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

Data Practices Contacts

Responsible Authority:

Superintendent
604 W Thrope Ave, Ada, MN 56510
218 784 5300

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

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

Resources: MN Department of Administration: [Actual Cost](#)
MN Department of Administration: [Copy Costs](#)
MN Department of Administration: [Education Data](#)