

Agenda Independent School District 279 School Board	Regular Business Meeting Osseo Area Learning Center (OALC)-Commons Area 7300 Boone Ave N Brooklyn Park, MN 55428 Tuesday, December 6, 2022 4:30 PM
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Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

This regular meeting of the Osseo School Board is being conducted the Board Room of the Educational Service Center, and is open to the public. The meeting can be monitored electronically by streaming online at district279.org/info-center/school-board (Watch Livestream). An archived recording will also be available on the district website.

Agenda Items

1. Check in
Tim Palmatier
2. Revision to Existing/Consideration of New Policies
Tim Palmatier
 - A. School Meals Policy (New) 2
Jeff Ansoerge, Director of Nutrition Services
 - B. Public Data and Data Subject Requests Policy (New) 4
 - C. Policy 209-School Board Standards (potential revisions) 9
3. Next Meeting: March 7, 2023
4. 5:45 p.m. Adjournment

To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district website www.district279.org, under "Info Center > School Board."

POLICY ____ - SCHOOL MEALS POLICY

I. PURPOSE

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

II. ACCESABILITY

Meals provided by Osseo Area Schools through the National School Lunch and Breakfast Program are available to all students regardless of family eligibility, meal account balance or available funds. All students will have access to a reimbursable breakfast and lunch meal during the school day as defined by the USDA.

III. MEAL BENEFITS AVAILABLE TO FAMILIES

All families may apply for Free and Reduced Meal Benefits and are encouraged to do so yearly. This is also known as Application for Educational Benefits.

Applications for free and reduced lunch will be made available on the school district website.

IV. MEAL SERVICE

- A. Breakfast and lunch will be available daily, when school is in session, to all students regardless of their eligibility or account balance.
- B. If a student who does not qualify for free or reduced meals has insufficient funds to pay for a meal, the student will be allowed to purchase a full meal, which will cause the account balance to become negative. This meal will be a 'regular' meal. Alternative meals should not be assigned based upon a student's inability to pay.
- C. A meal will not be taken from a student regardless of their ability to pay. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by nutrition staff or other school officials unless for health and safety reasons.
- D. A la carte items may be available for purchase outside of a reimbursable meal as defined by the National School Lunch and Breakfast Program. These items do require funds to be available in the meal account or with cash on hand.

V. NEGATIVE BALANCES

- A. Negative balances are not communicated to students at point of service.
- B. If a student inquires, Nutrition staff will discreetly provide meal balance information.
- C. Families will be notified twice monthly via the communication preferences the family has set up with the school district.
- D. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be

- encouraged to apply for free and reduced-price meals for their children.
- E. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing, or listing students' names publicly, or affixing stickers, stamps, or pins.
 - F. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when an account is negative, the debt is considered collectable, and efforts are being made to collect it.
 - G. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
 - H. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 (Minnesota Public School Fee Law) due to unpaid family meal balances. The school district will not limit a students' participation in any school activities including graduation ceremonies and access to materials and technology.

VI. COMMUNICATION OF POLICY

The school district will post this policy on the school district's website.

Adopted xx/xx/xxxx

POLICY 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. The purpose of this policy is to ensure that data requests by the public or by a data subject are responded in appropriate and consistent matter.

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. 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. Generally, 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.
 - 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 public data request within a reasonable time period.
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; and/or
 - b. The requested data exists but either all or a portion of the data is not accessible to the requestor. If the responsible authority determines that the requested data is classified so that access to the requestor must be 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.
 - c. The requested data exists and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent electronically or by mail.
 - 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. Overly burdensome

or harassing data requests may be challenge by the school district to the extent permitted by law.

3. if requested, the school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request. The school district is not required to provide an interpretation of the data in responding to the data 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.

IV. REQUEST FOR SUMMARY DATA

- A. Summary data is 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.
- B. 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).
- C. 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.
- D. 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.

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

- A. 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.
- B. 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 months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- C. 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.
- D. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- E. All requests for individual subject data must be made in writing directed to the responsible authority.
- F. 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).
- G. The identity of the requestor of private data is private.
- H. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- I. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VI. COSTS

A. Public Data

- 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

B. Summary Data

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

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.

VII. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The

responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

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

Data Practices Compliance Official:

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

Data Practices Designee(s):

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

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)

POLICY 209 - SCHOOL BOARD STANDARDS

- I. The purpose of this policy is to assist the individual school board member in understanding his or her role as part of the ISD 279 School Board and in recognizing the contribution that each member must make to develop an effective and responsible school board.
- II. The ISD 279 School Board formulates goals, defines outcomes and sets the course for its schools with input and participation from the communities it serves.
 - A. School Board members keep the school district focused on the educational welfare of all ISD 279 Osseo Area Schools' students.
 - B. School Board members consider both the present and future educational needs of the school district and communities it serves.
 - C. School Board members support and further the school district's mission and core values.
 - D. School Board members will regularly review, update and communicate the school system's mission and core values to the communities it serves.
 - E. School Board members support long and short range plans to work toward achieving the mission and core values of the school system.
- III. The ISD 279 School Board establishes and creates an environment to ensure all students the opportunity to attain maximum potential through a sound organizational framework.
 - A. School Board members will regularly review its policies to assure that the policies reflect the current law, and the mission and core values of the school district.
 - B. School Board members oversee district management by employing a superintendent and evaluating his or her performance in providing leadership, managing operations and performing duties assigned by law.
 - C. The School Board adopts a budget that incorporates sound fiscal practices and allocates resources to best achieve its mission and core values.
 - D. The School Board exercises its authority in employment matters after considering the superintendent's recommendation.
 - E. The School Board provides facilities for its students and staff that are safe and conducive to achieving its mission.
 - F. The School Board encourages and supports working cooperatively with families, businesses, community organizations and other agencies.
- IV. The ISD 279 School Board regularly critically reviews student achievement, its staff resources and all conditions affecting education as part of its accountability to the communities it serves.
 - A. The School Board regularly reviews key performance indicators for student and staff achievement.
 - B. The School board provides ample opportunities for itself, the superintendent and all staff for professional growth and increased competency through training.
 - C. The School Board reviews indicators for student and staff progress toward the achievement of the system's mission and goals.
 - D. The School Board demonstrates fiscal responsibility.
 - E. The School Board's business transactions are ethical and open.
- V. The ISD 279 School Board serves as education's key advocate on behalf of students and their schools in the communities it serves in order to advance its mission and core values.
 - A. The School Board promotes the welfare of the school system and all children through the political process at the local, state and national level.
 - B. The School Board recognizes the achievements of students, staff and others in education.

- C. The School Board takes leadership in securing community support for the school system's mission and core values and for the resources needed to achieve them.
- VI. The ISD 279 School Board and individual school board members perform their duties in a manner that reflects service to the communities it serves on behalf of students by conducting school district business in a fair, respectful and responsible manner.
- A. The School Board and its members create an atmosphere of openness and respect by seeking input from students, staff and community members on specific issues when appropriate.
 - B. The School Board, individual school board members and the superintendent work together in a climate of trust and mutual respect.
 - C. The School Board and individual school board members redirect specific complaints and requests to the superintendent or other staff members as appropriate.
 - D. The School Board members develop skills in teamwork, problem-solving and decision-making.
 - E. The School Board members respect the majority decision after honoring the right of members to express opposing viewpoints and vote their convictions.
 - F. The School Board and its members establish and follow laws and local policies, procedures and ethical standards governing the conduct and operation of the school board.
 - G. School Board members attend meetings and come prepared to discuss agenda items.
 - H. School Board members recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.

Adopted 12/14/10

Legal References:

Minn. Stat. §. 123B.02 (General Powers of Independent School Districts)

Minn. Stat. §. 123B.09 (Boards of Independent School Districts)

Minn. Stat. §. 123B.143 (Superintendent)

Cross References:

School Board Standards adopted 1/12/10



Hastings Public School District
ISD #200

215 Addressing School Board Member Violations

I. Purpose

- A. The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies.

II. General Statement

The Board recognizes that its failure to deal with violations of its policies and Board member misconduct risks the loss of public confidence in the Board's ability to govern effectively. Therefore, in the event of a member's violation of policy, or other forms of misconduct, the Board shall address the issue by using the following steps:

1. Conversation in a private setting between the offending member and the School Board Chair or other individual member; such conversation will be reported to the balance of the Board
2. Discussion in a public meeting between the offending member and the full School Board
3. Public censure, by simple majority vote, of the offending member of the School Board, as well as removal from committees and leadership positions, to which the member has been appointed or elected.
4. Removal from the school board for proper cause by a concurrent vote of at least four members. The board member to be removed will be duly notified of the time and place of the meeting for which the vote is to be taken, and for the reasons for the proposed removal. The board member will be given an opportunity to be heard in defense against the removal.

Most board member issues and situations are intended to fall into Category 1. Categories 2, 3, and 4 are intended for extreme and/or repeated instances of violations where Category 1 has not resulted in a change in member behaviors.

Legal References:

MN 123.B.09; Subd. 9. Removing board members.

Reviewed: 12.08.2021
Revised: 12.08.2021
Adopted: 12.02.2021

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	209.1	Page: 1 of 2
SERIES	200	School Board
SUBJECT	209.1	Addressing Board Member Policy Violations
Adopted		June 14, 2011
Revised		March 9, 2021

I. PURPOSE

The purpose of this policy is to identify the process for addressing willful or continuing policy violations by Board members.

II. GENERAL STATEMENT OF POLICY

The School Board will address alleged willful or continuing policy violations as a matter of self-governance. Each member is responsible for promptly initiating the process outlined below.

III. PROCEDURE

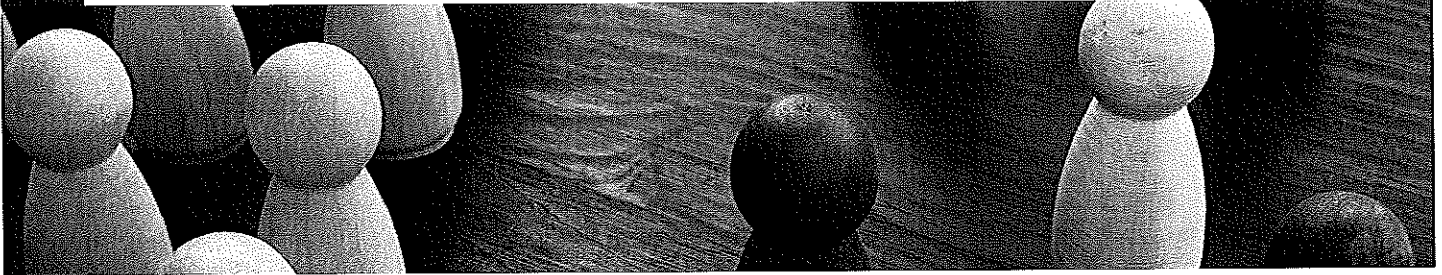
- A. A board member will discuss the issue directly with the board member whom they feel violated School Board policy.
- B. If agreement or understanding can be reached, consider the issue resolved.
- C. If resolution doesn't appear possible, or a board member isn't comfortable going to the offending member, then bring the issue and discussions to-date to the attention of the chair (or vice chair if the chair is the offending member.)
- D. If the board member doesn't get resolution via the chair/vice chair, bring the issue to the School Board for review of possible violation and for the School Board to take appropriate action by a concurrent vote of at least 4 members, which may include the following process:
 - 1. The School Board votes to determine if policy violation occurred.
 - 2. If the School Board agrees that a violation has occurred, the School Board will then vote on what action to take regarding the violation which may include one or more of the following:

- a. public statement
- b. public reprimand
- c. removal from board leadership positions
- d. suspension from the School Board
- e. or removal from the School Board.

V. RATIONALE

The School Board and each of its members are committed to faithful compliance with School Board policies and conducting themselves in a manner that demonstrates both excellence in governance and commitment to the district purpose.

SCHOOL BOARD SELF GOVERNANCE & MEMBER ACCOUNTABILITY



The School Board and each of its members must be committed to faithful compliance with the provisions of the Board's policies. Failure to deal with violations of its policies risks the loss of public confidence in the Board's ability to govern effectively. In the event of a board member's violation of policy, or other forms of misconduct, the Board shall address the issue by using the following steps:

1. Conversation in a private setting between the offending member and the School Board Chair or other individual members; such conversation will be reported to the other members of the Board.
2. Discussion in a public meeting between the offending member and the full School Board.
3. Public censure, by simple majority vote, of the offending member of the School Board, as well as removal from committees and leadership positions, to which the member has been appointed or elected.
4. Removal from the school board for proper cause by a concurrent vote of at least four members. The board member to be removed will be duly notified of the time and place of the meeting for which the vote is to be taken, and for the reasons for the proposed removal. The board member will be given an opportunity to be heard in defense against the removal (MN 123.B.09; Subd. 9).

Most board member issues and situations are intended to fall into Category 1. Categories 2, 3, and 4 are intended for extreme and/or repeated instances of violations where Category 1 has not resulted in a change in member behaviors.