

Special Meeting

Tuesday, September 2, 2025 7:00 PM

ECC Room 349, 5701 Normandale Road, Edina, MN 55424

I. **Determination of Quorum and Call to Order**

II. **Approval of Agenda**



DEFINING EXCELLENCE

**School Board Special Meeting
Tuesday, September 2, 2025; 7:00 PM
ECC 349**

I. Determination of Quorum and Call to Order

II. Approval of Agenda

III. Discussion

A. Superintendent Search - Tentative Calendar

Description: The Edina School Board is beginning the process of selecting the district's next superintendent. As part of this work, and to help keep the community informed, a tentative calendar has been developed to guide the key steps and milestones in the search process. This calendar is designed to provide a framework for the Board, staff, and community; however, specific dates may shift as discussions with the selected search firm move forward.

Presenter(s): Governance Committee

B. Superintendent Search Firms Discussion

Description: The Edina School Board is entering the next phase of its superintendent search process, which includes identifying and selecting a search firm to assist with recruitment, screening, and candidate selection.

Presenter(s): Governance Committee

C. Policies 516, 516.5, and 308

Description: A recent statutory change allows school districts to permit high school students to possess and administer an opioid antagonist (such as Naloxone) to themselves or another high school student. At the September 8 board meeting, the Policy Committee will be recommending that Policy 516.5 be amended to permit this. Policy 516 will also be reviewed for related updates. These policies are being brought to the September 2 special meeting for additional input from the board regarding the drafting of amendments.

Presenter(s): Policy Committee

IV. Leadership and Committee Updates

V. Adjournment

III. Discussion

III.A. Superintendent Search - Tentative
Calendar



Board Meeting Date: 9/2/2025

Title: Superintendent Search Tentative Calendar

Type: Discussion

Presenter(s): Governance Committee

Description: The Edina School Board is beginning the process of selecting the district's next superintendent. As part of this work, and to help keep the community informed, a tentative calendar has been developed to guide the key steps and milestones in the search process. This calendar is designed to provide a framework for the Board, staff, and community; however, specific dates may shift as discussions with the selected search firm move forward.

The Board is committed to ensuring that this process is transparent, inclusive, and well-communicated. Information and updates related to the superintendent search will be posted on the district website. In addition, important decisions and steps will be shared with staff, families, and community members through the district's communication channels.

This tentative calendar sets the stage for the Board's review and discussion. It is intended to give the community a sense of the anticipated timeline while acknowledging that adjustments may occur along the way.

Recommendation: The board should review the attached calendar and be prepared to discuss and ask any questions about the proposed timeline and process.

Attachment(s): [Tentative Superintendent Search Calendar](#)

Tentative Superintendent Search Calendar

****PLEASE NOTE:** All dates are only speculative at this point and are designed to give a general outline of the process. Once the search firm has been selected, they will work with the board to further define the process and refine dates. All information regarding dates, community involvement, and key decisions will be provided to the public through the district website and communication channels.

Sept. 2, 2025	Board reviews Superintendent Search Tentative Calendar Board decides on three search firms from which to request proposals
Special Meeting-Week of September 22-26, 2025	Board interviews (and selects) search firm
Special Meeting-Week of October 6-10, 2025	Initial meeting(s) with search firm to discuss timeline, leadership profile, hiring criteria from board, stakeholder feedback, and shared expectations
Mid October-Mid November, 2025	Search firm conducts focus groups with various stakeholder groups and conducts community-wide survey
December 8, 2025 (Work Session) or Special Meeting	Search firm presents results from focus groups and surveys, and presents leadership profile to the board
January 6-February 8, 2026	Search firm recruits candidates
February 17, 2025	Search firm presents slate of candidates to board. Search firm leads interview and selection workshop with board
Special Meetings-Week of February 23-27, 2026	Semi-finalist interviews and selection of finalists.
Special Meetings-Week of March 10-12, 2026	Finalists have full day in-district experience, meeting with stakeholders, visiting schools and being interviewed by the board.
Around March 12, 2026	Board selects Superintendent and determines contract negotiation process.
March 23, 2026	Board committee begins employment contract negotiations with Superintendent
July 1, 2026	Superintendent start date

III.B. Superintendent Search Firms Discussion



Board Meeting Date: 9/2/2025

Title: Superintendent Search Firm Discussion

Type: Discussion

Presenter(s): Governance Committee

Description: The Edina School Board is entering the next phase of its superintendent search process, which includes identifying and selecting a search firm to assist with recruitment, screening, and candidate selection. The attached document provides background on board policy, the attributes of an ideal search firm, and a list of search firms for consideration.

Recommendation: The board should review the attached document and be prepared to discuss the attributes it is seeking in a search firm, as well as which firms it would like to engage further. The objective for tonight is to select three to four search firms from which to request proposals.

Attachment(s): [Superintendent Search Firm Selection Process](#)



9/2/25

Superintendent Search Firm Selection Process

I. Board Policy

Board Policy 303, states that “the school board selects, employs, and contracts with the chosen superintendent”. It outlines the selection of the superintendent by the board by saying:

Selection:

- A process for recruitment, screening, and interviewing of candidates will be developed by the school board.
- The board may contract for assistance in the search for a superintendent.

[Policy 303](#)

II. Attributes of Ideal Search Firm

As part of the superintendent search process, the board is taking steps to identify and engage a search firm to assist with this important work. To guide the selection process, the board will first determine the qualities and attributes it values in a search partner. In December 2024, before the board engaged in an interim superintendent search, qualities identified in a desired search firm included:

1. Success in past
2. Representative client lists
3. Experience with high performing school districts
4. Experience with similar district
5. Knowledge of district
6. No preconceived notions as to what is best
7. Ability to work with and guide board
8. Cost

In this discussion, the board will revisit the December 2024 list and revise desired qualities based on any additional information or input from the full board.

III. Selection of Firms of Interest

Following the discussion of ideal search firm attributes, the board will review a list of regional search firms and identify three to four firms from which to request proposals and set up further interviews. These proposals will provide additional details on the firms' approach, capacity, and record of success. The board's selection of firms to invite for proposals will set the stage for a more in-depth evaluation process during the interview process.

Search firms for consideration include:

1. School Exec Connect

- Conducted our last superintendent search (Dr. Stanley in 2021)
- Knowledgeable about both Edina and the state of Minnesota
 - Completed searches performed: Anoka-Hennepin, Brainerd, Burnsville, Chaska, Wayzata
 - Have experience with high performing districts, especially in Illinois: Lake Geneva, Lake Forest, New Trier
- Specialize in boards of education and superintendent searches
- Comes recommended from governance research from December 2024

2. Hazard Young

- Located in Arlington Heights, Illinois
- Was the one of the finalists for the board for the last superintendent search
- Specializes in boards of education and superintendent searches
- More of a national search company and have experience in Minnesota, but not as extensive as other search companies
- Does not appear to have an associate directly assigned to or specializing in Minnesota (Wisconsin, Iowa and Illinois associates available)
- Comes recommended from governance research from December 2024

3. BWP and Associates

- Located in Libertyville, Illinois with Jane Berens listed as the Minnesota contact
- Edina utilized this firm for the search that hired John Schultz
- Minneapolis, St. Paul, and Minnetonka have all recently used
- Specializes in boards of education and superintendent searches

4. Minnesota School Board Association

- Located in Minnesota and specializes in Minnesota searches
- Barb Dorn is the Director of Executive Search. As a member district of MSBA, Barb was helpful and an advisor during our interim process.
- Conducted the search for Rochester, St. Louis Park Schools and many outstate districts
- Specialty is in supporting boards of education

- Part of the National Affiliation of Superintendent Searchers, which enables them to notify a national market

5. [McPherson and Jacobson](#)

- Located in Omaha, Nebraska
- Specialize in educational executive leadership searches
- Have nationwide reach, with two Minnesota associates, however appears to have never done any Minnesota searches

III. Next Steps

After the board has selected three to four search firms from which to request proposals and interviews, next steps include:

- Executive Assistant, Anne Naas, will collect board member's availability for a special meeting to interview each search firm. Typically, all interviews take place on the same evening to avoid an unfair advantage to any firms.
- The governance committee will reach out to each firm requesting a proposal for our search and work with each firm to schedule an interview for the week of September 22-26, 2025.

IV. Conclusion

The Edina School Board remains committed to ensuring that the superintendent search is conducted in a manner that reflects the values of the Edina Public Schools community and is transparent, inclusive, and well-communicated. All updates will be shared on the district website, and key milestones will be communicated through district communication channels.

III.C. Policies 516, 516.5, and 308



Board Meeting Date: 9/2/25

Title: Policies 516, 516.5, and 308

Type: Discussion

Presenter(s): Policy Committee

Description: A recent statutory change allows school districts to permit high school students to possess and administer an opioid antagonist (such as Naloxone) to themselves or another high school student. At the September 8 board meeting, the Policy Committee will be recommending that Policy 516.5 be amended to permit this. Policy 516 will also be reviewed for related updates. These policies are being brought to the September 2 special meeting for additional input from the board regarding the drafting of amendments. This discussion will specifically include consideration of whether opioid antagonists should be exempt from all Policy 516 reporting and approval requirements, including the Medication Administration Authorization form and other provisions that apply to self-administered inhalers and epinephrine delivery systems. Any exemption language would be drafted after the meeting.

Policy 308 Pandemic Response was an emergency policy adopted in 2020 in response to the Covid pandemic. It was adopted for a one year period and is expired. The Policy Committee requests input from the board regarding whether a new, generic pandemic response policy should be drafted to be in place in the event of any future pandemic or similar situation.

Recommendation: Administration recommends adding the possess and administer permission for opiate antagonists to Policy 516.5. It is further recommended that such possession and administration be exempted from all reporting and approval requirements under Policy 516. There is no opinion on policy 308.

Desired Outcomes from the Board: Please come prepared with any questions and feedback you have about the proposed changes in policy and protocol in Policies 516 and 516.5 and direction on Policy 308.

Attachment(s): [516 Student Medication](#), [516.5 Overdose Medication](#); [former Policy 308](#)

Students

Student Medication

I. Purpose

This policy sets forth the provisions that will be followed when administering prescription and nonprescription medication to students.

II. General Statement of Policy

The school district acknowledges that some students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse/registered nurse, trained health services employee, or other employee to whom the licensed school nurse/registered nurse designates this responsibility. The licensed school nurse/registered nurse is responsible for educating the designee about the reason the medication is needed, the usual dose of the medication, and the possible side effects of the medication(s). The district strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian, filed in the health office.

III. Administration Procedures and Exclusions

A. Medications administered at school must be FDA-approved and listed in the *Physicians' Desk Reference* ("PDR"). Rare exceptions will be considered individually by the district medical advisor and the health services coordinator.

1. Drugs and medications ("medications") used by students not governed by this policy include the following:
 - a. Medications used off school district property, unless as part of district-sponsored field trip;
 - b. Medications used in connection with athletics or extracurricular activities; and
 - c. Medications used in connection with activities that occur before or after the regular school day.
2. Prescription medication as used in this policy does not include any form of medical cannabis as defined by and in accordance with state law.
3. If the administration of medication(s) requires the district to store the

medication, the parent/guardian must inform the district if the medication is a controlled substance.

- a. If the medication is a controlled substance, the parent/guardian must retrieve the medicine upon district request.
- b. If the medication is not a controlled substance, the parent/guardian must designate the district as an authorized entity to transport the medication for destruction purposes.

B. Request Procedure

The administration of prescription and nonprescription medication requires a completed signed Medication Administration Authorization form from the student's parent/guardian and a physician before the medication will be administered. An oral request must be reduced to writing within two school days, provided that the district may rely on an oral request until the Medication Administration Authorization form is received. When medication administration is necessary, the Medication Authorization Form must be completed not less than once per school year and when a change in the prescription or requirements for administration occurs.

The licensed school nurse/registered nurse or designee may request to receive further information about the prescription from the prescriber, if needed, prior to administration of the medication.

C. Storage

Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and will be administered in a manner consistent with the instructions on the label.

Medication will be kept under the secured care of district employees. Exceptions to this requirement are refrigerated medication, prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the district and the parent/guardian or as specified in an Individualized Education Plan ("IEP"), Section 504 Plan, or Individual Health Plan ("IHP").

D. Administration

Procedures for administration of medicine at school and school activities are developed in consultation with a licensed school nurse/registered nurse. For medicine used by students with a disability, administration may be as provided in the IEP, Section 504 Plan, or IHP.

1. General Exceptions

- a. Emergency health procedures, including emergency administration of

drugs and medicine, are not subject to this policy.

- b. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- c. Specific health treatment and health functions (e.g., catheterization, tracheostomy suctioning, and gastrostomy feedings) do not constitute administration of medicine.

2. Self-Administered Inhalers Exception

Medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. The district has received a Medication Administration Authorization from the student's parent/guardian permitting the student to self-administer the medication and a written physician order for the current school year.
- b. The inhaler is properly labeled for that student.
- c. The parent/guardian has not requested a district employee to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The licensed school nurse or registered nurse or other appropriate party will assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

3. Epinephrine ~~Auto-Injectors~~ Delivery Systems Exception

a. Definitions

1. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
2. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
3. "School" means a public school under ~~Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4,~~ state law, that is subject to the federal Americans with Disabilities Act.

At the start of each school year or at the time a student enrolls in school,

whichever is first, a student's parent/guardian, district employees, including those responsible for student health care, and the prescribing medical professional will develop and implement an IHP for a student who is prescribed epinephrine ~~autoinjectors~~ **delivery systems** that enables the student to:

- a. possess epinephrine ~~autoinjectors~~ **delivery systems**; or
- b. if the parent/guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine ~~autoinjectors~~ **delivery systems** in close proximity to the student at all times during the instructional day. For the purposes of this exception, the instructional day is defined as the start time and ending time of the school/program as defined by the district.

The IHP will designate the district employees responsible for implementing the student's IHP, including recognizing anaphylaxis and administering epinephrine ~~autoinjectors~~ **delivery systems** when required, consistent with state law. This health plan may be included in a student's Section 504 Plan.

The district may obtain and possess epinephrine ~~auto-injectors~~ **delivery systems** to be maintained and administered by district personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine ~~auto-injector~~ **delivery system**. The administration of an epinephrine ~~auto-injector~~ **delivery system** in accordance with state law is not the practice of medicine.

Registered nurses may administer epinephrine ~~auto-injectors~~ **delivery systems** in a school setting according to a condition-specific protocol as authorized under state law. Notwithstanding any limitation in state law, licensed practical nurses may administer epinephrine ~~auto-injectors~~ **delivery systems** in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine ~~auto-injector~~ **delivery system** is to be administered, when caring for a patient whose condition falls within the protocol.

The district may enter into arrangements with manufacturers of epinephrine ~~auto-injectors~~ **delivery systems** to obtain epinephrine ~~auto-injectors~~ **delivery systems** at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for the district's supply of epinephrine ~~auto-injectors~~ **delivery systems**.

The Commissioner of the Minnesota Department of Health must provide the district with a standing order for distribution of epinephrine **delivery systems** under ~~Minnesota Statutes, section 148.235, subdivision 8 and 151.37, subdivision 2~~ **state law**.

4. Employees

- a. Trained employees may administer medication to students in special cases when the licensed school nurse, registered nurse, employees involved, and parents/guardians agree in writing to this plan and doing so is not inconsistent with any applicable medical orders or standards. In these cases, the medication will be kept locked in a cabinet and the employees will keep a record of the date, time, name, and amount of medication(s) given to students.
- b. Trained employees may administer medication to students when necessary on field trips. The licensed school nurse/registered nurse will instruct the trained employees about the proper method of administration, storage, and any side effects of the medication to be administered. The same labeling and documentation requirements listed above will apply.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on district property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. District personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Recordkeeping

All medication administered at school will be documented. This documentation includes the name and dose of medication, time of administration, and the name of the individual who administered the medication.

The licensed school nurse/registered nurse or other designated person is responsible for the filing of the signed Medication Authorization documents in the student's health record. The licensed school nurse/registered nurse, or designee, is responsible for providing a copy of such form to the principal and to other employees designated to administer the medication.

G. Discontinuing a Medication

Medication will be discontinued when a parent/guardian gives verbal permission to discontinue the medication. This request must be followed in writing by the parent/guardian.

H. Unclaimed Medications

1. The district will contact parents/guardians to collect unclaimed medications.
2. Transportation for destruction of unclaimed medications that are

non-controlled substances will occur at least annually, but more frequently at the district's discretion. The district will transport the medication to a designated drop-off box or collection site or may request law enforcement assistance in transportation.

3. The district will not transport unclaimed medications that are controlled substances. If the controlled substance is unclaimed, the district will request that a law enforcement agency transport the controlled substance to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the law enforcement agency's procedures for transporting such controlled substance.

I. Medications that are Controlled Substances

Medications that are considered to be controlled substances for purposes of state and federal law are subject to the following security provisions:

1. Controlled substances will be counted when they arrive at school and before they leave school. This count will be recorded.
2. If a controlled substance is dropped on the floor, it will be disposed of in a health office hazardous waste container, witnessed and recorded by two adults.
4. Unless written parent or guardian permission is received prior to a field trip, the district is prohibited from transporting medicines that are controlled substances. The parent/guardian must retrieve unused medicines that are controlled substances at the request of the district.

Legal References:

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.21 (School Health Services)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.2205 (Possession and Use Epinephrine ~~Autoinjectors~~ [Delivery Systems](#); Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine ~~Auto-Injectors~~ [Delivery Systems](#))

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 147.081, subd. 2 (Practicing Without License; Penalty)

Minn. Stat. § 148.171-148.285 (Minnesota Nurse Practice Act)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Definitions; Medical Cannabis)

Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Rules, Chapter 7045 (Hazardous Waste)

Cross Reference:
Policy 516.5 (Overdose Medication)

Policy
adopted: 06/16/08
amended: 03/12/12
revised: 06/16/14
revised: 07/19/21
revised: 12/02/24
revised: __/__/25 (statutory changes quick review)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota



Appendix I to Policy 516 and Appendix V to Policy 538
Edina Public Schools – Medication Administration Authorization

Do not use this form for students who require medication for asthma, severe allergies, seizures, or diabetes. Please have your medical provider complete action plans for these health conditions.

Student: _____ Date of Birth: _____ Grade: _____

PHYSICIAN AND PARENT/GUARDIAN SIGNATURE REQUIRED BELOW.

Parents/guardians asking district employees to give medication to their child must provide written permission each school year that has been signed by the child's licensed health care provider and the parent/guardian. The medication must be provided in the original, labeled container.

PHYSICIAN/LICENSED PRESCRIBER'S ORDER FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL – To be completed by physician/licensed prescriber.				
Medication	Dose in mg	Frequency	Route	Medical Condition
Physician/licensed prescriber signature (required):				Date:
Print Name of Prescriber			Clinic Name	
Phone:			Fax:	

All authorizations expire at the end of the school year or following the summer school session.

<p><u>Parent/ Guardian Authorization</u></p> <p>I request that the above medication/s be given during school hours as ordered by my child's physician/licensed prescriber.</p> <p>I request that the medications be given on field trips as prescribed. Yes</p> <p>No</p> <p>I will notify the school if medication is stopped.</p> <p>I give permission for the medication/s to be given by school personnel as delegated, trained, and supervised by the school nurse.</p> <p>Legally, I may refuse to sign the authorization to administer medication form. If I refuse to sign, the district will not be able to administer the medication.</p> <p>This consent may be revoked at any time by sending a written notice to the licensed school nurse.</p> <p>If this medication(s) is a controlled substance, I am obligated to retrieve the controlled substance when requested by the district.</p> <p>If this medication(s) is not a controlled substance, I hereby designate the district as an authorized entity to transport the medication for the purposes of destruction if any unused medication(s) remains.</p> <p>_____</p> <p>Parent/Guardian Signature Date</p>

<p><u>Permission for Release of Information</u></p> <p>I give permission for the school nurse to contact my child's physician/licensed prescriber with questions about the above listed medication/(s) or medical condition/(s) being treated by medication/(s).</p> <p>I give permission for the physician/licensed prescriber to release information related to the above medication/(s) and medical condition/(s) to the licensed school nurse.</p> <p>_____</p> <p>Parent/Guardian Signature Date</p> <p>(05/25)</p>
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Students

Overdose Medication

I. Purpose

As a means of enhancing the health and safety of its students, employees, and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use by trained district employees to assist a student, employee, or other individual believed or suspected to be experiencing an opioid overdose on district property during the school day. Authorization for obtaining, possessing, and administering Naloxone or similar permissible medications under this policy are contingent upon:

- A. The continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; and
- B. The district and its employees having immunity from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the employee believes in good faith to be suffering from a drug overdose.

II. Definitions

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

- A. “Drug-related overdose” means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression, or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. “Naloxone” is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”
- C. “Naloxone Coordinator” is a school district staff person or administrator

appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The district's Naloxone Coordinator is the district health services supervisor.

- D. "Opiate" means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- E. "Opiate Antagonist" means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- F. "Standing Order" means directions from a licensed medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members, or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

III. Policy Responsibilities

- A. The school district will maintain a supply of opiate antagonists at each school building to be administered in compliance with Minnesota law. Each school building will have two doses of nasal naloxone available on-site.
- B. Administration of Naloxone
 - 1. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant state statute, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, the district to administer opiate antagonists under state statute.
 - 2. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding other statutory prohibitions.

C. The Naloxone Coordinator

1. Under the oversight of the Naloxone Coordinator, the district will obtain a Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by district employees and will update or renew the Standing Order as required. A copy of the Standing Order will be maintained in the office of the Naloxone Coordinator.
2. The Naloxone Coordinator will develop district-wide guidelines and procedures for the financing, purchasing, storage, and use of Naloxone.
 - a. District employees will activate the community emergency response system (911) when Naloxone is administered to ensure additional medical support is provided due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. District employees will contact a district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. District employees will inform the building administrator of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps; and
 - d. District employees will make immediate attempts to determine if the recipient of Naloxone is a minor and, if so, contact the parent(s)/guardian(s) on record as soon as possible to notify them of the administration of the Naloxone.
3. The Naloxone Coordinator will determine the type and method of training, identify employees at each school building to be trained, and coordinate the implementation of the training.

D. School District Employees

District employees will be responsible for attending all required training pertaining to the policy, procedures, and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

E. Possession and Administration by High School Students

The district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student, The protections of ~~Minnesota Statutes, section 604A.04~~ state law apply to the possession and administration of opiate antagonists according to ~~Minnesota Statutes, section 121A.224~~ state law.

IV. Naloxone Storage

- A. The Naloxone Coordinator will select Naloxone storage locations within the school building. Naloxone will not be sent on field trips, transportation, or provided during activities that occur outside of the school day or off school property.
- B. The selected storage locations of Naloxone will be classified as non-public "security information." The identity of the storage locations will be shared only with trained employees whom the Naloxone Coordinator has determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled and monitored for expiration dates.

V. Privacy Protections

The school district will maintain the privacy of students and employees related to the administration of Naloxone as required by law.

Legal References:

20 U.S.C. § 1232g (Family Educational and Privacy Rights)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. Rules Part 6800.4220 (Schedule II Controlled Substances)
Minnesota Department of Health Toolkit on the Administration of Naloxone

Cross References:
Policy 516 (Student Medication)

Resources:
[Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings](#)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Policy
adopted: 08/14/23
revised: 11/04/24
revised: __/__/25 (statutory changes quick review)

Administration

COVID-19 Pandemic Response (Emergency Policy in Effect for One Year)

I. Purpose

This policy addresses the School District's process for protecting the health and safety of its students, staff, and community while in District facilities and programs during the current COVID-19 pandemic.

II. General Statement

The widespread outbreak of this pandemic may necessitate that the District quickly modify District operations, including but not limited to:

- Student and staff attendance at school/work and program participation;
- Learning framework;
- Facilities management;
- Health and hygiene protocols;
- Community access; and
- Any and all other aspects of the District's functioning.

III. Responsibility

The School Board hereby directs the Superintendent or their designee to develop and implement procedural requirements, plans, and/or standard protocols for student and staff participation and the overall management and functioning of the District during this pandemic. Prior to putting any such requirement, plan, or protocol in place, the Superintendent or their designee must notify the members of the School Board. The Superintendent or their designee must provide at least timely updates to the School Board regarding any such requirement, plan, or protocol, unless the School Board otherwise directs the Superintendent to provide fewer updates. If applicable, the School Board directs the Superintendent or their designee to incorporate and follow any Minnesota Department of Health ("MDH") or Centers for Disease Control and Prevention ("CDC") guidelines or plans that may be issued.

These requirements, plans, or protocols may be implemented by the Superintendent or their designee without the review and approval of the School Board, and will become immediately applicable to students, staff, and the community. The School Board recognizes the potential need for flexibility or to revise and adapt the requirements, plans, and protocols as additional information is gathered, and/or guidelines are provided by MDH. As such, the requirements,

plans, or protocols may be revised by the Superintendent or their designee, as needed.

Any such requirements, plans, or protocols shall be attached to this Policy as an Appendix. The School Board may later review and provide input, revisions, and/or direction on the requirements, plans, and protocols. The School Board has the ultimate authority to fully adopt, overturn, or revise any such requirements, plans, or protocols at any meeting. Until any such School Board action occurs, the requirements, plans, or protocols implemented by the Superintendent or their designee shall be fully enforceable.

Cross References:

Policy 810 (Safety and Security of Students, Employees, Visitors, Buildings and Grounds)

Policy 812 (Health and Safety Program)

Policy
adopted: 7/13/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I
FACE COVERINGS

I. GENERAL PRINCIPLES

- A. The district complies with the gubernatorial executive orders and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect people.
- C. Unless an exception described in Section III below applies, each student, employee, or other person present inside a district building or using district transportation vehicles is required to wear a face covering.
- D. A violation of this policy occurs when a student, employee, or other person present in a district building or using district transportation vehicles fails to wear a face covering, unless an enumerated exception applies.

II. DEFINITIONS

- A. A face covering must be worn to cover the nose and mouth completely. The following are included in the definition of face covering:
 - 1. Paper or disposable mask;
 - 2. Cloth face mask;
 - 3. Scarf;
 - 4. Neck gaiter;
 - 5. Bandana;
 - 6. Religious face covering; and
 - 7. Medical-grade masks and respirators.
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece. A face shield is not a face covering.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

- D. The definition of face covering is governed by gubernatorial orders and administrative guidance, as amended.

III. EXCEPTIONS; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on (1) anyone under age 2, (2) anyone who has trouble breathing or is unconscious, (3) anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or (4) anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following limited situations:
 - 1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic, as determined by the district;
 - 2. A teacher may wear a face shield when wearing a face covering may impede the educational process;
 - 3. Employees, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering; and
 - 4. Employees providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Employees, students, and other people on district property may temporarily remove their face covering in the following situations:
 - 1. When engaging in classes or activities conducted outdoors;
 - 2. During specific activities, as defined by the Minnesota State High School League, as exceptions to face covering requirements;
 - 3. During activities, such as swimming or showering, when participating in the activity involves soaking or submerging a face covering in water;
 - 4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
 - 5. Pre-kindergarten students ages 5 years and younger;
 - 6. When the wearer needs to remove the face covering to eat or drink;
 - 7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument or participating in the activity;

8. When required by district employees for the purposes of identification;
9. Employees working alone in their offices, classrooms, vehicles, or job locations while engaging in no person-to-person interaction;
10. Employees working in communal spaces that have barriers between employees that are above face level; and
11. When a face covering unreasonably impairs communication with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that unreasonably impairs communication.

IV. IMPLEMENTATION

- A. Each district building has a posted notice that states the face covering requirement.
- B. This policy is communicated to students, employees, families, and potential visitors to school district buildings through the district website.
- C. Although the district will provide face coverings to employees and students, employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- D. A person who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation.
 1. The Superintendent or designee has discretion to determine whether an employee, parent, or other person qualifies for a reasonable accommodation and the accommodation to be provided.
 2. For a student with a medical condition or disability, the student's education team (e.g. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided.
 3. As a condition to granting a reasonable accommodation, the district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement are assessed on a case-by-case basis in accordance with applicable federal and state law.

- E. All face coverings must comport with Policy 504 and any resulting district or building dress code expectations.
- F. The district has a distance learning option available to its enrolled students who may be medically vulnerable or otherwise unwilling to wear a face covering while in the district buildings.

V. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. The school district will ask persons who fail to adhere to this policy to leave the district building.
- B. The district may, in its discretion, report violators of this policy to law enforcement.

Legal References:

Emergency Executive Order 20-81

Emergency Executive Order 20-82

Emergency Executive Order 20-103

Emergency Executive Order 20-104

Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)

Minn. Stat. § 12.45 (Violations; Penalties)

Appendix Created 8/20/20

Updated 2/8/21

IV. Leadership and Committee Updates

V. Adjournment