Goodhue County Education District Board Agenda
Thursday, May 28, 2026 at 6:00 PM
River Bluff Education Center, Red Wing
395 Guernsey Ln
Red Wing, MN 55066

AGENDA

I. **Pledge of Allegiance:**
II. **Call to Order/Adoption of Agenda:**
III. **Consent Agenda:**
A. Approval of April 30, 2026, Minutes 2

Board Meeting

Thursday, April 30, 2026 6:00 PM
River Bluff Education Center, Red Wing, 395 Guernsey Ln, Red Wing, MN 55066

Erica Aronson:	Present
Terese Bjornstad:	Present
Adam Dicke:	Present
Jason Lohmann:	Present
Heath Oeltjen:	Present
JoLyn Williams:	Present

I. **Pledge of Allegiance:** **Presenter:** J. Lohmann

II. **Call to Order/Adoption of Agenda:** **Presenter:** J. Lohmann

Action(s):
Motion to call the meeting to order and accept the agenda. This motion, made by JoLyn Williams and seconded by Erica Aronson, Passed.

Voting Detail:

Erica Aronson:	Yes
Terese Bjornstad:	Yes
Adam Dicke:	Yes
Jason Lohmann:	Yes
Heath Oeltjen:	Yes
JoLyn Williams:	Yes

Voting Summary: Yes: 6, No: 0

III. **Consent Agenda:** **Presenter:** J. Lohmann

Action(s):
Motion made to accept the consent agenda. This motion, made by Adam Dicke and seconded by Terese Bjornstad, Passed.

Voting Detail:

Erica Aronson:	Yes
Terese Bjornstad:	Yes
Adam Dicke:	Yes
Jason Lohmann:	Yes
Heath Oeltjen:	Yes
JoLyn Williams:	Yes

Voting Summary: Yes: 6, No: 0

III.A. Approval of Board Minutes **Presenter:** J. Lohmann

III.B. Approval of Claims: Adam Dicke **Presenter:** J. Lohmann

III.C. Staff Updates: **Presenter:** C. Johnson

III.C.1. **Resignations:** **Presenter:** C. Johnson

III.C.2. **New Hire:** **Presenter:** C. Johnson

Ebert, Abby - Blind & Visual Impairment Teacher @ GCED, effective for the 2026-2027 school year
Mueller-Peters, Kennedy - Physical Health Impairments/Assistive Technology Teacher @ GCED, effective for the 2026-2027 school year
Walstad, Kindra - School Social Worker, 1.0 FTE @ Goodhue, effective for the 2026-2027 school year

III.C.3. **Transfers:** Hansen, Carrie - Assistant Director of Special Education - Red Wing to Assistant Director of Special Education - Goodhue / Zumbrota-Mazeppa, effective for the 2026-2027 school year. Nemanich, Tom - School Psychologist, .8 FTE Kenyon-Wanamingo /.2 FTE River Bluff Education Center to 1.0 FTE Red Wing Schools, effective for the 2026-2027 school year Roschen, Bailie - Multilingual Learners Teacher, .5 FTE Cannon Falls / .5 FTE Red Wing to 1.0 FTE Cannon Falls, effective for the 2026-2027 school year	**Presenter:** C. Johnson
III.C.4. **Re-assignment:**	**Presenter:** C. Johnson
IV. **Public Input:** **The policy of the education district board is to encourage discussion by persons of subjects related to the management of the district at board meetings. The board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. Persons who wish to have a subject discussed at a public board meeting must notify the executive director's office in advance of the board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed. The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board.**	**Presenter:** J. Lohmann
V. **Reports and Communication:**	**Presenter:** J. Lohmann
V.A. Business Manager Report	**Presenter:** J. Paradis
V.B. Building the Future Teacher's Club Presentation **Discussion:** Jess Whitcomb presented information on Building the Future Teachers Club.	**Presenter:** J. Whitcomb
VI. **Old Business:** **Action(s):** Motion made to approve policies 412, 415, 417, 419, 420, 421, 422, 423, 427. This motion, made by Terese Bjornstad and seconded by Erica Aronson, Passed. **Voting Detail:** Erica Aronson: Yes Terese Bjornstad: Yes Adam Dicke: Yes Jason Lohmann: Yes Heath Oeltjen: Yes JoLyn Williams: Yes **Voting Summary:** Yes: 6, No: 0	**Presenter:** J. Lohmann
VI.A. 2nd Reading of Policies: 412, 415, 417, 419, 420, 421, 422, 423 and 427	**Presenter:** C. Johnson
VII. **New Business:**	**Presenter:** J. Lohmann
VII.A. Contract for Police School Resource Officer **Action(s):** Motion made to approve the Police School Resource Officer contract. This motion, made by Heath Oeltjen and seconded by Adam Dicke, Passed. **Voting Detail:**	**Presenter:** C. Johnson

Erica Aronson: Yes
Terese Bjornstad: Yes
Adam Dicke: Yes
Jason Lohmann: Yes
Heath Oeltjen: Yes
JoLyn Williams: Yes

Voting Summary: Yes: 6, No: 0
Discussion: Cherie Johnson presented information about the Police Resource officer contract.

VII.B. 1st Reading of Policies: 424, 502, 503, 504, 505, 507.5, 508, 513, 516.5 and 518. **Presenter:** C. Johnson
Discussion: Cherie Johnson explained any changes or revisions among the policies.

VII.C. Executive Director Agreement for 2026-27, 2027-28 and 2028-29. **Presenter:** J. Lohmann
Action(s):
Motion made to approve the Executive Director Agreement for 2026-2029. This motion, made by Adam Dicke and seconded by JoLyn Williams, Passed.
Voting Detail:
Erica Aronson: Yes
Terese Bjornstad: Yes
Adam Dicke: Yes
Jason Lohmann: Yes
Heath Oeltjen: Yes
JoLyn Williams: Yes

Voting Summary: Yes: 6, No: 0
Discussion: Jason Lohman shared information on the agreement with the board.

VIII. **Other:** **Presenter:** J. Lohmann
Discussion: Cherie Johnson shared that she went to the CASE Law and Leadership Conference in Atlanta. Excited to bring back information to the leadership team.

IX. **Comments: Board/Director** **Presenter:** J. Lohmann
Discussion: Jason Lohmann asked questions about SMS. Cherie Johnson addressed those questions.

X. **Next Meeting Date: May 28, 2026, at the River Bluff Education Center in Red Wing.** **Presenter:** J. Lohmann

XI. **Adjournment** **Presenter:** J. Lohmann
Action(s):
Motion made to adjourn. This motion, made by Erica Aronson and seconded by Adam Dicke, Passed.
Voting Detail:
Erica Aronson: Yes
Terese Bjornstad: Yes
Adam Dicke: Yes
Jason Lohmann: Yes
Heath Oeltjen: Yes
JoLyn Williams: Yes

Voting Summary: Yes: 6, No: 0

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Board Secretary

B. Approval of Claims: 7

Goodhue County Ed District

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		42115		Direct Pymt	1	00707		MENARD'S RED WING		Yes	No	No	04/30/2026	563.11
MERC		42116		Direct Pymt	1	02672		METRO SALES, INC.		Yes	No	No	04/30/2026	1,516.21
MERC		42117		Direct Pymt	1	04565		ZUMBROTA-MAZEPPA PUBLIC SCHOOL		Yes	No	No	04/30/2026	66,748.64
MERC		42118		Direct Pymt	1	09129		RED WING IND SCHOOL DIST 256		Yes	No	No	04/30/2026	125,448.58
MERC		42119		Direct Pymt	1	1483		LAKE CITY PUBLIC SCHOOLS		Yes	No	No	04/30/2026	12,950.56
MERC		42120		Direct Pymt	1	1984		E. B. C., LLC/Flex Contributions		Yes	No	No	04/30/2026	125.00
MERC		42121		Direct Pymt	1	2197		JOHNSON, CHERYL		Yes	No	No	04/30/2026	1,388.38
MERC		42122		Direct Pymt	1	3145		MARQUARDT, JENNIFER		Yes	No	No	04/30/2026	126.15
MERC		42123		Direct Pymt	1	3360		BOLDUAN, NICOLE		Yes	No	No	04/30/2026	530.78
MERC		42124		Direct Pymt	1	3362		MCNALLIE, LAURIE		Yes	No	No	04/30/2026	91.23
MERC		42125		Direct Pymt	1	3415		AMAZON CAPITAL SERVICES		Yes	No	No	04/30/2026	79.62
MERC		42126		Direct Pymt	1	3545		ROHAN, JILL		Yes	No	No	04/30/2026	33.35
MERC		42127		Direct Pymt	1	3583		ZOOM VIDEO COMMUNICATIONS, INC		Yes	No	No	04/30/2026	7,500.00
MERC		42128		Direct Pymt	1	3601		ESPIRICUETA VALDEZ, ILIANA		Yes	No	No	04/30/2026	864.93
MERC		42129		Direct Pymt	1	3618		SOLIANT		Yes	No	No	04/30/2026	3,467.75
MERC		42130		Direct Pymt	1	3762		CONTLA HERNANDEZ, CARLA		Yes	No	No	04/30/2026	28.49
MERC	7	42131		Direct Pymt	1	3790		KELLY SERVICES, INC		Yes	No	No	04/30/2026	5,278.31
MERC		42132		Direct Pymt	1	3801		TreviPay		Yes	No	No	04/30/2026	176.25
MERC		42133		Direct Pymt	1	3812		NELSON, CHANTELLE		Yes	No	No	04/30/2026	35.96
MERC		42134		Direct Pymt	1	3814		FLYNN, CRYSTAL		Yes	No	No	04/30/2026	7.25
MERC		42135		Direct Pymt	1	3827		ROSCHEN, BAILIE		Yes	No	No	04/30/2026	8.70
MERC		42136		Direct Pymt	1	3828		AAGESEN, LAUREN		Yes	No	No	04/30/2026	107.30
MERC		42137		Direct Pymt	1	3829		EDWARDS, SARAH		Yes	No	No	04/30/2026	39.88
MERC		42138		Wire	1	03977		SOUTHEAST SERVICE COOPERATIVE		No	No	No	04/30/2026	129,015.06
MERC		42139		Wire	1	2216		KWIK TRIP EXTENDED NETWORK		No	Yes	No	04/30/2026	912.39
MERC		42159		Direct Pymt	1	09118		EDUCATION MN - GCED		Yes	No	No	05/01/2026	3,306.64
MERC		42160		Direct Pymt	1	1984		E. B. C., LLC/Flex Contributions		Yes	No	No	05/01/2026	568.06
MERC		42161		Direct Pymt	1	3235		Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	05/01/2026	380.12
MERC		42162		Wire	1	04060		PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	05/01/2026	8,655.67
MERC		42163		Wire	1	04062		MN TEACHERS RETIREMENT ASSOC		No	No	No	05/01/2026	72,010.63
MERC		42164		Wire	1	2284		E. B. C.., LLC /ACS		No	No	No	05/01/2026	21,900.16
MERC		42165		Wire	1	2392		US DEPT. OF TREASURY		No	No	No	05/01/2026	103,601.24
MERC		42166		Wire	1	2396		MN Dept of Revenue		No	No	No	05/01/2026	19,018.91
MERC		42167		Wire	1	2501		Merchants Bank		No	No	No	05/01/2026	5,784.90
MERC		42168		Wire	1	3819		METROPOLITAN LIFE INSURANCE CON		No	No	No	05/05/2026	9,909.26
MERC		42169		Wire	1	3819		METROPOLITAN LIFE INSURANCE CON		No	No	No	05/05/2026	7,451.52
MERC		42170		Wire	1	3819		METROPOLITAN LIFE INSURANCE CON		No	No	No	05/05/2026	9,878.13
MERC		42171		Wire	1	3819		METROPOLITAN LIFE INSURANCE CON		No	No	No	05/05/2026	9,870.16

Goodhue County Ed District

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		42172		Wire	1	02880		XCEL ENERGY		No	No	No	05/05/2026	991.77
MERC		42203		Wire	1	02880		XCEL ENERGY		No	No	No	05/15/2026	489.64
MERC		42204		Wire	1	2216		KWIK TRIP EXTENDED NETWORK		No	No	No	05/15/2026	1,051.91
MERC		42205		Wire	1	3232		ENTERPRISE FM TRUST		No	No	No	05/15/2026	4,940.28
MERC		42206		Wire	1	3781		VISA		No	No	No	05/15/2026	7,004.27
MERC		42207		Wire	1	3810		KAVIRA HEALTH		No	No	No	05/15/2026	2,079.00
MERC		42208		Direct Pymt	1	09118		EDUCATION MN - GCED		Yes	No	No	05/15/2026	3,306.64
MERC		42209		Direct Pymt	1	09129		RED WING IND SCHOOL DIST 256		Yes	No	No	05/15/2026	14,265.00
MERC		42210		Direct Pymt	1	1313		SpEd FORMS, LLC		Yes	No	No	05/15/2026	9,173.76
MERC		42211		Direct Pymt	1	1468		RYAN MECHANICAL		Yes	No	No	05/15/2026	587.00
MERC		42212		Direct Pymt	1	1497		BODENHAMER, SUSAN		Yes	No	No	05/15/2026	470.17
MERC		42213		Direct Pymt	1	1684		WILEY, ABBY		Yes	No	No	05/15/2026	76.23
MERC		42214		Direct Pymt	1	1789		UPS		Yes	No	No	05/15/2026	34.87
MERC		42215		Direct Pymt	1	1984		E. B. C., LLC/Flex Contributions		Yes	No	No	05/15/2026	568.06
MERC		42216		Direct Pymt	1	2200		PETERSEN, LYNNE		Yes	No	No	05/15/2026	822.88
MERC		42217		Direct Pymt	1	2440		LIBERTY'S RESTAURANT		Yes	No	No	05/15/2026	172.53
MERC	8	42218		Direct Pymt	1	2865		INTELLICENTS		Yes	No	No	05/15/2026	1,250.00
MERC		42219		Direct Pymt	1	3002		MOLDE-BOEDING, JAYNE		Yes	No	No	05/15/2026	316.11
MERC		42220		Direct Pymt	1	3145		MARQUARDT, JENNIFER		Yes	No	No	05/15/2026	312.21
MERC		42221		Direct Pymt	1	3235		Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	05/15/2026	346.46
MERC		42222		Direct Pymt	1	3249		BUCHAL, AMY		Yes	No	No	05/15/2026	407.05
MERC		42223		Direct Pymt	1	3335		CARLSON, MEGAN		Yes	No	No	05/15/2026	33.35
MERC		42224		Direct Pymt	1	3415		AMAZON CAPITAL SERVICES		Yes	No	No	05/15/2026	784.23
MERC		42225		Direct Pymt	1	3417		LEMMON, KELSEY		Yes	No	No	05/15/2026	289.28
MERC		42226		Direct Pymt	1	3468		YUSTEN, NIKKI		Yes	No	No	05/15/2026	285.65
MERC		42227		Direct Pymt	1	3522		CUSTOM ALARM		Yes	No	No	05/15/2026	38,362.15
MERC		42228		Direct Pymt	1	3532		LUNDBERG BOGNER, MICHELLE		Yes	No	No	05/15/2026	10.88
MERC		42229		Direct Pymt	1	3544		OLSON, MEGAN		Yes	No	No	05/15/2026	26.83
MERC		42230		Direct Pymt	1	3545		ROHAN, JILL		Yes	No	No	05/15/2026	97.88
MERC		42231		Direct Pymt	1	3563		IMAGINE LEARNING, LLC		Yes	No	No	05/15/2026	101,738.00
MERC		42232		Direct Pymt	1	3603		HODGELL, LINDA		Yes	No	No	05/15/2026	238.80
MERC		42233		Direct Pymt	1	3617		DICK, OLIVIA		Yes	No	No	05/15/2026	179.80
MERC		42234		Direct Pymt	1	3618		SOLIANT		Yes	No	No	05/15/2026	2,893.51
MERC		42235		Direct Pymt	1	3628		AMPION PBC C/O DEPT. 8121		Yes	No	No	05/15/2026	3,792.01
MERC		42236		Direct Pymt	1	3644		BANKS, LISA		Yes	No	No	05/15/2026	315.23
MERC		42237		Direct Pymt	1	3670		GREEN, MADELYN		Yes	No	No	05/15/2026	139.20
MERC		42238		Direct Pymt	1	3673		AMPION PBC C/O DEPT. 8125		Yes	No	No	05/15/2026	86.67
MERC		42239		Direct Pymt	1	3736		EBERT. ABBY		Yes	No	No	05/15/2026	1,531.21

Goodhue County Ed District
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		42240		Direct Pymt	1	3744		TULIP, KAYCEE		Yes	No	No	05/15/2026	104.40
MERC		42241		Direct Pymt	1	3762		CONTLA HERNANDEZ, CARLA		Yes	No	No	05/15/2026	127.02
MERC		42242		Direct Pymt	1	3790		KELLY SERVICES, INC		Yes	No	No	05/15/2026	1,750.21
MERC		42243		Direct Pymt	1	3792		NEMANICH, THOMAS		Yes	No	No	05/15/2026	107.30
MERC		42244		Direct Pymt	1	3801		TreviPay		Yes	No	No	05/15/2026	456.92
MERC		42245		Direct Pymt	1	3802		E.B.C...,LLC/ACS MONTHLY FEE - DIRE(		Yes	No	No	05/15/2026	145.98
MERC		42246		Direct Pymt	1	3812		NELSON, CHANTELLE		Yes	No	No	05/15/2026	38.21
MERC		42247		Direct Pymt	1	3814		FLYNN, CRYSTAL		Yes	No	No	05/15/2026	29.00
MERC		42248		Direct Pymt	1	3827		ROSCHEN, BAILIE		Yes	No	No	05/15/2026	77.58
MERC		42249		Direct Pymt	1	3828		AAGESEN, LAUREN		Yes	No	No	05/15/2026	378.46
MERC		42250		Wire	1	04060		PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	05/21/2026	9,018.46
MERC		42251		Wire	1	04062		MN TEACHERS RETIREMENT ASSOC		No	No	No	05/21/2026	71,234.78
MERC		42252		Wire	1	2284		E. B. C.., LLC /ACS		No	No	No	05/21/2026	21,900.16
MERC		42253		Wire	1	2392		US DEPT. OF TREASURY		No	No	No	05/21/2026	104,008.87
MERC		42254		Wire	1	2396		MN Dept of Revenue		No	No	No	05/21/2026	19,085.80
MERC		42255		Wire	1	2501		Merchants Bank		No	No	No	05/21/2026	5,834.90
MERC	9	36305	19738	Check	1	3550		FLOCABULARY		Yes	No	Yes	05/21/2026	(120.00)
MERC		36336	19789	Check	1	3504		SENECHALLE, MEGAN		Yes	No	Yes	05/21/2026	(16.02)
MERC		36492	19899	Check	1	3463		HEARING MILESTONES		Yes	No	Yes	05/21/2026	(531.16)
MERC		42059	22336	Check	1	02880		XCEL ENERGY		Yes	No	Yes	05/05/2026	(991.77)
MERC		42149	22337	Check	1	3347		ASL INTERPRETING SERVICES, INC		Yes	No	No	05/01/2026	1,764.00
MERC		42143	22338	Check	1	01903		CANNON FALLS ISD #252		Yes	No	No	05/01/2026	11,374.00
MERC		42141	22339	Check	1	00433		CITY OF RED WING		Yes	No	No	05/01/2026	2,593.51
MERC		42150	22340	Check	1	3542		CITY OF RED WING		Yes	No	Yes	05/01/2026	105.00
MERC		42150	22340	Check	1	3542		CITY OF RED WING		Yes	No	Yes	05/12/2026	(105.00)
MERC		42158	22341	Check	1	3830		DAVIS MECHANICAL SYSTEMS, INC		Yes	No	No	05/01/2026	240.00
MERC		42147	22342	Check	1	2871		EMC Insurance Companies		Yes	No	No	05/01/2026	905.00
MERC		42144	22343	Check	1	01904		GOODHUE PUBLIC SCHOOL		Yes	No	No	05/01/2026	8,604.69
MERC		42152	22344	Check	1	3743		HIAWATHA HOMECARE		Yes	No	No	05/01/2026	6,158.75
MERC		42157	22345	Check	1	3825		JIMENEZ FERNANDA, MARIA		Yes	No	No	05/01/2026	136.40
MERC		42140	22346	Check	1	00367		KENYON-WANAMINGO PUBLIC SCHOC		Yes	No	No	05/01/2026	6,867.37
MERC		42148	22347	Check	1	3337		KEVIN'S SERVICE		Yes	No	No	05/01/2026	163.90
MERC		42156	22348	Check	1	3824		MESSERLI & KRAMER		Yes	No	Yes	05/01/2026	385.09
MERC		42156	22348	Check	1	3824		MESSERLI & KRAMER		Yes	No	Yes	05/13/2026	(385.09)
MERC		42145	22349	Check	1	1300		OAKTREE PRODUCTS, INC.		Yes	No	No	05/01/2026	213.78
MERC		42155	22350	Check	1	3805		OH BUOY LLC		Yes	No	No	05/01/2026	2,500.00
MERC		42142	22351	Check	1	00670		RATWIK ROSZAK & MALONEY PA		Yes	No	No	05/01/2026	570.00
MERC		42153	22352	Check	1	3749		SORENSON, SARA		Yes	No	No	05/01/2026	105.93

Goodhue County Ed District

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		42154	22353	Check	1	3795		WEINRICH, ELSIE		Yes	No	No	05/01/2026	120.70
MERC		42146	22354	Check	1	2315		WINONA PUBLIC SCHOOLS		Yes	No	No	05/01/2026	938.60
MERC		42151	22355	Check	1	3590		WORKFORCE DEVELOPMENT, INC		Yes	No	No	05/01/2026	8,178.00
MERC		42187	22356	Check	1	3052		ACT, INC		Yes	No	No	05/15/2026	139.00
MERC		42193	22357	Check	1	3586		ADAM'S PEST CONTROL - MAIN		Yes	No	No	05/15/2026	51.00
MERC		42191	22358	Check	1	3347		ASL INTERPRETING SERVICES, INC		Yes	No	No	05/15/2026	6,143.50
MERC		42173	22359	Check	1	01903		CANNON FALLS ISD #252		Yes	No	No	05/15/2026	4,256.11
MERC		42197	22360	Check	1	3763		CARDENAS, ROSALGUEL		Yes	No	No	05/15/2026	292.71
MERC		42199	22361	Check	1	3818		CINTAS CORP		Yes	No	No	05/15/2026	152.00
MERC		42190	22362	Check	1	3251		CORDES, ERICA		Yes	No	No	05/15/2026	63.80
MERC		42177	22363	Check	1	1132		CULLIGAN		Yes	No	No	05/15/2026	31.00
MERC		42184	22364	Check	1	2871		EMC Insurance Companies		Yes	No	No	05/15/2026	20.00
MERC		42202	22365	Check	1	3831		FERNANDEZ, SANDY		Yes	No	No	05/15/2026	172.93
MERC		42174	22366	Check	1	01904		GOODHUE PUBLIC SCHOOL		Yes	No	No	05/15/2026	698.00
MERC		42196	22367	Check	1	3752		GREAT RIVER CONSULTING		Yes	No	No	05/15/2026	765.00
MERC		42195	22368	Check	1	3743		HIAWATHA HOMECARE		Yes	No	No	05/15/2026	1,690.00
MERC	10	42189	22369	Check	1	3088		HILLYARD/HUTCHINSON		Yes	No	No	05/15/2026	1,618.31
MERC		42185	22370	Check	1	2879		INFINITE CAMPUS INC		Yes	No	No	05/15/2026	162.50
MERC		42192	22371	Check	1	3566		JOSTEN'S INC		Yes	No	No	05/15/2026	25.18
MERC		42186	22372	Check	1	2960		LANGUAGE LINE SERVICES		Yes	No	No	05/15/2026	4.98
MERC		42180	22373	Check	1	2345		LEWISTON-ALTURA SCHOOLS		Yes	No	No	05/15/2026	2,724.99
MERC		42194	22374	Check	1	3672		LEXIKEET, LLC		Yes	No	No	05/15/2026	26.25
MERC		42183	22375	Check	1	2819		MIDWEST SPECIAL INSTRUMENTS		Yes	No	No	05/15/2026	87.00
MERC		42175	22376	Check	1	06202		MITCHENER, BILL		Yes	No	No	05/15/2026	287.83
MERC		42201	22377	Check	1	3826		MODULAR HOSE		Yes	No	No	05/15/2026	114.10
MERC		42182	22378	Check	1	2583		PLAINVIEW-ELGIN-MILLVILLE		Yes	No	No	05/15/2026	4,204.86
MERC		42200	22379	Check	1	3820		RASMUSSEN, SHANNON		Yes	No	No	05/15/2026	6.53
MERC		42178	22380	Check	1	1883		RiseUp Partnership		Yes	No	No	05/15/2026	5,000.00
MERC		42198	22381	Check	1	3817		RUTH ANN MARSH		Yes	No	No	05/15/2026	3,653.50
MERC		42188	22382	Check	1	3078		SHRED-N-GO-446138		Yes	No	No	05/15/2026	89.30
MERC		42181	22383	Check	1	2364		SPRING GROVE PUBLIC SCHOOLS		Yes	No	No	05/15/2026	1,997.57
MERC		42176	22384	Check	1	1124		THERAPRO, INC.		Yes	No	No	05/15/2026	419.17
MERC		42179	22385	Check	1	2315		WINONA PUBLIC SCHOOLS		Yes	No	No	05/15/2026	3,103.44

Bank Total: $1,150,924.09

Report Total: $1,150,924.09

C. Staff Updates:

1. **Resignations:**
2. **New Hire:**

School Year 2026-2027

Carlson, Holly - Speech Language Pathologist, 1.0 FTE (Goodhue Schools Semester 1, then TBD Semester 2), effective for the 2026-2027 school year.
Lexvold, Levi - Secondary Science Teacher, 1.0 FTE (River Bluff Education Center), effective for the 2026-2027 school year.
Loyo, Dalila - Multilingual Learners Teacher, 1.0 FTE (Lake City Schools), effective for the 2026-2027 school year.
Nelson, Danny - Trade and Industry Teacher, 1.0 FTE (River Bluff Education Center, effective for the 2026-2027 school year.
Peterson, Isaac - Building wide Substitute/Crisis Management, 1.0 FTE (River Bluff Education Center), effective for the 2026-2027 school year.
Probst, Megan - Special Education, Setting IV Teacher, 1.0 FTE (River Bluff Education Center), effective for the 2026-2027 school year.

Extended School Year (ESY) 2026

Cannon Falls (06/08/2026-06/25/2026, M-Th)
Behrens, Marissa (teacher); Booth, Lynn (teacher); Brechtel, Emma (paraprofessional); Krinker, Spencer (paraprofessional); Latuff, Madeline (teacher); Miller, Tonya (teacher); Pearson, Liz (teacher); Strauss, Ali (paraprofessional); Svien, Meghan (paraprofessional)

Goodhue (06/08/2025-06/25/2026, M-Th)
Brandt, Melissa (paraprofessional); Collins, Marisa (paraprofessional); Dahlen, Angie (teacher); Grobe, Avery (paraprofessional); Humphrey, Rebecca (teacher); Reckmann, Kennedy (teacher); Richter, Cassie (teacher)

Goodhue County Education District/River Bluff Education Center (07//13/2026-07/30/2026)
Angell, Shelly (teacher); Braford, Julie (teacher); Cordes, Erica (teacher); Dodge-Brage, Molly (teaher); Flynn, Crystal (paraprofessional); Glasby, Carrie (paraprofessional); Grobe, Emiliy (teacher); Hakseth, Kaylee (teacher); Hemmesch, Jacob (paraprofessional); Hillmer, Kaylee (teacher); King, Andrea (teacher); Lodermeier, Kimberlee (teacher); Mittelstadt, Annie (teacher); Petersen, Tira (teacher); Peterson Isaac (teacher); Preble, Andrew (paraprofessional); Roben, Samanatha (teacher); Rodgers, Matt (teacher); Susag, Rebecca (teacher)

Kenyon-Wanamingo

(05/27/2026-05/29/2026, 06/01/2026-06/05/2026, 06/08/2026-06/11/2026)
Berquam, Dawn (paraprofessional); Christensen, Sarah (teacher); Keller, Rebecca (teacher); Kyllo, Arin (paraprofessional); Olson, Margaret (teacher); Rohwer, Ashley (teacher)

Lake City (07/20/2026-08/06/2026, M-Th)
Bailey, Olivia (teacher); Bosch, Ericka (paraprofessional); Carlson, Holly (teacher); Collins, Marisa (paraprofessional); Cowell, Sarah (teacher); Fort, Jennifer (teacher); Grobe, Avery (paraprofessional); Jensen, Jordan (teacher); Lunde, Anna (paraprofessional); Marcellus, Jenifer (paraprofessional); Meyer, Andrea (paraprofessional); Poole, Laurie (teacher); Valkos, Emily (paraprofessional); Vikdal, Tiffiny (teacher); Weinrich, Elsie (teacher); Yotter, Chelsie (paraprofessional)

Red Wing (06/15/2026-07/02/2026, M-Th)
Cordes, Erica (teacher); Dinsmore, Katelyn (teacher); Hinsch, Lydia (paraprofessional); Jech, Jackie (paraprofessional); Kreyee, Grace (teacher); Lunde, Anna (paraprofessional); Mitchell, Dominque (paraprofessional); Oquist, Kellie (teacher, sub only); Preble, Andrew (paraprofessional); Sprouls, Bill (teacher); Stein, Molly (teacher); Sweeney, Morgan (teacher); Werner, Ashlyn (teacher)

Zumbrota-Mazeppa (06/08/2026-06/26/2026)
Adams, Steph (teacher); Billman, Cindy (paraprofessional); Boyum, Amanda (paraprofessional); Duden, Jesse (teacher); Klein, Jen (teacher); Matthees, Michelle (paraprofessional); Northrop, Alicia (paraprofessional); Peens, Chanda (paraprofessional); Post, Joy (paraprofessional); Thompson, Anne (teacher); Waters, Ashlyn (teacher); Zidlicky, Michelle (teacher)

3. **Transfers:**
4. **Re-assignment:**

IV. **Public Input:** **The policy of the education district board is to encourage discussion by persons of subjects related to the management of the district at board meetings. The board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. Persons who wish to have a subject discussed at a public board meeting must notify the executive director's office in advance of the board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed. The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board.**

V. **Reports and Communication:**

A. Business Manager Report 13

5-21-26

District	REACH / Setting IV	STEP	Pathways 6-7	Pathways 8-12	5RO Elementary	5RO Secondary	5RO Part Time	Total
Cannon Falls	3	3	0	5	2	16	81	**110**
Goodhue	1	1	0	0	2	8	18	**30**
Kenyon-Wanamingo	7	3	0	1	0	15	12	**38**
Lake City	5	2	0	11	4	29	84	**135**
Red Wing	43	4	12	28	18	93	21	**219**
Zumbrota-Mazeppa	2	3	0	1	2	24	13	**45**
Non Members	7	0	0	0	10	78	20	**115**
Total Program	**68**	**16**	**12**	**46**	**38**	**263**	**249**	**692**
Total Special Ed	65	15	2	13	11	56	5	167
Percent Special Ed	95.59%	93.75%	16.67%	28.26%	28.95%	21.29%	2.01%	24.13%

Color Code Key	
	MDE Tuition Billing System
	Billed to Districts at or below APU amount
	Billed to Districts throughout year for cash flow and trued up at year end (Open Enrollment)

Goodhue County Ed District
Reconciliation Worksheet Report
04/30/2026

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1583	04/30/2026	6051	MERC	MERCHANTS BANK GENERAL

Worksheet has been Finalized

Statement Amount	1,278,393.98
Deposits in Transit	0.00
Outstanding Payments	
Checks	29,808.31
Wires	129,015.06
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	227,116.43
Adjustment Amount	290,793.59
Amount Per Bank	1,183,247.77
GL Account Balance	1,183,247.77
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
6051	B	01	101	000				F

Adjustments

Manual	04/30/2026	IRS	Wire	103,601.24	IRS REC IN MAY
Manual	04/30/2026	MERC	Wire	5,784.90	MERCHANTS RECORDED IN MAY
Manual	04/30/2026	PERA	Wire	8,655.67	PERA REC IN MAY
Manual	04/30/2026	SWEEP	Deposit	100,741.15	TO SWEEP
Manual	04/30/2026	TRA	Wire	72,010.63	TRA REC IN MAY

Business Manager Report 5-28-26

2025-26 Budget as of 4/30/26

We have received $15,461,588 or 74.8% of the budget, compared to 73.2% at April 30, 2025 and 66.0% at April 30, 2024. We have expended $13,723,695 or 66.2% of the expense budget, compared to 67.3% at April 30, 2025 and 61.0% at April 30, 2024.

Cash Flow

For your information. Cash flow is looking good through the end of the fiscal year with the implementation of prebilling a month in advance.

April Bank Rec

For your information

Enrollment

We have decreased 5 students since April. Below is the change by program.

Program	April 26	May 26	Change	May 26
REACH	66	68	+2	50
STEP	16	16	0	15
Pathways 6-7	14	12	-2	14
Pathways 8-12	46	46	0	38
5RO Elementary	38	38	0	35
5RO Secondary FT	266	263	-3	260
5RO Secondary PT	251	249	-2	172
Total	697	692	-5	584

GOODHUE CO ED DISTRICT
2025-26 CASH FLOW

AS OF 5-21-26

.

JULY

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
7/1/2025	-	-		821.38		258,035.27	1,279,380.74
7/9/2025	(575,217.41)	-				-	704,163.33
7/15/2025	(256,956.56)	(359,420.75)		3,073.14	237,993.78	-	328,852.94
7/20/2025	-	-		93,255.44		-	422,108.38
7/31/2025	(457,800.39)	(270,689.30)		172,218.71	107,916.87	-	(26,245.73)
ENDING BALANCE	(1,289,974.36)	(630,110.05)	-	269,368.67	345,910.65	258,035.27	(26,245.73)

AUGUST

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
8/1/2025	-	-		444,412.03		-	418,166.30
8/4/2025	-	-		-		-	418,166.30
8/15/2025	(333,365.27)	(311,456.46)		95,907.87	410,084.14	54,615.91	333,952.49
8/17/2025		-		30,439.51		-	364,392.00
8/30/2025	(229,594.62)	(275,887.01)		1,140,135.62	816,335.57	-	1,815,381.56
	(562,959.89)	(587,343.47)	-	1,710,895.03	1,226,419.71	54,615.91	***1,815,381.56***

SEPTEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
9/1/2025	(216,361.14)	(2,676.80)		13,445.00			1,609,788.62
9/15/2025	(869,025.94)	(286,143.37)		475,439.74	134,751.83	46,200.80	1,111,011.68
9/17/2025		(501.62)		397,194.43		-	1,507,704.49
9/30/2025	(989,689.87)	(305,306.63)		66,317.55	420,030.84	148,275.79	847,332.17
ENDING BALANCE	(2,075,076.95)	(594,628.42)	-	952,396.72	554,782.67	194,476.59	***847,332.17***

OCTOBER

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
10/1/2025	(236,726.00)	-		-		-	610,606.17
10/9/2025	(30,612.94)	-		235,288.66		-	815,281.89
10/15/2025	(242,116.15)	(314,504.15)		250,449.89	103,718.83	-	612,830.31
10/20/2025	(259,936.65)	-		501,129.65		-	854,023.31
10/31/2025	(232,319.53)	(301,289.22)		260,832.80	352,516.02	121,000.38	1,054,763.76
ENDING BALANCE	(1,001,711.27)	(615,793.37)	-	1,247,701.00	456,234.85	121,000.38	***1,054,763.76***

NOVEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
11/1/2025	-	-		-		-	1,054,763.76
11/5/2025	(263,427.58)	-		216,283.56			1,007,619.74
11/15/2025	-	(348,817.82)		-	122,785.83	-	781,587.75
11/20/2025	(345,536.26)	-		447,716.35		-	883,767.84
11/30/2025	(232.72)	(304,434.60)		92,651.65	285,764.45	-	957,516.62
ENDING BALANCE	(609,196.56)	(653,252.42)	-	756,651.56	408,550.28	-	957,516.62

DECEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
12/1/2025	(467,115.67)	-		358,699.83	-	-	849,100.78
12/8/2025	-	-		-		-	849,100.78
12/15/2025	(371,907.29)	(307,793.17)		65,200.87	276,933.19	-	511,534.38
12/20/2025	-	(1,020.43)		536,057.41		-	1,046,571.36
12/31/2025	(250,509.70)	(326,964.41)		1,798.81	153,204.24	-	624,100.30
ENDING BALANCE	(1,089,532.66)	(635,778.01)	-	961,756.92	430,137.43	-	***624,100.30***

JANUARY

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
1/1/2026	-	-				-	624,100.30
1/8/2026	(261,869.95)	-		240,053.89		526,910.85	1,129,195.09
1/15/2026	(228,850.80)	(289,316.72)			251,996.31		863,023.88
1/20/2026	(833,505.17)	-		327,839.61	7,187.60	-	364,545.92
1/31/2026	(240,291.27)	(298,350.11)		942,290.43	642,571.56		1,410,766.53
ENDING BALANCE	(1,564,517.19)	(587,666.83)	-	1,510,183.93	901,755.47	526,910.85	***1,410,766.53***

FEBRUARY

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
2/1/2026	(234,565.85)	-		8,170.70		-	1,184,371.38
2/15/2026	(232,376.10)	(301,381.81)		161,827.46	129,098.32	-	941,539.25
2/20/2026		-		144,044.04		-	1,085,583.29
2/28/2026	(398,516.35)	(319,069.03)		7,950.88	256,044.82	-	631,993.61
ENDING BALANCE	(865,458.30)	(620,450.84)	-	321,993.08	385,143.14	-	***631,993.61***

MARCH

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
3/1/2026	(264,534.99)	-		8,204.41		-	375,663.03
3/15/2026	(330,356.11)	(298,815.55)		503,094.84	305,463.98		555,050.19
3/20/2026	-	-		87,571.40		-	642,621.59
3/31/2026	(234,889.69)	(304,473.49)		1,046,504.29	299,707.29	-	1,449,469.99
ENDING BALANCE	(829,780.79)	(603,289.04)	-	1,645,374.94	605,171.27	-	***1,449,469.99***

APRIL

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
4/9/2026	(327,486.56)	(1,400.35)		132,102.43		-	1,252,685.51
4/15/2026	(324,423.34)	(297,451.60)		81,367.69	191,613.05	-	903,791.31
4/20/2026	(19,176.04)	-		131,517.09		268,255.91	1,284,388.27
4/30/2026	(357,329.58)	(302,208.15)		103,313.56	455,083.67		1,183,247.77
ENDING BALANCE	(1,028,415.52)	(601,060.10)	-	448,300.77	646,696.72	268,255.91	***1,183,247.77***

MAY

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
5/1/2026	(324,260.12)	-		688,267.68			1,547,255.33
5/15/2026	(239,204.30)	(304,698.10)		53,507.40	249,756.08	-	1,306,616.41
5/20/2026	-	-				-	1,306,616.41
5/31/2026	(380,023.68)	(299,918.19)		530,990.43	249,756.08	-	1,407,421.04
ENDING BALANCE	(943,488.10)	(604,616.29)	-	1,272,765.51	499,512.16	-	***1,407,421.04***

JUNE

DATE	ACCOUNTS PAYABLE	PAYROLL		MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
6/1/2026	-	-				-	1,407,421.04
6/15/2026	(478,941.71)	(374,098.82)		246,186.55		-	800,567.06
6/20/2026	-	-		333,974.97	249,756.08	-	1,384,298.11
6/30/2026	(355,283.09)	(289,992.84)		135,666.74		-	874,688.91
ENDING BALANCE	(834,224.80)	(664,091.67)	-	715,828.25	249,756.08	-	***874,688.91***

TOTALS	(12,694,336.39)	(7,398,080.51)	-	11,813,216.38	6,710,070.43	1,423,294.91	874,688.91

Enrollment Trends

2024-2025 to 2025-2026

What to Watch

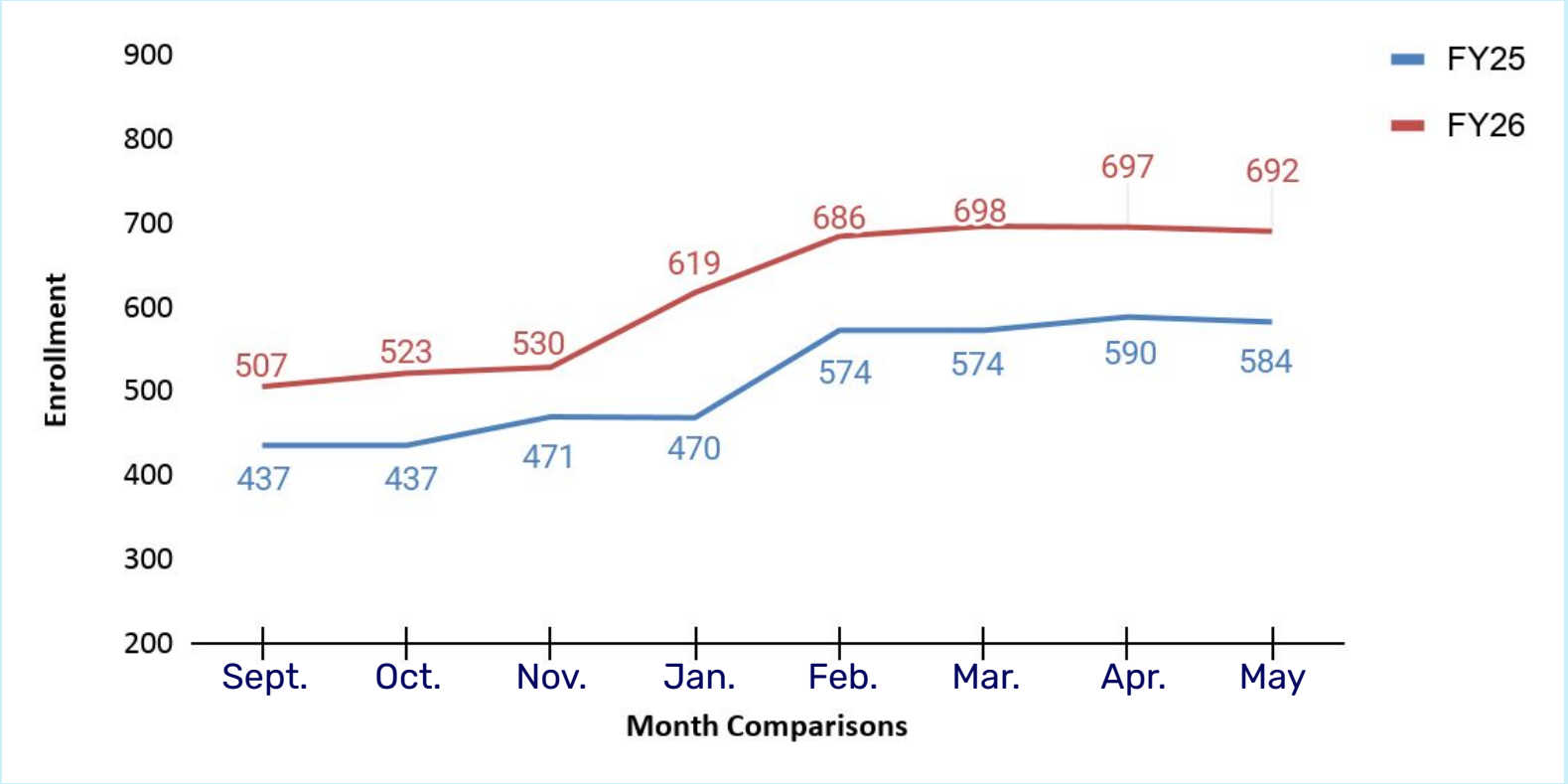
Use these trends to:

Monitor year-over-year growth patterns, particularly fall enrollment compared to prior year and mid-year stabilization.

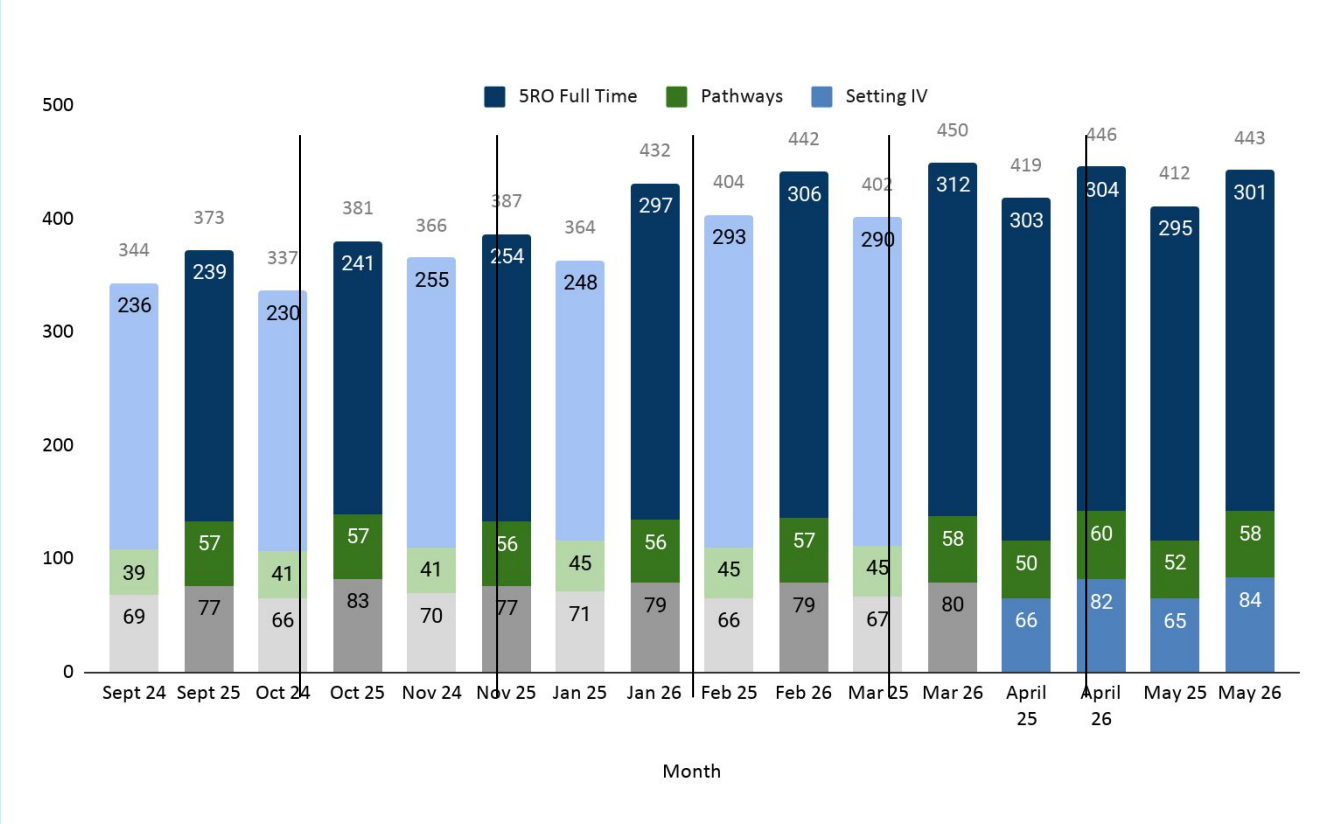
Guide staffing decisions, mid-year adjustments and long-term cooperative sustainability planning.

Sustained changes in total enrollment directly affect tuition billing projections to member districts, percent returned from 5RO enrollment and aggregate staffing ratios across programs.

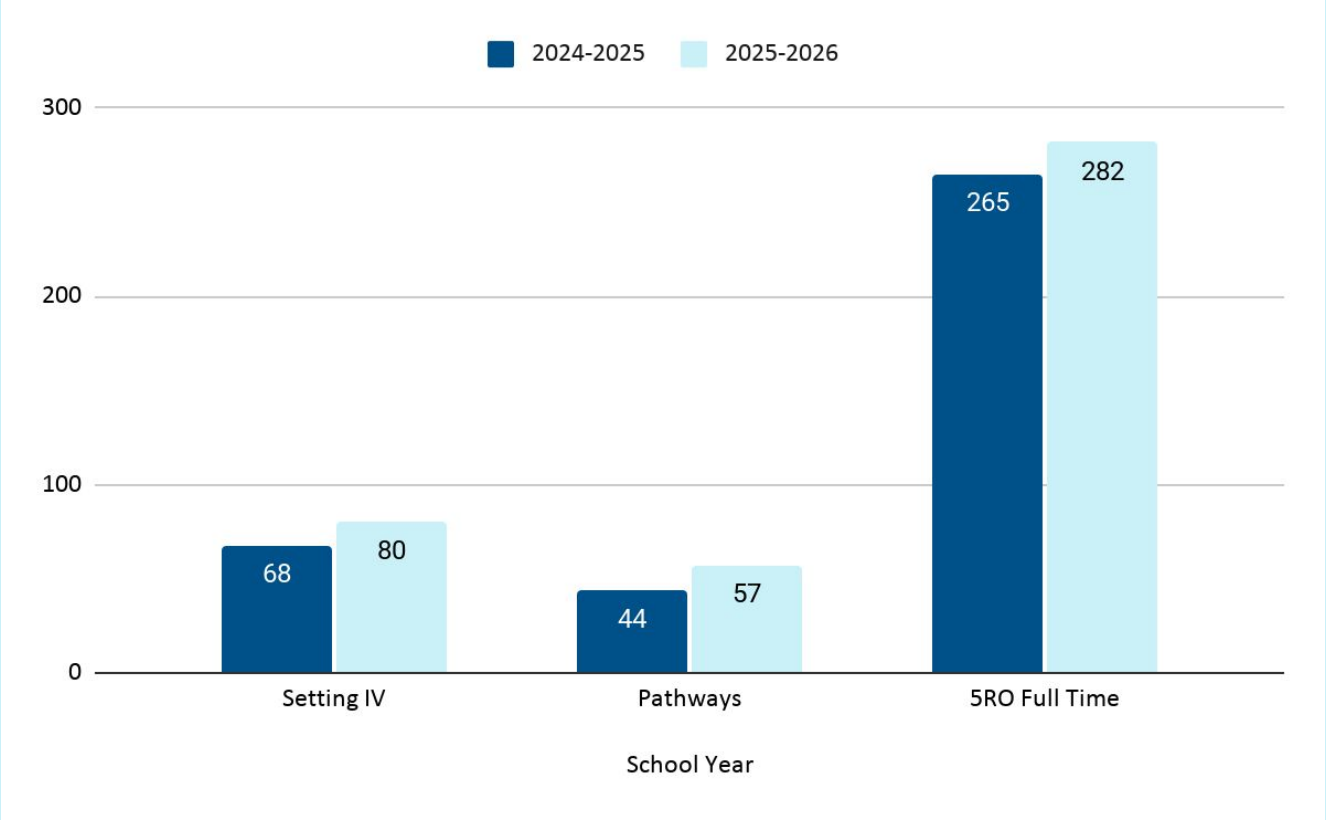
FY25 to FY26 Total Enrollment Comparison



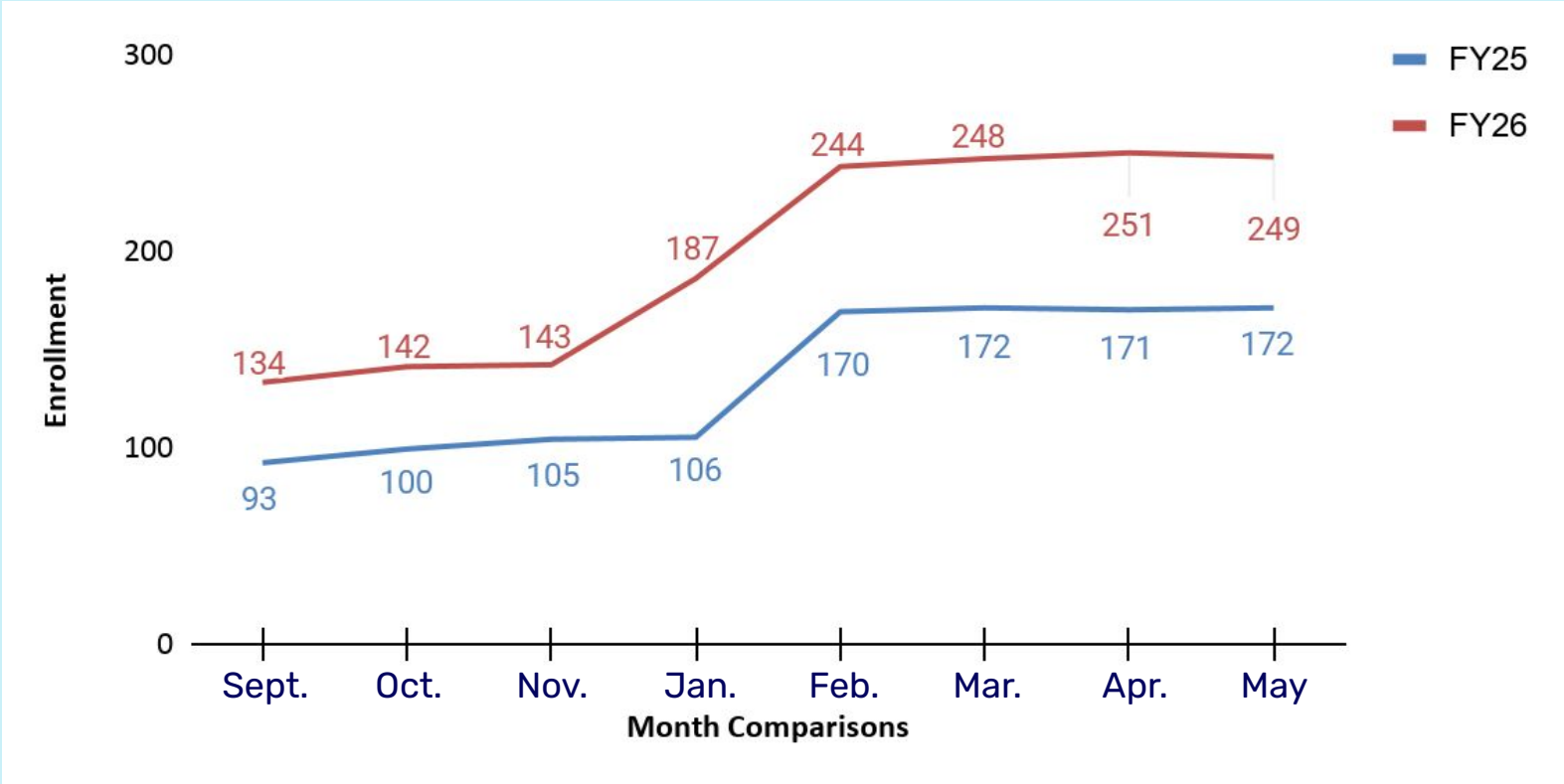
Setting IV, Pathways & 5RO
Full Time Enrollment Over Time



Average Enrollment Change
September through March - Full Time



FY25 to FY26 Supplemental Enrollment Comparison



Any Questions?

Goodhue Co Ed District	Goodhue Co Ed District	REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES	April 30, 2026

REVENUE

REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining	April 30, 2026 % of Budget Received	April 30, 2025 % of Actuals Received	April 30, 2024 % of Actuals Received	April 30, 2025	April 30, 2024
STATE	6,262,303	6,401,575	6,529,002	6,897,580	6,913,887	4,663,852	2,233,728	67.6%	67.2%	60.3%	4,303,115	3,775,553
FEDERAL	2,370,023	2,037,610	2,051,616	2,037,217	2,073,098	780,764	1,256,453	38.3%	52.4%	56.3%	1,067,977	1,335,369
LOCAL (FEES, INTEREST, ETC.)	11,303,859	11,439,690	11,753,680	11,722,594	13,063,900	10,016,973	1,705,621	85.5%	80.2%	71.2%	9,175,679	8,053,202
TOTALS	**19,936,185**	**19,878,875**	**20,334,298**	**20,657,391**	**22,050,885**	**15,461,588**	**5,195,803**	**74.8%**	**73.2%**	**66.0%**	**14,546,771**	**13,164,123**

EXPENDITURES

OBJECT SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	April 30, 2026 % of Budget Expended	April 30, 2025 % of Actuals Expended	April 30, 2024 % of Actuals Expended	April 30, 2025	April 30, 2024
SALARIES & WAGES	10,093,545	10,990,252	11,525,375	11,443,612	12,580,231	7,980,032	3,463,580	69.7%	69.8%	67.5%	7,666,511	6,816,885
EMPLOYEE BENEFITS	2,843,575	3,173,243	3,361,997	3,591,069	3,804,586	2,410,881	1,180,187	67.1%	69.0%	61.4%	2,190,377	1,747,317
PURCHASED SERVICES	5,105,484	3,999,273	3,708,838	3,884,560	3,845,927	1,703,902	2,180,658	43.9%	45.9%	38.6%	1,837,663	1,969,380
SUPPLIES	819,001	794,966	716,194	732,936	701,023	517,464	215,472	70.6%	84.7%	76.5%	673,221	626,271
EQUIPMENT	1,073,045	1,175,995	1,084,272	1,096,276	1,074,004	1,091,922	4,354	99.6%	99.8%	98.7%	1,174,145	1,059,292
OTHER EXPENDITURES	124,731	30,830	28,362	81,010	32,713	19,494	61,516	24.1%	87.6%	20.9%	27,005	26,129
TOTALS	**20,059,380**	**20,164,559**	**20,425,038**	**20,829,463**	**22,038,484**	**13,723,695**	**7,105,768**	**65.9%**	**67.3%**	**61.0%**	**13,568,923**	**12,245,273**

PROGRAM SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	April 30, 2026 % of Budget Expended	April 30, 2025 % of Actuals Expended	April 30, 2024 % of Actuals Expended	April 30, 2025	April 30, 2024
SITE ADMINISTRATION	357,053	358,374	381,650	387,208	397,485	320,724	66,484	82.8%	82.9%	82.3%	297,065	293,778
DISTRICT ADMINISTRATION	92,977	88,643	94,744	102,502	142,826	77,872	24,630	76.0%	80.6%	62.6%	71,428	58,172
SUPPORT SERVICES	338,571	349,805	320,477	330,467	320,695	364,729	(34,262)	110.4%	112.9%	113.9%	394,812	385,556
REGULAR INSTRUCTION	3,275,290	2,841,820	3,064,529	2,901,639	3,478,833	1,772,373	1,129,266	61.1%	63.3%	41.7%	1,797,698	1,365,793
EXTRA-CURRICULAR ACTIVITES	-	-	-	-	-	-	-	0.0%	0.0%	0.0%	-	-
SPECIAL EDUCATION	10,794,455	11,172,266	11,507,645	11,860,256	12,516,512	7,549,090	4,311,166	63.7%	65.2%	62.8%	7,288,783	6,782,784
INSTRUCTIONAL SUPPORT	893,095	990,629	816,563	793,933	691,384	514,149	279,784	64.8%	51.5%	43.6%	510,356	388,952
PUPIL SUPPORT SERVICES	2,499,034	2,357,264	2,341,307	2,444,119	2,646,342	1,539,511	904,608	63.0%	67.4%	62.7%	1,587,692	1,566,163
FACILITIES	1,354,668	1,443,735	1,386,060	1,506,703	1,406,071	1,324,113	182,590	87.9%	89.0%	87.4%	1,285,606	1,184,344
OTHER FINANCING USES	-	-	-	-	-	-	-	0.0%	0.0%	0.0%	-	-
TOTALS	**20,059,380**	**20,164,559**	**20,425,038**	**20,829,463**	**22,038,484**	**13,723,695**	**7,105,768**	**65.9%**	**67.3%**	**61.0%**	**13,568,923**	**12,245,273**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	April 30, 2026 % of Budget	April 30, 2025 % of Actuals	April 30, 2024 % of Actuals	April 30, 2025	April 30, 2024
REVENUE	19,936,185	19,878,875	20,334,298	20,657,391	22,050,885	15,461,588	5,195,803	74.8%	73.2%	66.0%	14,546,771	13,164,123
EXPENDITURES	20,059,380	20,164,559	20,425,038	20,829,463	22,038,484	13,723,695	7,105,768	65.9%	67.3%	61.0%	13,568,923	12,245,273
SPENDING VARIANCE	(123,195)	(285,685)	(90,740)	(172,072)	12,401	1,737,893	N/A	N/A	N/A	N/A	977,848	918,850

B. Learn and Earn Program Celebration 27

Learn & Earn
GROW. INSPIRE. SUCCEED.

LEARN & EARN CELEBRATION

Jones Family Foundation
Go Generously

SPECIAL THANKS TO THE

JONES FAMILY FOUNDATION FOR THEIR GENEROUS FUNDING FOR THIS PROGRAM

LEARN & EARN PROGRAM ELEMENTS COMPLETED

- OSHA 10 for General Industry
- Microsoft Office Suite
- CPR/AED Certification from the American Heart Association
- Soft Skills Education
- Resume Building
- Internship Placement

EMPLOYER PANEL & OSHA/MICROSOFT COMPLETION CELEBRATION

EMPLOYER PANEL PARTICIPANTS

- Dave Muelken, SCS Elevator
- Marcus Noesen, KE
- Delaynee Christensen, Gemini, Inc.
- Jeff Schneider, City of Red Wing


WILDCATS
FOOTBALL
MINNESOTA STATE COLLEGE
OUTHEAST

WORKPLACE PARTNERS

INTERNSHIP PLACEMENTS

GEMINI

Sonja had the opportunity to intern at Gemini this semester. Her primary responsibilities included scraping and blocking letters, as well as learning how the finished products are packaged and shipped to customers. One fun fact is that Gemini produces lettering for Walmart stores.

Sonja especially enjoyed the welcoming culture at Gemini and appreciated being part of a team working together to produce and ship products efficiently. Through her internship experience, she gained a deeper understanding of the importance of effective communication, teamwork, and collaboration in a professional setting.

SCS
ELEVATOR PRODUCTS INC.

- Maddie had the opportunity to complete her first internship placement at SCS Elevator Products. While there, she gained hands-on experience in the many different departments that work together to keep SCS running smoothly. Maddie shared that she especially enjoyed learning how to weld and was surprised by how much work and precision goes into creating just one small elevator part.

Dawson had the opportunity to intern with Ben Bluhm and the maintenance team at the Saint James Hotel. This year the hotel is undergoing a facelift & Dawson was able to be part of that first hand.

Dawson shared that he learned about how important communication is in the workplace & that he will be mindful of this as he moves forward in his professional career.

ST. JAMES HOTEL
EST. 1875





ThreeRivers COMMUNITY ACTION

HEAD START







Maddie and Abby had the opportunity to intern in Miss Darcy and Miss Cally's Head Start classrooms in Red Wing. Both greatly enjoyed their time working with the children and assisting them in staying attentive and on task throughout the day. They especially valued the relationships they built and the opportunity to get to know each child individually.

They shared that learning how to redirect children and say "no" when necessary could be challenging at times, but that it became easier with experience and practice. Through this internship, Maddie and Abby developed valuable skills in time management, communication, critical thinking, and the ability to adapt and pivot when activities or situations changed unexpectedly.



KNOBELSDORFF

This year, 12 students participated in internships at Knobelsdorff Enterprises (KE). During their internship experience, the students were tasked with producing 22,000 PV Jumpers. These PV Jumpers are used by KE's Energy Division at solar installation sites across the country.

Throughout the project, students developed valuable workplace skills, including teamwork, maintaining a clean and organized work area, and communicating effectively with supervisors. Their hard work and collaboration played an important role in successfully completing this large-scale project.

SKILLS LEARNED & KNOWLEDGE TAKE AWAY

- Time Management- keeping track of schedules & when other events might conflict with your internship time.
- Communication- students shared this was a critical component that was reinforced during their time at KE. Letting their supervisor know when they are going to be gone was extremely important.
- Team Work- it would not have been possible to build the quantity of PV Jumpers that the students did with out team work.

PV Jumper Production Crew









PARTICIPANTS

- Abigail Beyers, 5 Rivers Online
- Thomas Boelman, Red Wing
- Mason Eagen, Red Wing
- Hokken Ellingson, Red Wing
- Everit Finley, Lake City
- Sonja Jenson, Cannon Falls
- Brock Jeske, Red Wing
- Yahir Morales, Goodhue
- Calvin, Nelson, Red Wing
- Landen Nelson, Red Wing
- Maddox Peterson, Red Wing
- Lucas Regenscheid, Cannon Falls
- Dawson Sandford, Cannon Falls
- Jonathan Speltz, Red Wing
- Trayce Taylor, Red Wing
- Madison Wood, 5 Rivers Online

VI. **Old Business:**

A. 2nd Reading of Policies: 424, 502, 503, 504, 505, 507.5, 508, 513, 516.5 and 518. 44

424 LICENSE STATUS

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

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the education district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the education district.

B. No person shall be a qualified teacher until the education district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.

C. The education district has a duty to ascertain the licensure status of its teachers and ensure that the education district's teacher license files are up to date. The education district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the education district.

D. The education district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

A. The executive director or the executive director's designee shall establish a schedule for the annual review of teacher licenses.

B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the executive director or the executive director's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the executive director prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

C. If it is discovered that a teacher's license has expired, the executive director will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

D. The duty and responsibility of maintaining a current and valid teaching license

appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the executive director's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40(Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed,* 1993 WL 129639 (Minn. App. 1993)

Cross References: None

Adopted: 4/28/05 *MSBA/MASA Model Policy 502*
Orig. 1995
Revised: 8/28/08; 8/27/15; TBD *Rev. 1999*

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

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

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the education district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the education district. At no time does the education district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the education district. At no time does the education district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by education district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the education district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags,

packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of education district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The education district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the education district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the education district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References:
U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References:
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

503 STUDENT ATTENDANCE

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

I. PURPOSE

A. The education district 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 education 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 education district board from attendance because the student has already completed state and education district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

c. The education 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 education 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 educatiion board.

B. Attendance Procedures

Attendance procedures shall be presented to the education district board for review and approval. When approved by the education district 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 education 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.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 120A.22 as indicated above.]

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.

[NOTE: The school district may choose to include subparagraph (b).]

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.

[NOTE: In 2024, the Minnesota legislature amended Minnesota Statutes, section 120A.22, subdivision 12. The legitimate exceptions set forth above quote this statute. Minnesota law provides that a school board may include other exemptions in the school district's attendance policy. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

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 two (2) days 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 education district.

(2) Any absence in which the student failed to comply with any reporting requirements of the education 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 (five (5) tardies equal one (1) unexcused absence).

(8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

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. Five (5) 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.

[NOTE: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child ~~under the age of 17 years~~ 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 seven school days per school~~

~~year if the child is in elementary school or~~ 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)

504 STUDENT DRESS AND APPEARANCE

PLEASE NOTE: MINNESOTA SCHOOL DISTRICTS AND CHARTER SCHOOLS ARE NOT REQUIRED TO REVISE THEIR DRESS CODE POLICIES AT THIS TIME.

The Minnesota School Boards Association (MSBA) engaged in a deep review of Model Policy 504—*Student Dress and Appearance*.

The updates offered below reflect the key goals of permitting students to engage in their First Amendment right to express themselves while maintaining a positive school environment in which learning is promoted and students are protected from harm.

In updating Model Policy 504, MSBA seeks to promote and support local discussion and decision-making. Alternative provisions are offered, such as on head wear and hats, in order to assist board members as they create a policy that best fits their schools and their communities.

As Minnesota school districts review and revise their dress code policies, MSBA anticipates that it will learn valuable lessons that can be shared with other schools throughout the state. The revisions offered here are a starting point and are likely to be augmented in the future.

This model policy uses the term "dress code" to refer to the policy itself because of the longstanding practice and community familiarity with the term. A school board can choose to use a different term, such as "clothing," to replace dress.

Minnesota school boards have considerable authority to decide whether to have a dress code policy at all. Boards can choose the provisions the policy contains. School boards might choose to retain their current dress code policy. Boards may opt to change some provisions and to keep others. Boards may include language that does not appear in Model Policy 504.

School boards may choose to engage with students, staff, parents and guardians, and others to craft a dress code for the school district.

In light of the many local decision points that a dress code invites, MSBA decided to not attempt to create a redline version that could be universal across the state.

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

The dress code provisions offered below recognize that clothing is an expressive activity protected under the First Amendment. The policy seeks to promote fair treatment of all students and to reduce staff time spent monitoring student clothing. School boards may choose to adopt all, some, or none of the suggested provisions.

II. GENERAL STATEMENT OF POLICY

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A. The policy of the education district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards.

B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

1. does not injure people or damage property;

2. does not materially and substantially disrupt or interfere with the educational process or classwork;

3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;

4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

1. Clothing for the weather.

2. Clothing that does not create a health or safety hazard.

3. Clothing for the activity (i.e., physical education or the classroom).

4. Footwear that does not present a safety hazard.

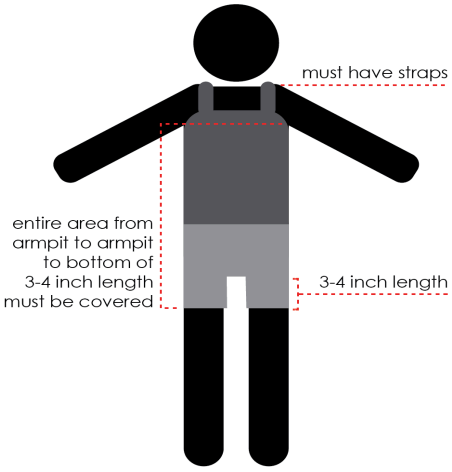
5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

D. Student clothing may not include the following:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). See-through garments may not be worn. Clothing that "materially and substantially disrupts or interferes with" the educational process and related standards as set out in Article II. B. above are prohibited.

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2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.

3. Apparel promoting products or activities that are illegal for use by minors.

4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate education district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

III. PROCEDURES

A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.

B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be

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enforced in line with Policy 506 (Student Discipline).

C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Legal References:
U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

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Adopted: 7/24/14 *MSBA/MASA Model Policy 505*
Orig. 1995
Revised: TBD *Rev. 2002*

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the education district.

II. GENERAL STATEMENT OF POLICY

A. The education district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the education district, the education district board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes."Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community."Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the education district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

For expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

"Minor" means any person under the age of eighteen (18)."Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

B. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

C. "School activities" means any activity sponsored by the education district including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

A. Students and employees of the education district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;

2. is libelous or slanderous;

3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;

4. advertises or promotes any product or service not permitted to minors by law;

5. advocates violence or other illegal conduct;

6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on education district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;

2. the extent to which distribution is likely to cause disruption of or interference with the charter school's educational objectives, discipline, or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;

5. whether distribution would require assignment of education district staff, use of education district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;

7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

C. No one shall coerce a student or staff member to accept any publication.

D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.

3. Location where material will be distributed.

4. If material is intended for students, the grade(s) of students to whom the distribution is intended.

B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the executive director. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the executive

director to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the charter school's Student Discipline Policy.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, education district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The education district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the education district board, such guidelines and procedures shall be an addendum to this policy.

Legal References:
U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

507.5 SCHOOL RESOURCE OFFICERS

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.

B. "School resource officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

A. A school resource officer's contractual duties with the school district shall include:

1. fostering a positive school climate through relationship building and open communication;

2. protecting students, staff, and visitors to the school grounds from criminal activity;

3. serving as a liaison from law enforcement to school officials;

4. providing advice on safety drills;

5. identifying vulnerabilities in school facilities and safety protocols;

6. educating and advising students and staff on law enforcement topics; and,

7. enforcement of criminal laws.

B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in Paragraph IV.A.

C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.

D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when

carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

A. Except as provided for in Paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.

B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under Paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.

C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.

D. An officer who is serving as a substitute school resource officer for fewer than sixty (60) student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.

E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References:
Minn. Stat. § 120A.05, subds. 9, 11, and 13 (Definitions)
Minn. Stat. § 123B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

Resources:
MN House of Representatives: School Resource Officers (accessed 10/02/25)
MN Department of Public Safety: School Resource Officer Training (accessed 10/02/25)
MN Department of Public Safety: FAQs for Mandated School Resource Officer (SRO) Requirements (accessed 10/02/25)

U.S. Department of Education: FAQs on Photos and Videos under FERPA (accessed 10/02/25)
U.S. Department of Education: School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) (accessed 10/02/25)
U.S. Department of Education: Does FERPA distinguish between School Resource Officers (SROs) and other local police officers who work in a school? (accessed 10/02/25)

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

The purpose of this policy is to ensure that the education district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

A. Extended School Year Services Must Be Available to Provide a FAPE. The education district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR

2. Services are necessary for the student to attain and maintain self- sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR

3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;

2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.

2. The student's degree of impairment.

3. The student's rate of progress.

4. The student's behavioral or physical problems.

5. The availability of alternative resources.

6. The student's ability and need to interact with nondisabled peers.

7. The areas of the student's curriculum which need continuous attention.

8. The student's vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the education district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in Education District.

An education district may provide ESY services to nonresident children with disabilities temporarily placed in the education district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education ~~Improvement~~ Act ~~of 2004~~)
34 C.F.R. Part 300 (~~IDEA Regulations~~ Assistance to States for the Education of Children with Disabilities)

Cross References: None

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The education board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The executive director's decision shall be final.

C. Program Design

1. The executive director, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating comprehensive achievement and civic readiness.

2. The education district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The education district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

   a. multiple objective criteria; and

   b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

4. The education district must adopt procedures for the academic acceleration of

gifted and talented students. These procedures will include how the education district will:

a. assess a student's readiness and motivation for acceleration; and

b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

5. The education district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to underrepresented groups.

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.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)
Minn. Stat. § 124D.02 (School Board Powers; Enrollment)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
~~MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)¶~~
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

516.5 OVERDOSE MEDICATION

[NOTE: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the education district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)[1], and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on education district property during the school day or at education district activities.

II. GENERAL STATEMENT OF POLICY

The education district board authorizes education district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: (1) 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 education district and its employees by law; (2) that the education district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and (3) the availability of funding either from outside sources or as approved by the education district board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

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 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 school district's Naloxone Coordinator is Sheri Johnson, River Bend Education District Nurse.

C. **"Opiate"** means any dangerous substance having an addiction forming or addiction

[1] Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the internasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

D. **"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.

E. **"Standing Order"** means directions from the education district's 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

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

A. The education district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.

C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.

D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the education district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the education board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the executive director (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the executive director or designee or solicited as volunteers by the superintendent.

2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by education district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures

and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the education district board. Once approved by the education district board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

a. Ensure that when Naloxone is administered, education district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;

b. Require education district employees to contact an education district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;

c. Direct education district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and

d. Require education district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the executive director or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.

2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. Education District Staff

Education district staff members 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.

G. The education 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 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

V. NALOXONE STORAGE

A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc*.).*

[NOTE: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

B. The selected storage locations of Naloxone will be classified as non-public "security information" as the education district board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those education district staff members whom the District Planning Team or Site Team have 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, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

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

Legal References:
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic 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. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference:
MSBA/MASA Model Policy 516 (Student Medication)
~~Minnesota Department of Health Toolkit on the Administration of Naloxone¶~~

Resources:
Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings

Adopted: 8/23/12 *MSBA/MASA Model Policy 518*
Orig. 1995
Revised: TBD *Rev. 2003*

518 DNR-DNI ORDERS

I. PURPOSE

The education district recognizes that it is serving students with complex health needs. The education district also recognizes that education district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to education district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

A. The primary mission of the education district is education. DNR-DNI orders are medical documents. Education district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The education district will not convey such orders to emergency medical personnel.

B. Education district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.

C. Education district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.

D. The parent/guardian will be notified of the emergency as soon as possible.

E. Notwithstanding this education district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.

F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References: None

VII. **New Business:**
A. GCED Bylaws and Agreement Draft Revisions 77

Goodhue County Education District Agreement

Goodhue County Education District
395 Guernsey Lane
Red Wing, MN 55066
651-388-4441
gced.k12.mn.us

Adopted: July 1, 1991

Revised: TBD

AGREEMENT FOR GOODHUE COUNTY EDUCATION DISTRICT

This agreement entered into prior to the 30th day of June 1991 by and between Independent School Districts:

ISD 252 Cannon Falls
ISD 253 Goodhue
ISD 2172 Kenyon Wanamingo (joined 7/1/1996)
ISD 256 Red Wing
ISD 2805 Zumbrota Mazeppa

Later entered into by and between Independent School District:

ISD 813 Lake City

Hereinafter referred to as member districts, for the purpose of establishing an Education District pursuant to MN~~Minn.~~ Statute~~Stat.~~ 123A.15-123A.19, 123A24, 123A.27, 123A.33 and 122A.54 ~~(2014)~~.

Witnessed that:

NOW THEREFORE, The parties to this Agreement hereby agree as follows:

1. ESTABLISHMENT OF AN EDUCATION DISTRICT. That hereby there is established an E~~e~~ducation D~~d~~istrict to be known as the Goodhue County Education District, as approved by a majority of the board of each participating district, which will begin operation no later than July 1, 1991.

2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide, by cooperative effort, comprehensive educational programs and other such services that can be efficiently and effectively operated by this group of districts.

3. ACCOMPLISHMENT OF PURPOSE. The general purpose shall be accomplished by the creation of an Education District Board, which shall, on behalf of the Member Districts, apply for, receive and administer education funding. The Education District Board shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this agreement as set forth in paragraph 2. This shall include the establishment of the Goodhue County Education District, which may offer educational services as provided for by the state Board of Education and member school boards. The care, management and control of the Goodhue County Education District shall be vested in the Education District Board.

4. EDUCATION DISTRICT BOARD.

a. The Education District Board shall consist of one representative from each member district. The representative shall be a school board member of the member district. Each member district shall be entitled to one vote. A board member may send an alternate representative in his/her absence.

b. The representative shall serve at the pleasure of the appointing school board and may be recalled by a majority vote of the appointing school board. Any member school board recalling its representative to the Education District shall give the Education District Board written notice of its action. A person appointed to the Education District Board shall qualify as an Education District Board member by filing with the Executive Director of the Education District a written certificate of appointment from the respective school board.

c. A board vacancy is filled for the unexpired term by appointment from the school board of the member district whose seat is vacant.

d. The elected offices of the Education District Board shall be a chair, a vice-chair, clerk and treasurer. The Executive Director shall have no vote on the board.

e. The election of the Education District Board officers is by a majority vote of the members of the Education District Board at its January meeting each year. A term of an officer is for one year and such term shall expire at the meeting at which the new officers are elected.

f. The Education District Board shall create its own rules, procedures, and bylaws subject to the official agreement of the member districts. The agreement and bylaws will be reviewed once every three years or when required due to a change in membership.

g. The Education District Board shall hold monthly meetings and may meet more or less frequently at the request of its chair or the delegates of two members or by action of the Education District Board.

h. Any new programs proposed by the Education District Board shall require a majority of Education District Board members before being initiated.

5. BOARD OFFICERS RESPONSIBILITY. Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned:

a. The Chair conducts the meetings, executes undertakings ordered as directed by the Board, and is the official representative of the Board in all matters relating to the Education District;

b. The Vice-Chair acts in the absence of the Chair and has all the powers of the Chair during the latter's absence;

c. The Clerk shall assure a record is kept of all meetings and that all Education District expenses are reviewed by the board. The clerk shall also draw and sign all orders for payment and shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

d. The Treasurer~~-Clerk~~ is to receive, deposit and disburse all funds of the Education District and keep records as required by law. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with MN Stat. 123B.12~~shall be responsible for all disbursements and receipts~~;

e. The~~In addition to the duties usually ascribed to the office of Secretary, the~~ Executive Director shall administer and supervise the affairs of the Education District under the direction of the Board. The Executive Director working together with the Chair shall prepare the agenda for the meetings of the Education District Board. Such agenda shall be publicly posted on the online portal on the Education District website~~emailed/mailed, to the board members representing the district and the superintendents of the schools of each of the members' districts~~ at least 72 hours~~five days~~ prior to the regular meeting. Within five calendar days following the meeting of the Education District Board, the Executive Director or designee shall prepare and email/~~mail~~ to the board member representing each district and each~~the~~ superintendents of schools a summary~~a copy of the minutes~~ of the meeting of the Education District Board.

6. EDUCATION DISTRICT BOARD RESPONSIBILITIES. The responsibilities of the Education District Board shall be:

a. To provide for a thorough and continuing system of communicating with the school boards of each member district;

b. To employ an Executive Director who shall be appropriately licensed and who shall be responsible to the Education District Board for the administration of the educational programs. The Education District Board shall have the authority to employ other persons as deemed necessary;

c. To hold an annual organizational meeting in January of each year and regular meetings each month at a time and place agreed upon at the annual meeting. Special meetings of the Education District Board may be held upon the request of the Executive Director, the Chair, or upon the written request of two or more member districts;

d. To adopt bylaws to govern the operation of the Education District and its programs;

e. To establish a budget and an appropriate system of record keeping;

f. To adopt personnel policies and practices;

g. To organize and establish educational programs and services;

h. To annually report to member districts regarding programs and services provided by the Education District;

i. To establish advisory committees for each major program area or service provided.

7. FISCAL RESPONSIBILITIES.

a. The Education District Board shall have the power to contract with a member district to act as fiscal agent on behalf of the Education District. The fiscal agent must meet all legal requirements of member school districts.

b. The fiscal agent shall maintain records, disburse funds and accept receipts in accordance with the budget as recommended by the Education District Board.

8. FINANCING OF THE EDUCATION DISTRICT. The Education District Board or the designated fiscal agent in the name of the Education District Board of the Education District with Education District Board approval shall be empowered to finance the education program implemented pursuant to this Agreement as follows:

a. By applying for, receiving, and administering Federal and State Aids and reimbursements for programs carried out by the Education District;

b. By monthly payments from member districts as approved by the Education District Board;

c. By receiving grants and gifts;

d. Any new public charter school member shall pay an annual membership fee of $7,500 for the first three years and $3,000 thereafter; these fees shall not be billed back to any public school district.

9. PROGRAMS AND SERVICES.

a. Programs for students with disabilities will be coordinated. Shared services and staff will be used to service students with disabilities.

b. Gifted and talented programs will be offered for students in member districts.

c. Vocational educational programs will be coordinated for member districts as they pertain to Carl Perkins federal grants.

d. Career education will be supplemented by the Education District when deemed appropriate.

e. Title III/ML services will be coordinated for students in member districts.

f. SAAP will be coordinated for students in member districts.

g. Full time and supplemental online educational programming will be coordinated for students in member districts.

h. Joint research, evaluation, planning and program and/or staff development will be carried out by the Education District. Other services and programs will be considered as proposed by member districts.

i. Summer programs for special education, gifted, and other selected students will be carried out by the Education District when deemed appropriate.

j. Technology for education and related services will be explored and be employed whenever reasonable and agreed to for special instructional needs.

k. Improved learning will be an ongoing goal and function of the Education District.

l. Teachers and other staff vacancies and personnel policies will follow district contracts and be consistent with law.

m. Comprehensive planning will be an ongoing function and goal.

10. SEPARATE BENEFITS FOR MEMBER DISTRICTS. Nothing herein shall prevent any member district from applying separately for any benefit to which it may itself by entitled.

11. MEMBERSHIP. Membership in the Education District shall consist of those member districts listed on page one.

12. ADDITION OF MEMBER DISTRICTS. Any school district, whether or not an original signatory, may become a member upon application to the Education District Board, consent of the current member districts, a 2/3 majority and subscription to this agreement. Such application shall also agree to pay to the Education District a depreciated prorated cost for the real and personal property owned by the Education District, as of July 1 of membership entrance date—the cost of which, or any portion thereof, has been assessed against each of the members of the Education District, this amount shall be determined by records maintained. Before any member district is accepted into the Education District the total cost and fiscal responsibility shall be presented in writing to the district requesting membership. Public Charter School Members: Any public charter schools shall be billed for actual cost of service and the annual fee.

13. WITHDRAWAL OF MEMBER DISTRICTS.

a. All members of the Education District shall be bound by the terms of this agreement during any fiscal year in which it is a member. Any member district may withdraw from this agreement by giving notice of its intention to withdraw by December 31. Such withdrawal, however, shall become effective only on June 30 of the fiscal period in which the end of such six months' written notice occurs.

b. Upon termination of membership in this agreement, the terminating member district shall forfeit their proportionate share of current depreciated value of any real or personal property they helped purchase.

c. Notwithstanding the withdrawal, the withdrawing member district shall pay its proportionate share of any expenses which are certified to the withdrawing district prior to the effective date of its withdrawal.

14. DISSOLUTION OF THE EDUCATION DISTRICT. Should the Education District Board decide to dissolve, the dissolution shall comply with any and all applicable Minnesota statutes pertaining to such dissolution and all assets of the Education District shall be distributed to the districts which are members at the time of the dissolution on a proportionate basis to be determined by the Education District Board.

15. SAVING CLAUSE. Should any provision of this agreement be found unlawful, the other provisions of this agreement shall remain in full force and effect if by so doing the purpose of this agreement taken as a

whole can be made operative. Should any provisions be found unlawful, the School Boards of each participating district shall attempt to agree upon an amendment to this agreement to replace the unlawful part.

THIS AGREEMENT may be amended by a majority vote of the full membership of each school board.

THIS AGREEMENT shall become effective when executed by all of the parties hereto.

IN WITNESS WHEREOF, the parties through their respective chair and clerks of each individual member district have caused this instrument to be executed pursuant to authority of the Board of Education of each district.

Goodhue County Education District #6051
Red Wing, Minnesota

By _____ _____
Chair Date

By _____ _____
Clerk Date

Goodhue County Education District Bylaws

Goodhue County Education District
395 Guernsey Lane
Red Wing, MN 55066
651-388-4441
gced.k12.mn.us

Adopted: October 8, 1990

Revised: September 18, 1997
Revised: July 21, 1998
Revised: March 27, 2003
Revised: February 24, 2004
Revised: September 12, 2006
Revised: December 6, 2007
Revised: May 27, 2010
Revised: August 27, 2015
Revised: April 22, 2020
Revised: TBD

Revised: September 18, 1997 1
ARTICLE I 1
ARTICLE II 1
ARTICLE III 1
ARTICLE IV 1
OFFICERS 1
ARTICLE V 2
ARTICLE VI 2
ARTICLE VII 3
ARTICLE VIII 4
ARTICLE X 5

ARTICLE I
NAME OF THE ORGANIZATION

The name of the organization shall be the Goodhue County Education District.

ARTICLE II
AUTHORIZATION

The establishment of this organization is provided for under MN~~Minn.~~ Statute~~Stat.~~ 123A.15-123A.19, 123A.24, 123A.27, 123A.33 and 122A.54~~,. Education District Establishment~~. The powers and responsibilities, which are delegated to the Education District are those embodied in the Agreement for the Goodhue County Education District dated June 27, 1990.

ARTICLE III
MEMBERSHIP

The membership of the Education District shall consist of one (1) elected member of the school board of each member district. A vacancy shall be filled by appointment from the local school board. In the event of a temporary absence, a Goodhue County Education District Board Member may appoint a designee from his/her Board for that meeting. Each Goodhue County Education District Board Member shall have one (1) vote.

ARTICLE IV
OFFICERS

Section 1 The officers of the Education District shall be those provided for in the Agreement:

a. Chair
b. Vice-Chair
c. ~~Treasurer~~ Clerk
d. Treasurer

Section 2 Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned below and in GCED Board Policy 202.

a. The chair conducts the meetings, executes undertakings ordered and directed by the board and is the official representative of the board in all matters relating to the Education District.

b. The vice-chair acts in the temporary absence of the chair and has all the powers of the chair during the latter's absence.

c. The clerk shall assure a record is kept of all meetings and that all Education District expenses are reviewed by the board. The clerk shall also draw and sign all orders for payment and shall perform the

duties of the chair in the event of the chair's and the vice-chair's temporary absences.

d. The treasurer ~~Clerk~~ is to receive, deposit and disburse all funds of the Education District and keep records as required by law. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with MN Stat. 123B.12.

Section 3 The duties of the Executive Director of the Education District include:

a. To prepare, together with the Chair, an agenda for each meeting of the Education District Board which shall be shared publicly through the online portal on the Education District website~~with Superintendents and Board Members~~ at least 72 hours~~five days~~ prior to the meeting.

b. At least 72 hours~~five days~~ prior to the meeting of the Education District Board, minutes of the previous meeting will be made available to the public through the online portal on the Education District website~~each Superintendent of Schools and the representative of each school board~~.

ARTICLE V
ELECTION OF OFFICERS

Section 1 An annual organizational meeting shall be held in January. The Education District shall elect its officers for the year as one of the items of business and said officers shall assume their duties immediately.

Section 2 Nominations for officers shall be made from the floor at the annual organizational meeting at which officers are to be elected and the election of the officers shall follow immediately.

Section 3 A candidate receiving a majority vote of those present at the annual meeting shall be declared elected and shall serve for the year or until his/her successor is qualified.

Section 4 Vacancies shall be filled by appointment by the school board of the member district whose seat is vacant.

ARTICLE VI
MEETINGS

Section 1 Date, time and place of regularly scheduled meetings shall be determined at the annual meeting held in January. In the event of a conflict with holidays or other events, a majority at any meeting may change the date and /or place of such meetings.

Section 2 A quorum shall consist of four (4) of the full voting memberships of the Education District and members must be present at the meeting to vote. When a quorum is present an unanimous vote is required for any authority for the action of the Education District. In all other situations, a simple majority of the members present will be required for any action of the Education District. In the event that a simple majority or a quorum is not present, the members present will be allowed to decide to take action on specific items pending a subsequent phone call approval made to absent Board members.

Section 3 Special meetings of the Education District may be called by the chair, or by representatives of two (2) member districts acting together, for a specified purpose. In such an event, the Executive Director must give at least three (3) days notice by email of the special meeting, which notice shall state the purpose, the time and the place of the meeting. The receipt of such notice shall be acknowledged or the member's school district shall be contacted.

Section 4 Emergency meetings of the Education District may be called because of circumstances that, in the judgement of the school board, require immediate consideration. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board. Public notice should be attempted after school board members have been informed. Published notices are not required.

Section 4 No change of bylaws, or hearing on charges for removal of a board officer, or a proposal for filling a vacancy in the Education District Board's office shall be in order at any meeting, regular or special, unless notice that such matter to be considered, is placed on agenda for a specified meeting and is emailed to each member at least five (5) days prior to such meeting. No action on Section 4 items may be taken at any meeting, regular or special, unless all members are represented and such representatives agree to act.

Section 5 All meetings at which official action is taken shall be open to the general public per the Open Meeting Law.

Section 6 Roberts Rules of Order shall govern the proceedings of meetings of the Education District, unless a specific directive appears in the Agreement or in these Bylaws.

ARTICLE VII
ORDER OF BUSINESS

Section 1 The order of business at regular meetings shall be:

a. Roll Call
b. Approval of minutes of previous meeting

c. Approval/revision of agenda
d. Public comments limited to three (3)~~five~~ minutes per person
e. Approval of bills
f. Reports and communications
g. Old business
h. New business
i. Comments from the Board and/or Director
j. Adjournment

ARTICLE VIII
FISCAL AFFAIRS

Section 1 Any district appointed as fiscal agent shall handle all fiscal affairs of the Education District and reports shall be made by them at the discretion of the Education District.

Section 2 The cost of services by the Education District staff will be billed monthly in advance to member schools if necessary as determined by the Education District Board of the Education District.

Section 3 All special state and federal aid earned by the operation of the Education District shall be paid to the Education District. All such aids shall be credited to the program for which they were earned and shall be used to reduce the user's pro rata cost, if any.

Section 4 Capital purchases exceeding 10% of the Education District revenue collected in that school year must have board approval.

Section 5 An inventory of all non-consumable items purchased by the Education District shall be kept and updated annually.

Section 6 A depreciated fixed asset Inventory shall be established to determine the entry cost for new members. Items costing over $10,000~~$1,500~~ shall be included on the inventory. These items shall be depreciated over their useful life using the straight line method and the half year convention.

Section 7 Travel expenses incurred when an Education District staff member travels from his/her assigned building to a member district shall be paid by the Education District at a mileage rate to be set by the Education District.

Section 8 The Education District shall pay to any fiscal agent a sum agreed upon by the Education District and the fiscal agent for administrative costs.

Section 9 The Executive Director of the Education District shall prepare for the May meeting of the Education District a preliminary annual operating budget for the upcoming fiscal year. Such a budget shall be presented to the Education District for its adoption no later than the June Education District Board meeting.

Section 10 If a member of a district wishes to terminate or decrease services, that district would need to notify the Education District Board by December 31st of the preceding year.

Section 11 Education District Board members will receive reimbursement for travel expenses.

ARTICLE IX
HIRING

Section 1 Hiring of personnel by the Education District will follow this procedure:

a. P~~All~~ positions for programs administered by the Education District will be approved by the Education District.

b. The Executive Director and/or other District personnel will recruit and interview prospective candidates.

c. Interviews with Superintendents and/or other district personnel may be arranged.

d. All employment contracts will be issued by the Education District after approval by the Education District.

Section 2 All certified and non-certified personnel employed by the Education District shall be employed under the terms of any master contracts or agreements in force in the Education District.

Section 3 The assistance of the supervisors and directors employed by the Education District shall be available to all members of the Education District for administration, including the preparation and filing of reports, in such areas as such supervisors and directors may qualify and that the Education District shall direct.

Section 4 The Education District shall hire employees in a manner prescribed by statute for independent school districts.

ARTICLE X
AMENDMENTS

These Bylaws may be amended by a majority vote of the entire Education District.

Written notice of a proposed Bylaw change, including the specific language of the proposed change, shall be sent to all board members of the Education District reasonably in advance of any meeting where a proposed revision to the Bylaws will be presented for a vote.

IN WITNESS WHEREOF, the parties through their representation to the Education District Board have caused this instrument to be executed pursuant to the authority of the Education District as stated in the Education District Agreement.

Adopted this date: October 8th, 1990

Revised: September 18, 1997
July 21, 1998
March 27, 2003
February 24, 2004
September 12, 2006
December 6, 2007
May 27, 2010
August 27, 2015
April 22, 2020
TBD

Vice Chair
Goodhue County Education District Board

Chair
Goodhue County Education District Board

B. 1st Reading of Policies: 514, 515, 515 Form, 520, 520 Form, 521, 521 Form, 523, 524, 525, 526, 527 94

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the education district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off education district property and/or with or without the use of education district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age,

marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

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

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

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

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

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

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

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

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

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

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

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

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

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

J. The education district will act to investigate all complaints of bullying reported to the education district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the education district who is found to have violated this policy.

III. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

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

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

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

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

IV. REPORTING PROCEDURE

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

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

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

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

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

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

F. Submission of a good faith complaint or report of bullying or other prohibited conduct

will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

V. EDUCATION DISTRICT ACTION

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

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

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

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

E. The education district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the education district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

The education district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the education district who commits

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

VII. TRAINING AND EDUCATION

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

B. The education district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

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

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

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

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

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

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

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other

prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

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

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

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

5. Teach students to advocate for themselves and others;

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

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

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

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

VIII. NOTICE

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

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

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

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

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

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

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

IX. POLICY REVIEW

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

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

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

The education 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 education 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 education 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 education 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 education district.

D. Directory Information

1. "Directory information", under Federal law, means information contained in an

education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address (see III. D. 2. below); telephone listing (see III. D. 2. below); electronic mail address (see III. D. 2. below); photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s).

Directory information does not include:

a. a student's social security number

b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;

c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;

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

e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

2. Under Minnesota law, the education district may not designate a student's or parent's home address, telephone number, email address, or other personal contact information as "directory information." Minnesota law prohibits schools from designating student contact information as "directory information" despite the FERPA definition. The education district complies with Minnesota law and will not include student contact information in their definition of "directory information."

E. Education Records

1. What constitutes "education records"

Education records means those records that are: (1) directly related to a student; and (2) maintained by the education district or by a party acting for the education 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 education district, provided education records maintained by the education 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 education 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 education district who is employed as a result of his or her status as a student are education records.

d. Records relating to an eligible student, or a student attending an institution of ~~post-secondary~~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 education district.

e. Records created or received by the education district after an individual is no longer a student at the education district and that are not directly related to the individual's attendance as a student.

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

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

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

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of ~~post-secondary~~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 education district 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 education 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 education 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 the Executive Director of the Education District.

N. Student

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

O. School Official

"School official" includes: (a) a person duly elected to the education district board; (b) a person employed by the education district board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the education district 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 education district board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, a school resource officer when performing the duties of the school resource officer 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 education 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 education district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student's education records;

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and ~~post-secondary~~postsecondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the education 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 ~~post-secondary~~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 education 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 education 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 education 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 education 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 education 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 education 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 education district whom the education district determines have a legitimate educational interest in such records;

2. To a contractor, consultant, volunteer, or other party to whom the education district has outsourced institutional services or functions provided that the outside party:

   a. performs an institutional service or function for which the education district would otherwise use employees;

   b. is under the direct control of the education 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 education 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 education 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 education 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 education 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 education district to whom information is disclosed violates this provision, the education 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 education 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 education 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 education district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the education district, the education district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the education 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 education 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 education community. This information may be disclosed to teachers and school officials within the education 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 education district has designated as "directory information" pursuant to Article VII. of this policy;

14. To military recruiting officers and ~~post-secondary~~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 ~~health authorities to~~ parties, including parents or an eligible student, in connection with an emergency if knowledge of the

~~extent~~information is necessary to ~~administer immunization programs~~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 health~~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 an executive director 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 education 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 an executive director 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 executive director 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 education district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;

2. Pursuant to a statute specifically authorizing access to the private data; ~~or~~

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the ~~commissioner of health~~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 education 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 education 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 education 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 education district may release records that only contain information about an individual obtained after he or she is no longer a student at the education 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 education district).

C. Present Students and Parents

The education 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 education 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 education 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 education district has designated as directory information;

   b. the parent's or eligible student's right to refuse to let the education 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 education 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 education 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 education district from disclosing or requiring the student to disclose the student's name, ID, or education district e-mail address

in a class in which the student is enrolled; or

b. prevent the education 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 education district as directory information.

5. The education 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 education 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 education 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 education 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 education district updates its enrollment forms in the ordinary course of business, the education district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this ~~section~~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 education 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 education 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 education 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 education 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 education 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 education district students, education 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 education district, or by the chief attorney for the education district, not to pursue the civil legal action. However, such investigation may subsequently become active if the education 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 education 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 education district records pertaining to the student, including any tests or reports upon which the action proposed by the education district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq*.

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

A. The education district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the education 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 ~~post-secondary~~postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and ~~post-secondary~~postsecondary educational institutions, a parent or eligible student must notify the responsible authority executive director 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 education 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 education 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 education 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 education district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this ~~section~~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 ~~section~~Article does not prevent the education 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 education district provided:

   a. The disclosures meet the requirements of Article VI. of this policy; and

   b. The education district has complied with the record-keeping requirements of ~~Section~~Article XIII. of this policy.

2. Paragraph A. of this ~~section~~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 education 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.

   [NOTE: 42 United States Code, section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

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 education district.

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

1. A description of records maintained;

2. Titles and addresses of person(s) responsible for the security of student records;

3. Location of student records, by category, in the buildings;

4. Means of securing student records; and

5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this ~~section~~Article for compliance with the law, this policy, and the various administrative policies of the education 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 education 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 ~~section~~Article shall also include:

a. the names of the additional parties to which the receiving party may disclose the information on behalf of the education 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 education district disclosed information from an education record. The education 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 education district.

5. The education 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 education 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 education 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 education 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 education 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 education district shall respond to any request pursuant to Paragraph A. of this ~~section~~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 ~~section~~Article includes:

1. The right to a response from the education 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 education 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 education 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 education 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 education district may presume that either parent of the student has authority to inspect or review the education records of a student unless the education 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 education 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 education 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 education 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 education 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 education district to make. The request shall be signed and dated by the requestor.

2. The education 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 education 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 ~~section~~Article.

B. Right to a Hearing

If the education district refuses to amend the education records of a student, the education 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 ~~section~~Article.

1. If, as a result of the hearing, the education 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 education 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 education district, or both.

3. Any statement placed in the education records of the student under Paragraph B. of this ~~section~~Article shall:

   a. be maintained by the education district as part of the education records of the student so long as the record or contested portion thereof is maintained by the education district; and

   b. if the education records of the student or the contested portion thereof is disclosed by the education 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 education 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 education district who does not have a direct interest in the outcome of the hearing. The education district board attorney shall be in attendance to present the education district 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 ~~section~~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 education 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 Cheryl Johnson, the Executive Director of the Education District.

C. Any request by an individual with a disability for reasonable modifications of the education district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

A complaint filed pursuant to this ~~section~~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 education district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The education 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 education 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 education district has determined to have legitimate educational interests; and

6. That the education 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 education 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 education 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 education 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 executive director'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)

POLICY 515 FORM - PUBLIC NOTICE

Goodhue County Education District, 6051-61 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

   a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the education district. A parent or eligible student should submit to the education district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;

   b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the education district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the education district to make. The request shall be signed by the parent or eligible student. If the education district decides not to amend the record as requested by the parent or eligible student, the education district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

   c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

   d. That the education district may disclose education records to other school officials within the education district if the education district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the education district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the education district board; a person or company with whom the education district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

   e. That the education district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes

related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on education district property and certain other illegal acts;

f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the education district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

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

h. That copies of the education district's policy regarding the protection and privacy of school records are located at the Goodhue County Education District (GCED) Offices at 395 Guernsey Lane, Red Wing, MN 55066 and on the GCED website at gced.k12.mn.us.

2. The education district has adopted a board policy in order to comply with state and federal laws regarding education records. The policy does the following:

a. It classifies records as public, private, or confidential.

b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the education district board policy and accompanying procedures and regulations are available to parents and students upon written request to the executive director.

4. Pursuant to applicable law, Goodhue County Education District, 6051-61 gives notice to parents of students currently in attendance in the education district, and eligible students currently in attendance in the education district, of their rights regarding "directory information."

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

The definition of directory information is found on page 2 of Model Policy 515.~~ of the school district's policy.~~ This definition includes all of the types of information specifically referenced by state and federal law as directory information.

Minnesota Statutes 13.32, subdivision 5(c) states that a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE EDUCATION DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.

b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO EDUCATION OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Goodhue County Education District, 6051-61 he,reby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The education district must release the names, addresses,

electronic mail address (which shall be the electronic mail addresses provided by the education district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, EXECUTIVE DIRECTOR, CHERYL JOHNSON BY OCTOBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;

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

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

GOODHUE COUNTY EDUCATION DISTRICT, 6051-61, RED WING, MINNESOTA

Dated:_____ _____

Chair

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

JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION

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

DATE/TIME OF REQUEST:_____

TO:_____
(Executive Director of Education District)

FROM:_____
(Requester's name/agency)

STUDENT:_____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

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

_____

_____

_____

_____

_____

RESPONSE TO REQUEST:

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

INFORMATION REQUESTED: (*mark all that apply*) **RESPONSE PROVIDED:** (*yes / no*)

Indicate whether you have data that document the student's:

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

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

_____

Signature/Title

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

POLICY 520 STUDENT SURVEYS - PUBLIC NOTICE

Goodhue County Education District, 6051-61 gives notice to parents of students currently in attendance in the education district, eligible students currently in attendance in the education district, and students currently in attendance in the education district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:

   a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

   b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

      (1) political affiliations or beliefs of the student or the student's parent;

      (2) mental and psychological problems of the student or the student's family;

      (3) sex behavior or attitudes;

      (4) illegal, antisocial, self-incriminating, or demeaning behavior;

      (5) critical appraisals of other individuals with whom respondents have close family relationships;

      (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

      (7) religious practices, affiliations, or beliefs of the student or the student's parent; or

      (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

   c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

      (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

      (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.

      (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings,

or any physical examination or screening permitted or required under state law.

d. This notice does not preempt applicable state law that may require parental notification.

e. The education district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The education district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The education district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

(1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

(2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

(3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

GOODHUE COUNTY EDUCATION DISTRICT, 6051-61 RED WING, MINNESOTA

Date:_____ _____
Board Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **[name of school district or school]** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:
Grades: [see sample activity notices attached]
Activity:
Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address]**. **[School official]** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent's name] give my consent for [child's name] to take [survey] on [date].

_____
Parent's signature

Please return this form no later than [insert date] to [name of school official and mailing address].

EXAMPLES OF ACTIVITIES

Date: On or about October 15, 2010
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent and children, and use of alcohol and drugs at home.

Consent **[for U.S. Department of Education funded, protected information surveys only]**: A parent must sign and return the attached consent form no later than **[insert return date]** so that your child may participate in this survey.

Opt-out **[for any non-U.S. Department of Education funded protected information survey]**: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Date: November 22-24, 2010
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Below is an example dealing with the collection, use, and distribution of personal information for student-based commercial services.

[Limited to personal information designated as "directory information"]

Date: 2010-2011 School Year
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: **[School]** collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

[Note: This information – names, addresses, and telephone listings – may be designated and disclosed as "directory information" under the school district's student records policy. Instead of using this Model Notice format, schools *may* meet PPRA notice requirements for specific marketing activities that involve only designated "directory information" by allowing parents to opt out of "directory information" at the start of each school year, which would include all marketing activities.]

520 STUDENT SURVEYS

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

I. PURPOSE

Occasionally, the education district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the education district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code, section 1232h.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.

B. The executive director may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.

C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the education district in a file separate from the survey responses.

D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the education district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes, chapter 13 (Minnesota Government Data Practices Act), 20 United States Code, section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations, Part 99.

E. The education district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;

2. mental and psychological problems of the student or the student's family;

3. sex behavior or attitudes;

4. illegal, antisocial, self-incriminating, or demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

7. religious practices, affiliations, or beliefs of the student or the student's parent; or

8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A education district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Paragraphs IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

a. The right of a parent of a student to inspect, upon request of the parent, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including any applicable procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the ~~child~~ student lives, or a person who is legally responsible for the welfare of the ~~child~~student.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student, including an evaluation, to a student which contains one or more of the items listed in ~~Section~~Paragraph IV.B., above, including the right of a parent of a student to inspect, upon request of the parent, any such survey.

c. The right of a parent of a student to inspect, upon request of the

parent, any instructional material used as part of the educational curriculum for the student and any applicable procedures for granting a request by a parent for ~~such~~reasonable access to instructional material within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (~~i.e.,~~such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the education district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code, section 1400, *et seq.*).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the education district in the event of such collection, disclosure, or use.

(1) "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

(a) college or other ~~post-secondary~~postsecondary education recruitment or military recruitment;

(b) book clubs, magazines, and programs providing access to low-cost literary products;

(c) curriculum and instructional materials used by elementary and secondary schools;

(d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

(e) the sale by students of products or services to raise funds for school-related or education-related activities; and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in ~~Section IV.C.1.,~~ Subparagraph IV.C.1.e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under ~~Section IV.C.,~~ Subparagraph IV.C.1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the education district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in ~~Section~~Paragraph IV.B., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in ~~Section IV.C.2.,~~ Subparagraph IV.C.2.b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

A. The education district must give parents and students direct notice of this policy at the beginning of each school year and after making substantive changes to this policy.

B. The education district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys

and give parents reasonable notice of planned surveys scheduled after the start of the school year. The education district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

C. The education district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References:
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)

Resources:
U.S. Department of Education, *Family Educational Rights Privacy Act (FERPA)* (accessed 11/03/25)
U.S. Department of Education, *Protection of Pupil Rights Amendment (PPRA)* (accessed 11/03/25)

GOODHUE COUNTY EDUCATION DISTRICT #6051-61

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Goodhue County Education District #6051-61 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

Because _____

_____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

_____

If the alleged discrimination was toward another person, identify that person: _____

_____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

_____

_____

_____

Location of the incident(s): _____

_____

_____

List any witnesses that were present: _____

_____

_____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature	Date
Received by	Date

521 STUDENT DISABILITY NONDISCRIMINATION

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

I. PURPOSE

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or

2. has a record of such an impairment;

3. is regarded as having such an impairment; or

4. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

[NOTE: The 2024 Minnesota legislature revised the definition of 'disability' in Minnesota Statutes, section 363A.03, subdivision 12]

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact Executive Director, Cherie Johnson, 395 Guernsey Lane, Red Wing, MN 55066, 651-388-4441. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Minn. Stat. § 363A.03, Subd. 12 (Definitions)
42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

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

Adopted: 6/27/13 *MSBA/MASA Model Policy 523*
Orig. 1995
Revised: 7/25/19; 6/23/21; 2/24/22; TBD *Rev. 2022*

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to students:

Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the education district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the education district computer system and the Internet, including electronic communications, the education district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the education district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The education district expects that faculty will blend thoughtful use of the education district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The education district is providing students and employees with access to the education district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The education district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the education district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the education district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the education district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate education district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the education district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the education district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. pornographic, obscene, or sexually explicit material or other visual

depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the education district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the education district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the education district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the education district system software, hardware, or wiring or take any action to violate the education district's security system, and will not use the education district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the education district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the education district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

   a. This paragraph does not prohibit the posting of employee contact information on education district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

   b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

      (1) such information is classified by the education district as directory information and verification is made that the education district has not received notice from a parent/guardian or eligible student that such information is not

to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the education district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the education district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated education district official. Users will not attempt to gain unauthorized access to the education district system or any other system through the education district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the education district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the education district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the education district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the education district. Users will not use the education district system to offer or provide goods or services or for product advertisement. Users will not use the education district system to purchase goods or services for personal use without authorization from the appropriate education district official.

10. Users will not use the education district system to engage in bullying or cyberbullying in violation of the education district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. The education district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off education district premises also may be in violation of this policy as well as other education district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the education district receives a report of an unacceptable use originating from a non-school

computer or resource, the education district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the education district computer system and the Internet and discipline under other appropriate education district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate education district official. In the case of an education district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a education district employee, the building administrator.

VI. FILTER

[NOTE: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes, section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, the education district has included the following section.]

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes 125B.15 as follows: "A school district ~~receiving technology revenue under section 125B.26~~ must prohibit, including through use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography."]

[NOTE: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

A. With respect to any of its computers with Internet access, the education district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;

2. Child pornography; or

3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other

visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the executive director may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The education district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the education district computer system and use of the Internet shall be consistent with education district policies and the mission of the education district.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the education district system, the education district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the education district system.

B. Routine maintenance and monitoring of the education district system may lead to a discovery that a user has violated this policy, another education district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or education district policy.

D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the education district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

E. Education district employees should be aware that the education district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, education district employees should be aware that data and other materials in files maintained on the education district system may be subject to review, disclosure, or discovery under Minnesota Statutes, chapter 13 (Minnesota Government Data Practices Act).

F. The education district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with education district policies conducted through the education district

system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the education district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the education district system is at the user's own risk. The system is provided on an "as is, as available" basis. The education district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on education district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The education district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the education district system. The education district will not be responsible for financial obligations arising through unauthorized use of the education district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the education district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with education district policies.

2. Disclaimers limiting the education district's liability relative to:

   a. Information stored on education district diskettes, hard drives, or servers.

   b. Information retrieved through education district computers, networks, or online resources.

   c. Personal property used to access education district computers, networks, or online resources.

   d. Unauthorized financial obligations resulting from use of education district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of education sponsored/managed Internet accounts.

4. Notification that, even though the education district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.

7. Notification that, should the user violate the education district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the education district system and of the Internet if the student is accessing the education district system from home or a remote location.

B. Parents will be notified that their students will be using education district resources/accounts to access the Internet and that the education district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the education district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. contracts with the education district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and

2. creates, receives, or maintains educational data pursuant or incidental to a contract with the education district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the education district must give parents and students direct and timely notice, by United States mail, e-mail, or other

direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;

2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The education district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the education district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and

2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

A. "School-issued device" means hardware or software that the education district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the education district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;

2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or

3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The education district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by education district employees, student teachers, staff contracted by the education district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2. the activity is permitted under a judicial warrant;

3. the education district is notified or becomes aware that the device is missing or stolen;

4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;

5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes, section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the education district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

The education district board directs the executive director and education district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.

MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article.

~~Under the new law, t~~The Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals ~~will~~ collaborate~~d~~ to make best practices available to schools on a range of different strategies to achieve the goals stated above.]

XVI. ~~LIMIT~~ LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

A. The education district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the education district board for approval. Upon approval by the education district board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The education district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the education district board shall conduct an annual review of this policy.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

INTERNET USE AGREEMENT - EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

Adopted: 06/23/21 *MSBA/MASA Model Policy 525*

Orig. 1996

Revised: TBD *Rev. 2022~~17~~*

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the education district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The education district board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under education district supervision.

II. GENERAL STATEMENT OF POLICY

A. The policy of the education district is to strictly enforce its weapons policy (Policy 501).

B. The policy of the education district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.

C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the education district board for review and adoption.

D. The education district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

A. The education district board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

B. The education district board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.

C. The education district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.

D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.

E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).

G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.

H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minnesota Statutes section ~~Minn. Stat. §~~ 121A.05.

I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The education district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

A. Adopt an education district crisis management policy to address potential violent crisis situations in the district.

B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.

C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.

D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.

E. In-service training for personnel and education district board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflict in effective, nonviolent ways; responding to a

disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.

F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on education grounds.

G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).

H. Establish clear school rules that prevent and deter violence.

I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.

J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.

K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.

L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.

M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.

N. Develop a student photo or name identification system for quick identification of the student in case of emergency.

O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.

P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.

Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Welfare Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.

S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for

Minnesota Teachers.

V. STUDENT SUPPORT

A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.

B. Students will be apprised of education district board policies designed to protect their personal safety.

C. Students will be provided with information as to education district and building rules regarding weapons and violence.

D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

A. education district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).

B. Education district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. Education district personnel will be informed annually as to education district and building rules regarding weapons and violence prevention.

C. Education district personnel or agents of the education district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References:

Minn. Stat. § 13.43, Subd. 16 (~~School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact~~Personnel Data)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education ~~Improvement~~ Act ~~of 2004~~)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

526 HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minnesota Statutes § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minnesota Statutes § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the education district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of the education district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the education district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the education district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from education district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The education district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the education district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of education district policies or regulations.

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

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

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

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

F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities,

or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

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

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

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult education district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to an education district human rights officer or to the executive director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the executive director or the education district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. Education district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

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

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

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the education district shall undertake or authorize an investigation by education district officials or a third party designated by the education district.

B. The building report taker or other appropriate education district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

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

D. Upon completion of an investigation that determines hazing has occurred, the education district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Education district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable education district policies and regulations.

E. The education district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the education district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. The education district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in education district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this education district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the education district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the education district.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the education district, and stolen property.

B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of education district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

D. "School district location" means property that is owned, rented, leased, or borrowed by the education district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the education district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by

the building principal to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways or on private property.

B. When there are unauthorized vehicles parked on school district property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The executive director is granted authority to develop and present for education district board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the education district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References:
U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325~~, 105 S.Ct. 733, 83 L.Ed.2d 720~~ (1985)

Cross References:
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

C. Preliminary FY27 Budget and Monthly Billing 174

Goodhue Co Ed District
Budget Overview
Preliminary Budget Summary 2026-27

General Fund - 01	July 1, 2026	Revenues	Expenditures	Transfers	June 30, 2027 Proj. Balance	Net Increase or Decrease
Unassigned - 422	383,683	20,544,058	20,400,436	(143,382)	383,923	240
	1.84%				*1.74%*	
Restricted						
ALC - 434	-	574,011	717,393	143,382	-	-
QCOMP - 437	-	360,000	360,000	-	-	-
Basic Skills - 441	-	324,206	324,206	-	-	-
Teacher Comp Trng Read Act - 457	13,450	-	-	-	13,450	-
LTFM - 467	4,640	100,000	110,216		(5,576)	(10,216)
Medical Assistance - 472	57,316	148,610	126,233	-	79,693	22,377
Subtotal Restricted	75,406	1,506,827	1,638,048	143,382	87,567	12,161
Nonspendable						
Prepaids	74,214	-	-	-	74,214	-
Subtotal Nonspendable - 460	74,214	-	-	-	74,214	-
Total General Fund	**533,303**	**22,050,885**	**22,038,484**	**-**	**545,704**	**12,401**
Total All Funds:	**533,303**	**22,050,885**	**22,038,484**	**-**	**545,704**	**12,401**

CANNON FALLS PUBLIC SCHOOLS #252
FY 27 BILL FOR SERVICES
Preliminary May 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	252 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
To Be Hired (ECSE Teacher)	1.00	57,774.00	0.00	4,814.50	740	396	STATE SP ED
Benefits		23,232.00	0.00	1,936.00	740	397	STATE SP ED
Nicole Meyer (B-3 ECSE Teacher)	0.05	3,355.00	0.00	279.58	740	396	STATE SP ED
Benefits		679.00	0.00	56.58	740	397	STATE SP ED
Lauren Aagesen (B-3 Social Worker)	0.05	3,658.00	0.00	304.83	740	396	STATE SP ED
Benefits		1,657.00	0.00	138.08	740	397	STATE SP ED
Lindsay Woodard (B-3 Speech Path)	0.08	12,108.00	0.00	1,009.00	740	396	STATE SP ED
Benefits		2,653.00	0.00	221.08	740	397	STATE SP ED
Substitutes		750.00	0.00	62.50	740	399	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.15	9,646.00	0.00	803.83	740	396	STATE SP ED
Benefits		1,878.00	0.00	156.50	740	397	STATE SP ED
Teasha Archambault (PT)	0.32	32,478.00	0.00	2,706.50	740	396	STATE SP ED
Benefits		12,790.00	0.00	1,065.83	740	397	STATE SP ED
Sydney Jacobson (OT)	0.60	54,431.00	0.00	4,535.92	740	396	STATE SP ED
Benefits		10,323.00	0.00	860.25	740	397	STATE SP ED
Katee Bowe (OT)	0.24	20,244.00	0.00	1,687.00	740	396	STATE SP ED
Benefits		4,386.00	0.00	365.50	740	397	STATE SP ED
SPECIAL EDUCATION ADMINISTRATION							
Alisha Dalsin	1.00	130,873.00	0.00	10,906.08	740	396	STATE SP ED
Benefits		30,737.00	0.00	2,561.42	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGY							
Lynn Booth	1.00	105,105.00	0.00	8,758.75	740	396	STATE SP ED
Benefits		32,221.00	0.00	2,685.08	740	397	STATE SP ED
Madasyn Austin	1.00	83,002.00	0.00	6,916.83	740	396	STATE SP ED
Benefits		27,917.00	0.00	2,326.42	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Kristin Kirk	1.00	113,138.00	0.00	9,428.17	740	396	STATE SP ED
Benefits		22,539.00	0.00	1,878.25	740	397	STATE SP ED
SOCIAL WORK							
Courtney Skluzacek	1.00	61,742.00	0.00	5,145.17	740	396	STATE SP ED
Benefits		32,875.00	0.00	2,739.58	740	397	STATE SP ED
Laura Burvee	1.00	79,537.00	0.00	6,628.08	740	396	STATE SP ED
Benefits		36,484.00	0.00	3,040.33	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Balie Roschen (ML Teacher)	1.00	54,877.00	0.00	4,573.08	339	396	COMP ED
Benefits		10,895.00	0.00	907.92	339	397	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.11	6,136.00	0.00	511.33	339	396	COMP ED
Benefits		976.00	0.00	81.33	339	397	COMP ED
Travel		700.00	0.00	58.33	339	366	COMP ED
COMMUNITY EDUCATION SERVICES							
SCHOOL READINESS	0.00	0.00	0.00	0.00			
OPERATIONS COSTS							
LEASE - SHORT TERM		3,944.97	0.00	328.75	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		96,582.57	0.00	8,048.55	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		40,278.10	0.00	3,356.51	389	571	LEASE LEVY FLOW THRU
LTFM		14,593.54	0.00	1,216.13	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		84,739.00	0.00	7,061.58	000	305	GEN FUND
TOTAL		1,321,934.18	0.00	110,161.18			

GOODHUE PUBLIC SCHOOLS #253
FY 27 BILL FOR SERVICES
Preliminary May 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	253 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Kennedy Reckmann (ECSE Teacher)	1.00	50,725.00	0.00	4,227.08	740	396	STATE SP ED
Sarah Bauer (B-3 ECSE Teacher)	0.30	25,594.00	0.00	2,132.83	740	396	STATE SP ED
Lauren Aagesen (B-3 Social Worker)	0.02	1,463.00	0.00	121.92	740	396	STATE SP ED
Lindsay Woodard (B-3 Speech Pathologist)	0.03	4,036.00	0.00	336.33	740	396	STATE SP ED
Benefits		16,841.00	0.00	1,403.42	740	397	STATE SP ED
Substitutes		500.00	0.00	41.67	740	399	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.06	3,859.00	0.00	321.58	740	396	STATE SP ED
Teasha Archambault (PT)	0.11	11,164.00	0.00	930.33	740	396	STATE SP ED
Katee Bowe (OT)	0.06	5,061.00	0.00	421.75	740	396	STATE SP ED
Olivia Dick (OT)	0.20	17,653.00	0.00	1,471.08	740	396	STATE SP ED
Benefits		9,644.00	0.00	803.67	740	397	STATE SP ED
SPECIAL EDUCATION ADMINISTRATION							
Carrie Hansen	0.80	101,969.00	0.00	8,497.42	740	396	STATE SP ED
Benefits		40,589.00	0.00	3,382.42	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGY							
Rebecca Humphrey	1.00	95,994.00	0.00	7,999.50	740	396	STATE SP ED
Holly Carlson (LTS 1st Semester)	0.50	29,765.00	0.00	2,480.42	740	396	STATE SP ED
Benefits		48,202.00	0.00	4,016.83	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Kelsey Lemmon	0.60	58,642.00	0.00	4,886.83	740	396	STATE SP ED
Benefits		11,588.00	0.00	965.67	740	397	STATE SP ED
SOCIAL WORK							
Kamie Lodermeier	0.50	37,997.00	0.00	3,166.42	740	396	STATE SP ED
Kindra Walstad	0.50	28,535.00	0.00	2,377.92	740	396	STATE SP ED
Benefits		28,301.00	0.00	2,358.42	740	397	STATE SP ED
AMERICAN SIGN LANGUAGE (ASL) INTERPRETER							
Jessica Reyes	1.00	43,687.00	0.00	3,640.58	740	396	STATE SP ED
To Be Hired		37,009.00	0.00	3,084.08	740	396	STATE SP ED
Benefits		13,402.00	0.00	1,116.83	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Anna Herman (ML Teacher)	1.00	80,037.00	0.00	6,669.75	339	396	COMP ED
To Be Hired (ML Teacher)	0.60	37,018.00	0.00	3,084.83	339	396	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.11	6,136.00	0.00	511.33	339	396	COMP ED
Benefits		48,035.00	0.00	4,002.92	339	397	COMP ED
Contracted Interpreters		500.00	0.00	41.67	339	399	COMP ED
Staff Travel		400.00	0.00	33.33	339	366	COMP ED
SOCIAL WORK							
Kamie Lodermeier	0.50	37,997.00	0.00	3,166.42	000	396	GEN FUND
Kindra Walstad	0.50	28,534.00	0.00	2,377.83	000	396	GEN FUND
Benefits		28,302.00	0.00	2,358.50	000	397	GEN FUND
COMMUNITY EDUCATION SERVICES							
EARLY CHILDHOOD FAMILY EDUCATION							
Wendie Christianson	0.10	8,163.00	0.00	680.25	325	396	COMM ED
Benefits		1,457.00	0.00	121.42	325	397	COMM ED
SCHOOL READINESS							
			0.00	0.00			
OPERATIONS COSTS							
LEASE - SHORT TERM		1,420.19	0.00	118.35	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		70,498.89	0.00	5,874.91	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		29,400.35	0.00	2,450.03	389	571	LEASE LEVY FLOW THRU
LTFM		10,829.72	0.00	902.48	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		44,135.00	0.00	3,677.92	000	305	GEN FUND
TOTAL		1,155,083.15	0.00	96,256.93			

KENYON-WANAMINGO PUBLIC SCHOOLS #2172
FY 27 BILL FOR SERVICES
Preliminary May 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	2172 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Nicole Meyer (B-3 ECSE Teacher)	0.40	26,840.00	0.00	2,236.67	740	396	STATE SP ED
Lauren Aageson (B-3 Social Worker)	0.04	2,927.00	0.00	243.92	740	396	STATE SP ED
Lindsay Woodard (B-3 Speech Pathologist)	0.06	8,072.00	0.00	672.67	740	396	STATE SP ED
Benefits		8,465.00	0.00	705.42	740	397	STATE SP ED
PARAPROFESSIONALS							
Annette Kraft	0.90	29,581.00	0.00	2,465.08	740	396	STATE SP ED
Benefits		6,548.00	0.00	545.67	740	397	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.11	7,074.00	0.00	589.50	740	396	STATE SP ED
Teasha Archambault (PT)	0.11	11,164.00	0.00	930.33	740	396	STATE SP ED
Nicole Yusten (OT)	0.30	25,306.00	0.00	2,108.83	740	396	STATE SP ED
Katee Bowe (OT)	0.06	5,061.00	0.00	421.75	740	396	STATE SP ED
Benefits		17,900.00	0.00	1,491.67	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGIST							
Megan Olson	1.00	98,537.00	0.00	8,211.42	740	396	STATE SP ED
Benefits		19,461.00	0.00	1,621.75	740	397	STATE SP ED
NURSING SERVICES							
Sarah Christensen	0.09	5,979.00	0.00	498.25	740	396	STATE SP ED
Benefits		3,068.00	0.00	255.67	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
To Be Hired	0.80	55,447.00	0.00	4,620.58	740	396	STATE SP ED
Benefits		26,015.00	0.00	2,167.92	740	397	STATE SP ED
SPECIAL EDUCATION ADMINISTRATION							
Amy Buchal	0.70	92,661.00	0.00	7,721.75	740	305	STATE SP ED
Benefits		21,691.00	0.00	1,807.58	740	397	STATE SP ED
AMERICAN SIGN LANGUAGE (ASL) INTERPRETER							
Kelcie Fix	1.00	36,009.00	0.00	3,000.75	740	396	STATE SP ED
Benefits		6,406.00	0.00	533.83	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Alison Hosman (ML Teacher)	1.00	60,392.00	0.00	5,032.67	339	396	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.10	5,578.00	0.00	464.83	339	396	COMP ED
Benefits		23,417.00	0.00	1,951.42	339	397	COMP ED
Travel between sites		1,000.00	0.00	83.33	339	366	COMP ED
NURSING SERVICES							
Sarah Christensen	0.83	53,816.00	0.00	4,484.67	000	396	GEN FUND
Benefits		27,825.00	0.00	2,318.75	000	397	GEN FUND
Travel - between sites		179.00	0.00	14.92	000	366	GEN FUND
COMMUNITY EDUCATION SERVICES							
ECFE		0.00	0.00	0.00			
SCHOOL READINESS		0.00	0.00	0.00			
OPERATIONS COSTS							
LEASE - SHORT TERM		2,461.66	0.00	205.14	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		58,095.47	0.00	4,841.29	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		24,227.71	0.00	2,018.98	389	571	LEASE LEVY FLOW THRU
LTFM		8,772.91	0.00	731.08	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		51,413.00	0.00	4,284.42	000	305	GEN FUND
TOTAL		831,389.75	0.00	69,282.48			

LAKE CITY PUBLIC SCHOOLS #813
FY 27 BILL FOR SERVICES
Preliminary May 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	813 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Sarah Bauer (B-3 ECSE Teacher)	0.20	17,063.00	0.00	1,421.92	740	396	STATE SP ED
Lindsay Woodard (B-3 Speech Pathologist)	0.06	8,072.00	0.00	672.67	740	396	STATE SP ED
Lauren Aagesen (B-3 Social Worker)	0.04	2,927.00	0.00	243.92	740	396	STATE SP ED
Benefits		6,321.00	0.00	526.75	740	397	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.11	7,074.00	0.00	589.50	740	396	STATE SP ED
Jayne Molde-Boeding (PT)	0.25	27,734.00	0.00	2,311.17	740	396	STATE SP ED
Olivia Dick (OT)	0.40	35,307.00	0.00	2,942.25	740	396	STATE SP ED
Katee Bowe (OT)	0.04	3,374.00	0.00	281.17	740	396	STATE SP ED
Benefits		14,500.00	0.00	1,208.33	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Brittany Liljevall	1.00	108,402.00	0.00	9,033.50	740	396	STATE SP ED
Benfits		19,966.00	0.00	1,663.83	740	397	STATE SP ED
SOCIAL WORK							
Korissa Atkinson	1.00	64,352.00	0.00	5,362.67	740	396	STATE SP ED
Benefits		32,624.00	0.00	2,718.67	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGY							
Stephanie Weisenbeck	1.00	90,577.00	0.00	7,548.08	740	396	STATE SP ED
Rebecca Alpers	1.00	67,069.00	0.00	5,589.08	740	396	STATE SP ED
Benefits		61,359.00	0.00	5,113.25	740	397	STATE SP ED
SPECIAL EDUCATION ADMINISTRATION							
Jill Rohan	0.80	97,514.00	0.00	8,126.17	740	396	STATE SP ED
Benefits		39,442.00	0.00	3,286.83	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Dalia Loyo (ML Teacher)	1.00	51,474.00	0.00	4,289.50	339	396	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.18	10,041.00	0.00	836.75	339	396	COMP ED
Benefits		11,978.00	0.00	998.17	339	397	COMP ED
Contracted Interpreters		600.00	0.00	50.00	339	305	COMP ED
Travel		1,650.00	0.00	137.50	339	305	COMP ED
COMMUNITY EDUCATION SERVICES							
OPERATIONS COSTS							
LEASE - SHORT TERM		2,919.28	0.00	243.27	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		105,429.15	0.00	8,785.76	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		43,967.40	0.00	3,663.95	389	571	LEASE LEVY FLOW THRU
LTFM		15,796.84	0.00	1,316.40	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		73,244.00	0.00	6,103.67	000	305	GEN FUND
TOTAL		1,020,776.67	0.00	85,064.72			

RED WING PUBLIC SCHOOLS #256
FY 27 BILL FOR SERVICES
Preliminary May 2026

		FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	256 REVENUE SOURCE
SPECIAL EDUCATION SERVICES								
SPEECH LANGUAGE PATHOLOGY								
Megan Senechalle**		0.76	66,091.00	0.00	5,507.58	740	396	STATE SP ED
	Benefits		28,351.00	0.00	2,362.58	740	397	STATE SP ED
Cassie Wenzel		1.00	67,898.00	0.00	5,658.17	740	396	STATE SP ED
	Benefits		14,693.00	0.00	1,224.42	740	397	STATE SP ED
Cori Liveringhouse		1.00	83,047.00	0.00	6,920.58	740	396	STATE SP ED
	Benefits		16,313.00	0.00	1,359.42	740	397	STATE SP ED
Lindsay Woodard		0.20	29,596.00	0.00	2,466.33	740	396	STATE SP ED
	Benefits		5,756.00	0.00	479.67	740	397	STATE SP ED
Morgan Zebo		1.00	73,732.00	0.00	6,144.33	740	396	STATE SP ED
	Benefits		24,622.00	0.00	2,051.83	740	397	STATE SP ED
Brianna Byam		1.00	70,992.00	0.00	5,916.00	740	396	STATE SP ED
	Benefits		25,353.00	0.00	2,112.75	740	397	STATE SP ED
Ashlyn Werner		1.00	80,388.00	0.00	6,699.00	740	396	STATE SP ED
	Benefits		27,000.00	0.00	2,250.00	740	397	STATE SP ED
EARLY CHILDHOOD								
Missy Carlson (B-3 ECSE Teacher)		1.00	69,059.00	0.00	5,754.92	740	396	STATE SP ED
	Benefits		35,541.00	0.00	2,961.75	740	397	STATE SP ED
Sue Bodenhamer (B-3 ECSE Teacher)		0.50	38,747.00	0.00	3,228.92	740	396	STATE SP ED
	Benefits		13,810.00	0.00	1,150.83	740	397	STATE SP ED
	Substitutes		0.00	0.00	0.00	740	399	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES								
Kennedy Mueller		0.37	23,794.00	0.00	1,982.83	740	396	STATE SP ED
	Benefits		4,632.00	0.00	386.00	740	397	STATE SP ED
Arlie McLaren (OT)		1.00	100,494.00	0.00	8,374.50	740	396	STATE SP ED
	Benefits		31,218.00	0.00	2,601.50	740	397	STATE SP ED
Katee Bowe (OT)		0.47	39,645.00	0.00	3,303.75	740	396	STATE SP ED
	Benefits		7,820.00	0.00	651.67	740	397	STATE SP ED
Mary Testen (OT)		0.60	56,999.00	0.00	4,749.92	740	396	STATE SP ED
	Benefits		18,113.00	0.00	1,509.42	740	397	STATE SP ED
Nicole Yusten (OT)		0.20	16,870.00	0.00	1,405.83	740	396	STATE SP ED
	Benefits		7,310.00	0.00	609.17	740	397	STATE SP ED
Jayne Molde-Boeding (PT)		0.75	83,202.00	0.00	6,933.50	740	396	STATE SP ED
	Benefits		16,340.00	0.00	1,361.67	740	397	STATE SP ED
Teasha Archambault (PT)		0.18	18,269.00	0.00	1,522.42	740	396	STATE SP ED
	Benefits		7,195.00	0.00	599.58	740	397	STATE SP ED
SCHOOL PSYCHOLOGY								
Molly Paulson		1.00	113,138.00	0.00	9,428.17	740	396	STATE SP ED
	Benefits		37,352.00	0.00	3,112.67	740	397	STATE SP ED
Michelle Lundberg Bogner		1.00	97,736.00	0.00	8,144.67	740	396	STATE SP ED
	Benefits		38,720.00	0.00	3,226.67	740	397	STATE SP ED
Emily Kupka		1.00	70,619.00	0.00	5,884.92	740	396	STATE SP ED
	Benefits		25,157.00	0.00	2,096.42	740	397	STATE SP ED
Tom Nemanich		1.00	67,898.00	0.00	5,658.17	740	396	STATE SP ED
	Benefits		14,359.00	0.00	1,196.58	740	397	STATE SP ED
SOCIAL WORK								
Kaycee Tulip		1.00	66,962.00	0.00	5,580.17	740	396	STATE SP ED
	Benefits		13,443.00	0.00	1,120.25	740	397	STATE SP ED
Ashley Nelson		1.00	73,695.00	0.00	6,141.25	740	396	STATE SP ED
	Benefits		14,667.00	0.00	1,222.25	740	397	STATE SP ED
Liz Kittelson		1.00	85,314.00	0.00	7,109.50	740	396	STATE SP ED
	Benefits		18,371.00	0.00	1,530.92	740	397	STATE SP ED
SPECIAL EDUCATION ADMINISTRATION								
Nicole Bolduan		1.00	145,595.00	0.00	12,132.92	740	305	STATE SP ED
	Benefits		34,215.00	0.00	2,851.25	740	397	STATE SP ED
To Be Hired (Asst Director)		0.90	108,083.00	0.00	9,006.92	740	396	STATE SP ED
	Benefits		33,775.00	0.00	2,814.58	740	397	STATE SP ED
To Be Hired (Due Process Coord)		1.00	99,918.00	0.00	8,326.50	740	396	STATE SP ED
	Benefits		43,884.00	0.00	3,657.00	740	397	STATE SP ED
SPECIAL EDUCATION NURSING SERVICES								
Hiawatha Homecare Contract		1.00	60,000.00	0.00	5,000.00	740	399	STATE SP ED
Soliant - Eiden, Salli		1.00	36,600.00	0.00	3,050.00	740	399	STATE SP ED
ADMINISTRATIVE ASSISTANT								
Kris Jurgenson		0.50	30,547.00	0.00	2,545.58	740	396	STATE SP ED
	Benefits		11,998.00	0.00	999.83	740	397	STATE SP ED
GENERAL EDUCATION SERVICES								
MULTI LINGUAL LEARNERS								
Casey O'Donnell (ML Teacher)		1.00	74,195.00	0.00	6,182.92	339	396	COMP ED
	Benefits		26,361.00	0.00	2,196.75	339	397	COMP ED
To Be Hired (ML Teacher)		0.50	31,271.00	0.00	2,605.92	339	396	COMP ED
	Benefits		12,413.00	0.00	1,034.42	339	397	COMP ED
Carla Contla (Cultural Liaison)		1.00	58,770.00	0.00	4,897.50	339	396	COMP ED
	Benefits		9,337.00	0.00	778.08	339	397	COMP ED
Contracted Interpreters			3,000.00	0.00	250.00	339	399	COMP ED
Travel between sites			500.00	0.00	41.67	339	366	COMP ED
INSTRUCTIONAL COACHING								
Kate Safe		0.24	18,878.00	0.00	1,573.17	000	396	GEN FUND
	Benefits		8,575.00	0.00	714.58	000	397	GEN FUND
DISTRICT ADMINISTRATION								
To Be Hired (Asst Director)		0.10	12,009.00	0.00	1,000.75	000	396	GEN FUND
	Benefits		3,753.00	0.00	312.75	000	397	GEN FUND
OPERATIONS COSTS								
LEASE - SHORT TERM			0.00	0.00	0.00	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL			206,662.99	0.00	17,221.92	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST			86,185.23	0.00	7,182.10	389	571	LEASE LEVY FLOW THRU
LTFM			32,363.23	0.00	2,696.94	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS			186,477.00	0.00	15,539.75	000	305	GEN FUND
TOTAL			3,315,686.45	0.00	276,307.20			
** 0.24 FTE COVERED BY FEDERAL 3-5 FUNDS								

ZUMBROTA-MAZEPPA PUBLIC SCHOOLS #2805
FY 27 BILL FOR SERVICES
Preliminary May 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	2805 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Emily Klapperich (ECSE Teacher)	1.00	52,228.00	0.00	4,352.33	740	396	STATE SP ED
Sarah Bauer (B-3 ECSE Teacher)	0.50	42,657.00	0.00	3,554.75	740	396	STATE SP ED
Nicole Meyer (B-3 ECSE Teacher)	0.55	36,905.00	0.00	3,075.42	740	396	STATE SP ED
Lindsay Woodard (B-3 Speech Pathologist)	0.08	12,108.00	0.00	1,009.00	740	396	STATE SP ED
Lauren Aagesen (B-3 Social Worker)	0.05	3,658.00	0.00	304.83	740	396	STATE SP ED
Substitutes		850.00	0.00	70.83	740	396	STATE SP ED
Benefits		30,942.00	0.00	2,578.50	740	397	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.15	9,646.00	0.00	803.83	740	396	STATE SP ED
Teasha Archambault (PT)	0.21	21,314.00	0.00	1,776.17	740	396	STATE SP ED
Katee Bowe (OT)	0.13	10,966.00	0.00	913.83	740	396	STATE SP ED
Nicole Yusten (OT)	0.50	42,176.00	0.00	3,514.67	740	396	STATE SP ED
Benefits		30,987.00	0.00	2,582.25	740	397	STATE SP ED
AMERICAN SIGN LANGUAGE (ASL) INTERPRETER							
Bonine, Katherine	1.00	37,157.00	0.00	3,096.42	740	396	STATE SP ED
Benefits		7,133.00	0.00	594.42	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGY							
Megan Carlson	1.00	92,794.00	0.00	7,732.83	740	396	STATE SP ED
Madelyn Green	1.00	80,392.00	0.00	6,699.33	740	396	STATE SP ED
Benefits		53,733.00	0.00	4,477.75	740	397	STATE SP ED
SPECIAL EDUCATION ADMINISTRATION							
Wendy Ahren	0.50	72,483.00	0.00	6,040.25	740	305	STATE SP ED
Carrie Hansen	0.20	25,492.00	0.00	2,124.33	740	305	STATE SP ED
Benefits		27,269.00	0.00	2,272.42	740	397	STATE SP ED
NURSING SERVICES							
Tiffany Boraas	0.10	6,885.00	0.00	573.75	740	396	STATE SP ED
Sarah Edwards	0.10	3,356.00	0.00	279.67	740	396	STATE SP ED
Sally Rude	0.10	6,976.00	0.00	581.33	740	396	STATE SP ED
Benefits		5,250.00	0.00	437.50	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Diana Klein	1.00	90,799.00	0.00	7,566.58	740	396	STATE SP ED
Benefits		17,198.00	0.00	1,433.17	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Hodgell, Linda (ML Teacher)	0.80	62,830.00	0.00	5,235.83	339	396	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.12	6,694.00	0.00	557.83	339	396	COMP ED
Benefits		29,559.00	0.00	2,463.25	339	397	COMP ED
Travel Between Sites		1,130.00	0.00	94.17	339	366	COMP ED
NURSING SERVICES							
Tiffany Boraas	0.90	61,969.00	0.00	5,164.08	000	396	GEN FUND
Sarah Edwards	0.90	30,204.00	0.00	2,517.00	000	396	GEN FUND
Sally Rude	0.90	62,781.00	0.00	5,231.75	000	397	GEN FUND
Benefits		47,860.00	0.00	3,988.33	000	397	
BUILDING ADMINISTRATION							
Wendy Ahren	0.50	72,483.00	0.00	6,040.25	000	396	GEN FUND
Benefits		16,541.00	0.00	1,378.42	000	397	GEN FUND
COMMUNITY EDUCATION SERVICES							
ECFE							
Sarah Nygaard (PreK Paraprofessional)	0.20	5,797.00	0.00	483.08	325	396	COMM ED
Sue Underdahl (ECFE Teacher)	0.20	13,625.00	0.00	1,135.42	325	396	COMM ED
Benefits		1,655.00	0.00	137.92	325	397	COMM ED
SCHOOL READINESS							
Nicole Morgan (PreK Paraprofessional)	1.00	34,188.00	0.00	2,849.00	344	396	COMM ED
Benefits		15,818.00	0.00	1,318.17	344	397	COMM ED
OPERATIONS COSTS							
LEASE - SHORT TERM		3,518.91	0.00	293.24	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		112,816.48	0.00	9,401.37	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		47,048.16	0.00	3,920.68	389	571	LEASE LEVY FLOW THRU
LTFM		17,643.77	0.00	1,470.31	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		87,102.00	0.00	7,258.50	000	305	GEN FUND
TOTAL		1,552,617.32	0.00	129,384.78			

D. 2026-27 State Approved Common Assessment Calendar 182

GCED-Wide FastBridge Windows

2026-2027 School Calendar

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

District Testing Windows

Districts select a two-week window within the provided testing periods, including 3 additional makeup days for testing.

An additional SAEBRS window is provided for teachers to reflect on behaviors displayed in the first month of school. The winter and spring SAEBRS are conducted during the regular two-week window.

FastBridge Framework: **Reading** updated 2026

Universal Screening Tests				Multi-Gated	Monitoring Tests
Grade	**Period**	**Test A**	**Test B**		
K	**Fall**	**earlyReadingCOMPOSITE** (8 minutes per student) **Additional** **READ ACT Requirements** Fall-Word Segmenting Winter & Spring-Letter Names See Oral Repetition Requirements	**Note:** Assessment Setting Options -Select nonsense words -By word scoring method		**Letter Sounds** (Additional Options Available)
	Winter				
	Spring				
1	**Fall**	**earlyReadingCOMPOSITE** (8 minutes per student) See Oral Repetition Requirements			**CBMReading** (Fall - Winter monitoring may require earlyReading measure[s], i.e. Nonsesne Words, Sight Words, Letter Sounds)
	Winter	**earlyReading, includes CBM Reading** (10 minutes per student) See Oral Repetition Requirements			
	Spring		**aReading** ***Optional***		
2-5	**Fall**	**CBM Reading** (5 minutes per student) **Gr. 2-3** Gated Screening For Students Below Rate Target and/or 95% Accuracy on CBMreading* NWF Fall, Winter, Spring See Oral Repetition Requirements **Gr. 4-5** Capti ReadBasix for students below grade level	**aReading** (15-30 minutes per group)		**CBMReading** (May supplement with aReading or other measures, including mastery measures)
	Winter				
	Spring				
6-8	**Fall**	**aReading*** (15-30 minutes per group) *Individual district decision for universal testing.	**READ ACT** Capti ReadBasix Required for Students Not Proficient* *Add'l guidance from GCED	Review or administer **CBMreading**	**CBMReading** (May supplement with aReading or other measures, including mastery measures)
	Winter				
	Spring				
9+	**Fall**		**READ ACT** Capti ReadBasix Required for Students Not Proficient* *Add'l guidance from GCED	Review or administer **aReading** **->** **CBMreading**	**CBMReading** (May supplement with aReading or other measures, including mastery measures)
	Winter				
	Spring				

Note 1: Initial decisions for multi-gating may also include teacher referral, review of grades, and MCA data.

Note 2: This is not intended be a comprehensive list of measures necessary for problem analysis.

FastBridge Framework: **Math** updated 2026

Universal Screening Tests				Multi-Gated	Monitoring Tests
Grade	**Period**	**Test A**	**Test B**		
K	**Fall**	**earlyMath-COMPOSITE** (5-7 minutes per student)			**Number Identification** (or number sequence)
	Winter				
	Spring				
1	**Fall**	**earlyMath-COMPOSITE** (5-7 minutes per student)			**CBMMath-Automaticity (GOM)** (Fall -Winter monitoring may require earlyMath measure[s], such as decomposing or number ID)
	Winter		**CBMMath-Automaticity** (L1, 4 mintes-Group)		
	Spring				
2-3	**Fall**	**CBMMath-Automaticity** (gr. 2 L2, gr. 3 L3, up to 4 minutes-Group)	**aMath** (15-30 minutesGroup)		**CBMmath CAP** (May supplement with aMath or other measures, including mastery measures)
	Winter				
	Spring				
4-5	**Fall**	**aMath** (15-30 minutes Group)		Review or administer **CBMprocess/ CBMauto.**	**CBMmath CAP** (May supplement with aMath or other measures, including mastery measures)
	Winter				
	Spring				
6-8	**Fall**	**aMath*** (15-30 minutes Group) *Individual district decision for universal testing.		Review or administer **CBMprocess/ CBMauto.**	**CBMmath CAP** (May supplement with aMath or other measures, including mastery measures)
	Winter				
	Spring				
9+	**Fall**			Review or administer **aMath -> CBMprocess**	**CBMmath CAP** (May supplement with aMath or other measures, including mastery measures)
	Spring				
	Winter				

Note 1: Initial decisions for multi-gating may also include teacher referral, review of grades, and MCA data.

Note 2: This is not intended be a comprehensive list of measures necessary for problem analysis.

FastBridge Framework: Behavior updated 2026

Universal Screening Tests				Multi-Gated	Monitoring Tests
Grade	Period	Test A	Test B		
K	Fall	**SAEBRS** (1-3 minutes per student)			**Direct Behavior Rating**
	Winter				
	Spring				
1-2	Fall	**SAEBRS** (1-3 minutes per student)			
	Winter				
	Spring				
3-5	Fall	**SAEBRS** (1-3 minutes per student)	**mySAEBRS**		
	Winter				
	Spring				
6-8	Fall	**mySAEBRS**		Review or administer **SAEBRS**	
	Winter				
	Spring				
9+	Fall			Review or administer **SAEBRS & mySAEBRS**	
	Winter				
	Spring				

Note 1: Initial decisions for multi-gating may also include teacher referral, review of grades, and MCA data.

Note 2: This is not intended be a comprehensive list of measures necessary for problem analysis.

Multigated Screening Grades K-3

Universal Screening (Fall, Winter, Spring)

- Grades K-1: earlyReading Composite +
- Grades 2-3: CBMreading

Gate 2: Additional Grade 2-3 Testing (MDE Required)

- If below EOY Grade 1 and continue to be below Benchmark: Oral Repetition Testing
- Below CBMreading Rate: Nonsense Word Testing
- Below CBMreading 95% Accuracy: Nonsense Word Testing

+ Indicates additional letter name, word segmenting, oral repetition testing.

Multigated Screening Grades 4–5

Gate 1: Universal Screening (Fall, Winter, Spring)

- CBMreading
- aReading

Gate 2: Dyslexia Screener (MDE Required)

- At least once per year, administer ReadBasix to students who are at or below the Low Risk category on CBMreading, indicating that they are not on track to meet foundational reading mastery expectations.

Multigated Screening Grades 6-12

Gate 1: Gated Screening (Fall)

- Grade 6-12: Identify students not meeting foundational reading mastery expectations based on ReadBasix, CBMreading, AUTOreading or aReading data. (Example 1: A student not at Low Risk on CBMreading or aReading in a previous year, such as Grade 5 spring.) (Example 2: A student not at Low Risk on CBMreading or aReading in a current year, such as Grade 6 fall.)

Gate 2: Dyslexia Screener (MDE Required)

- At least once per year, administer ReadBasix to students not meeting foundational reading mastery expectations.

Reporting Characteristics of Dyslexia

- Total tested for dyslexia = Students who continue to not meet foundational reading mastery expectations (CBMreading or ReadBasix) by the fall. Once a student meets mastery, they longer are included.
- Total demonstrating characteristics = Students not meeting foundational reading mastery expectations after tested with ReadBasix in the fall (undetermined criteria at this time, likely the 15th %ile).

Screening Notes

Procedural Clarity

Note 1: MDE is preparing new guidance for opting out of local assessments. Currently, statute wording states we must screen every student enrolled K-3 with the assumption that an IEP exemption would override the statue. For grades 4+, opt outs can only be made if a parent and teacher both agree there is no further benefit to screening (limited use).

Note 2: Districts must administer dyslexia screening in Grades 4-12 if requested by a parent or teacher.

Additional Testing Considerations

Note 1: The multigated screening procedures are the minimum level of testing.

Note 2: Schools are encouraged to development more in-depth assessment procedures for identifying and supporting students with dyslexia characteristics.

Note 3: GCED encourages schools to retest students with CBMreading each spring if they have not achieved 150 words correct per minute with 98% accuracy.

Note 4: Schools are also encouraged to continue using aReading and aMath with student below grade-level proficiency with higher-level reading and math skills. Schools would consider testing students fall and spring or only spring testing.

E. Goodhue County Education District and Goodhue County Health and Human Services Contracts for 2026-2027 191

Goodhue County Health and Human Service Professional Service Agreement
With Goodhue County Education District

Goodhue County Education District(s)(GCED) (#252, #253, #256, #813, #2172, #2805) located at 395 Guernsey Lane, Red Wing, MN 55066, hereafter referred to as the "Agency" and

Goodhue County Health & Human Services, 426 West Avenue, Red Wing, Minnesota 55066 hereafter referred to as the "Contractor" enter into this agreement for the period from **July 1, 2026** to **June 30, 2027.**

This contract may be extended by written agreement between the Agency and the Contractor.

WITNESSETH

WHEREAS, the Contractor is an organization licensed by the Department of Human Services and the Minnesota Department of Health to provide **Case Management and Supportive Family Based Services;**

WHEREAS, the Contractor and the Agency agree to participate in providing Interagency coordinated services and programs for children; and

WHEREAS, it is to the Contractor's and the Agency's best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family-based component in order for children with disabilities to satisfactorily progress emotionally, socially and educationally; and

WHEREAS, the Contractor is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and the Contractor agree as follows:

1. Agency and Contractor Duties:

   The Goodhue County Education District agrees to provide funding towards these collaborative services, and the contractor agrees to furnish the following:

1.	Child General Case Management - 193X	$229,679.00
2.	Child Rule 79 Case Management - 490X	$107,161.00
3.	Family Based Counseling—162X	$64,297.00
4.	Family Group Decision Making—166X	$10,716.00

   Agency agrees to provide the facility, including appropriate space for the provision of mental health including the services for children/families enrolled in the program. The classrooms and other facilities in which students receive instruction, related services and supplemental aids and services shall be essentially equivalent to regular education programming, shall provide an atmosphere conducive to learning, and shall meet student's special physical, sensory, and emotional needs.

NOW THEREFORE, IT IS AGREED, by and between the Contractor and the Agency, the conditions of the contract as follows:

a. Provide direct individual, group and family services to qualified students with disabilities in the Goodhue County Education District. The IEP/IFSP of these qualified students with disabilities contains documentation of the need for the services.
b. Provide direct services to the parents (guardians) and families of the Interagency County Education District Program children through parent education, case management, crisis planning and intervention, and mental health consultation.

c. Serve as support liaison between home, school, and community agencies. Case managers and social workers will participate in an interagency committee related to children in the Education District school child study team meetings on children served. In addition to providing general clinical input, the case managers and social workers will complete evaluations and make recommendations for program placement transition.
d. Ensure that the mental health professional shall participate on an interagency County Education District committee to consider the special needs and develop appropriate services for each student.
e. Provide mental health consultation to special education staff, regular education staff, school administrators, and other Agency personnel as appropriate.
f. The Contractor will employ social worker to provide services to children with school attendance concerns. All County social workers must pass the State Merit System exam and be "certified" by Minnesota Merit System for County hire. Personnel may also hold licenses from Board of Teaching, Commissioner of MDE or Board of Social Work.
g. A Mental Health Practitioner Social Workers/Family Therapist/Consultant will be subcontracted through the contractor for the length of this contract.
h. Direct service will be provided according to student's IEP/IFSP each day school is in session, including the regular school year, extended school year and beyond. The student's IEP/IFSP will document need for services, including need for extended school year.
i. Schedule flexibility will be allowed so that evening parent education and family services may be provided and the mental health component can be integrated and coordinated with the education component.

j. Services will consist of program development and implementation, including case management diagnostic assessments, crisis planning and intervention, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Contractor and the Agency. The process of providing a service offered through this contractual agreement will be done as an IEP/IFSP team decision function and not solely by a decision of a district or Contractor.
k. Direct clinical time and direct administrative supervision will be provided by the Contractor staff.

2. Cost and Delivery of Purchased Services

a. The total amount to be paid to the Contractor for the Purchased Services shall not exceed **$411,853.00**
b. It is understood and agreed that in the event the reimbursement to the Contractor and/or the County from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations for each party hereunder shall thereupon be modified or terminated; notification by the party seeking modification/termination must be served on all parties at least 60 days prior to proposed action.
c. The Director of Special Education for Goodhue County Education District and the Director of Goodhue County Health & Human Services shall be responsible for oversight of the contracted services when such services are being submitted for reimbursement for special education aids.

3. Eligibility for Services

Eligibility for services under this contract shall be:

a. All children must have legal residence in Goodhue County as per MN Statute 120A.22.
b. All children must be identified as disabled according to Minnesota Department of Education regulations and be in need of special education services.
c. All children determined to be eligible for the Setting IV must be at least three (3) years old but less than twenty-one (21) years old.
d. The Contractor and the Agency shall secure, and then share:

    1. Joint release of information.
    2. Assessment report (child).
    3. ISP, IEP.

4. Parent Conference/Periodic Review(s) Reports.

Written reports shall contain documentation of student progress toward ISP, IEP Goals/Objectives.

e. The Contractor shall follow established written due process procedures for terminating services to a client. The Agency shall be notified in 30 days.

4. Payment for Purchased Services

The Contractor will invoice the Agency in July of each year for the previous SFY.
The Agency shall reimburse the Contractor 100 percent of the billed costs for the provision of the services in item 1 within 60 days of receipt of the bill.

5. Audit and Record Disclosures

a. Allow Director of the Contractor and the Minnesota Department of Human Services access to the Agency's facility records at regular office hours to exercise their responsibility to monitor Purchased services.

b. Records pertaining to the contract at the Contractor's Offices and the Agency's offices for three years for audit purposes.

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6. Safeguard of Client Information

The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in the MN Data Practices Act, HIPAA or FERPA, or for any purpose not directly connected with the Contractor and the Agency responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian.

7. Equal Employment Opportunity and Civil Right Non-Discrimination

The Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504; Minnesota Statutes, section 363A.02; and all applicable federal and state laws, rules regulations and orders prohibiting discrimination in employment, facilities and services. The Contractor shall not discriminate in employment, facilities, and in the rendering of Purchased Services hereunder on the basis of race, color, religion, age, gender, sexual orientation, disability, marital status, public assistance status, creed, or national origin.

8. Fair Hearing and Grievance Procedures

Contractor agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statute; section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services and administrative rules of the Department of Education.

9. Bonding, Indemnify, Insurance and Audit Clause

a. Bonding: Contractor shall obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies, in an amount not less than 1/6 of the not to exceed total in 2.a.

b. Indemnify: Contractor agrees that it will, at all times, indemnify and hold harmless the Agency from

any and all liability, loss, damages, costs of expenses which may be claimed against the Contractor:

1. By reason of any service client's suffering personal injury, death, or property loss, or damages either while participating in or receiving services from the Contractor under this agreement, or

2. By reason of the service client's causing injury to, or damage to, the property of another Person during any time when the Contractor or his assigns, or employee thereof, has undertaken or is furnishing the care and service called for under this agreement.

c. Insurance: The Contractor further agrees, in order to protect itself and the Agency under the indemnity provisions set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy of not less than $1,000,000/$3,000,000.

d. Audit: The Contractor agrees that within 60 days after the termination date of this contract, an audit of said records will be conducted by a Certified Public Accounting firm, with a copy of same available to the Agency upon request.

10. Conditions of the Parties' Obligations

a. Before the termination date specified in Section 1 of this agreement, the Contractor and the Agency may evaluate the performance of this agreement to determine whether such performance merits reviewal of this agreement.

b. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been submitted in writing, duly signed, and attached to the original of this agreement.

c. No claim for services furnished by the Contractor, not specifically provided in this agreement, will be allowed by the Agency.

11. Subcontracting

The Contractor and the Agency may enter into subcontracts for any of the goods and services contemplated under this agreement without prior written notification. All subcontracts shall be subject to the requirements of this contract. The Contractor and the Agency shall be responsible for the performance of any subcontractor retained by that party in performance of its duties under this contract.

12. Miscellaneous

Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and the Agency relating to the subject matter hereof.

IN WITNESS WHEREEOF, the Contractor and the Agency have executed this Agreement as of the day and year first above written.

APPROVED BY:

By: _____ _____
Agency: GCED Board Chair Date

By: _____ _____
Agency: GCED Director Date

By: _____ _____
Contractor: GCHHS Board Chair Date

By: _____ _____
Contractor: GCHHS Director Date

By: _____ _____
Goodhue County Attorney Date

Goodhue County Education District Professional Service Agreement
With Goodhue County Health and Human Services

The **Goodhue County Health & Human Services**, 426 West Avenue, Red Wing, Minnesota 55066, hereafter referred to as the "Agency" and

Goodhue County Education District(s) (#252, #253, #256, #813, #2172, #2805) located at 395 Guernsey Lane, Red Wing, MN 55066 hereafter referred to as the "Contractor" enter into this agreement for the period from **July 1, 2026** to **June 30, 2027.**

This contract may be extended by written agreement between the Agency and the Contractor.

WITNESSETH

WHEREAS, The Contractor is an organization certified by the Minnesota Department of Education to provide **Educational Assistance setting IV Special Education Services;**

WHEREAS, the Contractor and the Agency agree to participate in providing Interagency coordinated services and programs for children; and

WHEREAS, it is to the Contractor and the Agency best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family-based component in order for children with disabilities to satisfactorily progress emotionally, socially and educationally; and

WHEREAS, the Contractor along with the Agency will fund the Setting IV and Early Childhood Programs for Children; and

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the Contractor and the Agency agree as follows:

1. Agency and Contractor's Duties

The Goodhue County Health & Human Services agrees to provide funding towards these collaborative services, and the Contractor agrees to furnish the following:

1. Educational Assistance setting IV - 139X $582,663.00

Contractor agrees to provide the facility, including appropriate space for the provision of mental health including the services for children/families enrolled in the program. The classrooms and other facilities in which students receive instruction, related services and supplemental aids and services shall be essentially equivalent to regular education programming, shall provide an atmosphere conducive to learning, and shall meet student's special physical, sensory, and emotional needs.

NOW THEREFORE, IT IS AGREED, by and between the Contractor and the Agency, the conditions of the contract as follows:

a. Direct service will be provided according to student's IEP/IFSP each day school is in session, including the regular school year, extended school year and beyond. The student's IEP/IFSP will document need for services, including need for extended school year.
b. Schedule flexibility will be allowed so that evening parent education and family services may be provided and the mental health component can be integrated and coordinated with the education component.
c. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation,

team meetings, report writing, and meeting other applicable policies and procedures of the Contractor and the Agency. The process of providing a service offered through this contractual agreement will be done as an IEP/IFSP team decision function and not solely by a decision of the Contractor or the Agency.

d. Agency will provide school social worker to serve as a Parent Support Specialist to receive and act on referrals of children and families from parents, school, and county staff. The Parent Support Specialist will be a GCED employee. The Parent Support Specialist will be located one day per week at the GCHHS building and will take work direction from the GCHHS Social Services Supervisor that may include, but is not limited to, administration of Family Support Grant and Rule 185 case management.

2. Cost and Delivery of Purchased Services

a. The total amount to be paid to the Contractor for the Purchased Services shall not exceed **$582,663.00.**
b. It is understood and agreed that in the event the reimbursement to the Contractor and/or the County from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations for each party hereunder shall thereupon be modified or terminated; notification by the party seeking modification/termination must be served on all parties at least 60 days prior to proposed action.
c. The Director of Special Education for Goodhue County Education District and the Director of Goodhue County Health & Human Services shall be responsible for oversight of the contracted services when such services are being submitted for reimbursement for special education aids.

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3. Eligibility for Services

Eligibility for services under this contract shall be:

a. All children must have legal residence in Goodhue County as per MN Statute 120A.22.
b. All children must be identified as disabled according to Minnesota Department of Education regulations and be in need of special education services.
c. All children determined to be eligible for the Setting IV must be at least three (3) years old but less than twenty-one (21) years old.
d. The Contractor and the Agency shall secure, and then share:

    1. Joint release of information.
    2. Assessment report (child).
    3. ISP, IEP.
    4. Parent Conference/Periodic Review(s) Reports.

Written reports shall contain documentation of student progress toward ISP, IEP Goals/Objectives.

e. The Contractor shall follow established written due process procedures for terminating services to a client. The Agency shall be notified in 30 days.

4. Payment for Purchased Services

a. Certification of expenditures: The Contractor shall submit invoices for Contract Services provided, to the Agency in January and July of each year. The invoice shall show total program and administrative expenditures for the SFY.

5. Audit and Record Disclosures

a. Allow Director of the Agency and the Minnesota Department of Human Services access to the Contractor's facility records at regular office hours to exercise their responsibility to monitor purchased

services.

b. Records pertaining to the contract at the Contractor offices and the Agency offices for three years for audit purposes.

6. Safeguard of Client Information

The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in the MN Data Practices Act, HIPAA or FERPA, or for any purpose not directly connected with the Contractor's or Agency's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian.

7. Equal Employment Opportunity and Civil Right Non-Discrimination

The Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504; Minnesota Statutes, section 363A.02; and all applicable federal and state laws, rules regulations and orders prohibiting discrimination in employment, facilities and services. The Contractor shall not discriminate in employment, facilities, and in the rendering of Purchased Services hereunder on the basis of race, color, religion, age, gender, sexual orientation, disability, marital status, public assistance status, creed, or national origin.

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8. Fair Hearing and Grievance Procedures

The Contractor agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statute; section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services and administrative rules of the Department of Education.

9. Bonding, Indemnify, Insurance and Audit Clause

a. Bonding: The Contractor shall obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies, in an amount not less than 1/6 of the not to exceed total in 2.a.

b. Indemnify: The Contractor agrees that it will, at all times, indemnify and hold harmless the Agency from any and all liability, loss, damages, costs of expenses which may be claimed against the Contractor or Agency:

1. By reason of any service client's suffering personal injury, death, or property loss, or damages either while participating in or receiving from the Contractor under this agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or

2. By reason of the service client's causing injury to, or damage to, the property of another person during any time when the Contractor or his assigns, or employee thereof, has undertaken or is furnishing the care and service called for under this agreement.

c. Insurance: The Contractor further agrees, in order to protect itself and the Agency under the indemnity

provisions set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy of not less than $1,000,000/$3,000,000.

d. Audit: The Contractor agrees that within 60 days after the termination date of this contract, an audit of said records will be conducted by a Certified Public Accounting firm, with a copy of same available to the Agency upon request.

10. Conditions of the Parties' Obligations

a. Before the termination date specified in Section 1 of this agreement, the Contractor and the Agency may evaluate the performance of this agreement to determine whether such performance merits reviewal of this agreement.

b. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been submitted in writing, duly signed, and attached to the original of this agreement.

c. No claim for services furnished by the Contractor, not specifically provided in this agreement, will be allowed by the Agency.

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11. Subcontracting

The Contractor and the Agency may enter into subcontracts for any of the goods and services contemplated under this agreement without prior written notification. All subcontracts shall be subject to the requirements of this contract. The Contractor and the Agency shall be responsible for the performance of any subcontractor retained by that party in performance of its duties under this contract.

12. Miscellaneous

Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and the Agency relating to the subject matter hereof.

IN WITNESS WHEREEOF, the Contractor and the Agency have executed this Agreement as of the day and year first above written.

APPROVED BY:

By:_____ _____
Agency: GCHHS Board Chair Date

By:_____ _____
Agency: GCHHS Director Date

By:_____ _____
Contractor: GCED Board Chair Date

By:_____ _____
Contractor: GCED Director Date

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By:_____ _____
Goodhue County Attorney Date

VIII. **Other:**
IX. **Comments: Board/Director**
X. **Next Meeting Date: June 18, 2026, at the River Bluff Education Center in Red Wing.**
XI. **Adjournment**