



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

**January 23, 2018
6:00 PM**

Board Members:

Caleb Anderson, Director
Theresa Augé, Director
Amy Coborn, Chair
Steve Hunt, Director
Nancy Livingston, Treasurer
Becky Neve, Clerk
Michelle Yener, Vice Chair

Superintendent:

Christine Osorio

622 Education Center
2520 East 12th Avenue
North St. Paul, Minnesota 55109

District Mission Statement:

We commit each day to develop and empower lifelong learners who thrive in diverse communities.

**SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 622
North St. Paul-Maplewood-Oakdale**

**Regular Meeting
January 23, 2018
6:00 PM**

District Education Center, 2520 East 12th Avenue, North St. Paul

A G E N D A

I. Call to Order and Pledge of Allegiance

II. Approval of the Agenda

III. Public Comment

An opportunity for public to comment on items. Speakers shall complete a registration card, state their name and address, and will have between two and four minutes, depending on the number of speakers, to speak on a topic. The Public Comment section of the meeting shall last no longer than thirty minutes.

IV. Consent Agenda

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The Consent Agenda consists of routine items that are acted on in a single, consolidated motion without Board discussion. Board members have the option of pulling items off the Consent Agenda if they wish to discuss them or consider them individually.

****I recommend that the consent agenda items, listed below, be approved as presented.***

- | | |
|--|----|
| A. Minutes of December 12, 2017 Work Session | 8 |
| B. Minutes of December 12, 2017 Reflection Session | 9 |
| C. Minutes of December 12, 2017 Business Meeting | 10 |
| D. Routine Personnel | 17 |
| E. Bid Awards | 20 |
| F. Disbursements | 25 |

V. Reports

A. Student School Board Representatives - *Krummel/Larsen*

B. Superintendent - *Osorio*

1. Policy Revisions

28

These 3 policies will be reviewed earlier in the evening at the work session, and this presentation will serve as a first formal reading. If any significant changes are suggested during the work session, I will mention these at the time of the formal reading at the business meeting.

As mentioned in the work session, E-077, Visitors to School District Buildings and Sites, has proposed revisions to reflect new policy requirements from the 2017 legislative session. Policy EM-020.3, Disability Nondiscrimination, has a small proposed revision to update the name of the district's appointed ADA coordinator. Lastly, Policy EM-020.17, Protection & Privacy of Pupil Records, has a proposed addition to the list of items considered to be directory information.

A second formal reading with proposed action will take place at the February 27, 2018 business meeting.

a. E-077, Visitors to School District Buildings and Sites

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b. EM-020.3, Disability Nondiscrimination

31

c. EM-020.17, Protection & Privacy of Pupil Records

32

C. Assistant Superintendent/Teaching & Learning/Human Resources/Student Services - *Miller/Mau/Coffey/Hughes*

This is our second in ongoing series of updates related to our four strategic plan strategies.

Strategy 1: "We will engage our internal and external community to help us achieve our mission and mission outcomes" was presented on November 21.

Strategy 2: "We will develop and enhance community partnerships that

support our mission and align with our core values" will be presented on May 22.

Strategy 3: "We will develop and enhance programs and practices that ensure engagement of our diverse learners to achieve our mission outcomes" will be presented tonight.

Strategy 4: "We will build competitive 622 E-12 Pathways that prepare all students for post-secondary outcomes" will be presented on March 20.

Today's update will focus on Strategy 3. The work of Strategy 3 crosses several department so today's presentation will of work related to recruiting and hiring, curriculum, instruction, and school environments.

1. Strategic Plan Strategy 3: Diverse Learners 58

VI. Discussion

A. Business Office - R. Anderson

1. 2017-18 Budget Revisions 65

Please read the attachment for Randy's comments on the suggested 2017-2018 budget revisions. Action will be taken later in the meeting.

2. 2018-19 Budget Projections 68

Randy will be presenting and reviewing enrollment numbers and budget assumptions that will be used in our updated Financial Projection Model and in developing our 2018-2019 budget. We will be looking at preliminary projections and 2018-2019 budget numbers at the January work session.

VII. Action Items

A. Business Office

1. Acknowledgment of Contributions - Augé 73

**I recommend that the contributions, with a total of \$78,486.94 for the 2017-2018 fiscal year, be approved.*

2. Approval of 2017-18 Budget Revisions - R. Anderson 75
**I recommend that the 2017-2018 Budget Revisions be approved as presented.*

B. Teaching & Learning - Mau

1. Course Approval 77

This course fulfills a missing element in the Art department course offerings. A second Sculpture course provides a connecting link between Sculpture 1 introductory course and Advanced Placement Studio Art: 3 - D Design.

The characteristics of the course include: 1) 3 trimester elective recommended for both high schools; 2)prerequisite(s) - Graphic Arts 1 & 2 or Photography 1 & 2; 3)estimated startup cost \$2,250 per high school (required professional development for Advanced Placement teachers).

622 Advisory Committee recommended this course for approval with a vote of 19/19.

**I recommend that Sculpture 2 be approved as a new course for 2018-2019.*

C. School Board

1. Set Agenda, Time and Location for February 6, 2018 Work Session
We have the date for our February 6 work session, but need to set the time, location and agenda. Because it is Precinct Caucus Day, no meetings can be held after 6:00 p.m. Suggested items for our meeting include our ice breaker; my check in which will include a facilities update; Khrisslyn Goodman has an assessment update to share; Randy will review the budget process and plan, and we'll have a first glimpse of proposed policy revisions to the Credit for Learning policy.

**I recommend that the February 6, 2018 work study session begins at 4:30 p.m. in Room 202 of the District 622 Education Center and includes the following agenda items: 1)Ice Breaker; 2)Superintendent Check In; 3)Assessment Update; 4)Budget Process Update & Plan; and 5)Policy Revision.*

2. Set February 9 - 10, 2018 School Board Retreat Agenda

We have set the date, time and location of our February 9 - 10 retreat and now need to approve the agenda.

I recommend that the February 9 - 10, 2018 Retreat Agenda consist of the following items:

1)Superintendent Update

2)Review of demographics and enrollment trends

3)Discussion of elementary boundaries

4)Facilities and construction planning

5)Strategic Plan update

6)Board Communications

VIII. Board Communications

IX. Future Board Meeting Dates

- A. February 6, 2018 Work Study Session
- B. February 9 - 10, 2018 Board Retreat
- C. February 27, 2018 Business Meeting 6:00 p.m. (Board Room)

IV. CONSENT AGENDA

The Consent Agenda is designed to expedite the handling of routine and miscellaneous official business of the School Board. The entire agenda may be adopted by the Board in one motion. The motion for adoption is not debatable and must receive unanimous approval. By request of an individual Board member, an item can be removed from the Consent Agenda and placed upon the regular agenda for consideration and action.

Therefore, the following resolution is recommended:

BE IT RESOLVED by the School Board of Independent School District No. 622 that Consent Agenda Items, IV.A. through IV.F., be approved as written, and a copy of the agenda items is attached to the minutes.

MOTION:

SECOND:

**INDEPENDENT SCHOOL DISTRICT 622
NORTH ST. PAUL-MAPLEWOOD-OAKDALE SCHOOLS**

**WORK STUDY SESSION
SCHOOL BOARD
December 12, 2017**

Chair Coborn called the meeting to order at 4:30 p.m. with the following present: Chair Coborn, Vice Chair Yener, Clerk Neve, Treasurer Livingston, Directors Anderson, Augé, Hunt, and Superintendent Osorio.

Others present were: Randy Anderson, Josh Anderson, and Kim Cavallaro.

In the audience: Khriisslyn Goodman and Rory Sanders.

Osorio briefly reviewed her Facilities Master Plan and proposed next steps and her recommendation for phase one of the plan.

R. Anderson covered the Audit & Fund Balance 2016-17, Final Levy Certification, Budget Timeline 2018-19, and a 2017-18 Budget Update.

The meeting adjourned at 5:04 p.m.

Clerk

Public notice for solicitation of bids, requests for quotes and requests for proposals are located on the ISD 622 website, www.isd622.org.

**INDEPENDENT SCHOOL DISTRICT 622
NORTH ST. PAUL-MAPLEWOOD-OAKDALE SCHOOLS**

**REFLECTION STUDY SESSION
SCHOOL BOARD
December 12, 2017**

Chair Coborn called the meeting to order at 5:05 p.m. with the following present: Chair Coborn, Vice Chair Yener, Clerk Neve, Treasurer Livingston, Directors Anderson, Augé, Hunt, and Superintendent Osorio.

Others present were: Josh Anderson and Kim Cavallaro.

In the audience: Khriisslyn Goodman and Rory Sanders.

Due to time constraints, the scheduled ice breaker was omitted.

Coborn reviewed the list of committees that require board member participation and discussion took place on open positions and board member interest. This will be an action item at the January 2018 special meeting.

Coborn led a discussion on board officer succession and individuals discussed serving in officer roles beginning January 2018. This will be an action item at the January 2018 special meeting.

Board members shared committee news, site visits and general information.

Osorio checked in and discussed recent meetings and events that she had attended.

The meeting adjourned at 5:49 p.m.

Clerk

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**INDEPENDENT SCHOOL DISTRICT 622
NORTH ST. PAUL-MAPLEWOOD-OAKDALE SCHOOLS**

**REGULAR MEETING
SCHOOL BOARD
December 12, 2017**

Chair Coborn called the meeting to order at 6:00 p.m. with the following present: Chair Coborn, Vice Chair Yener, Clerk Neve, Treasurer Livingston, Directors Anderson, Augé, Hunt, Superintendent Osorio, and Student Board Representatives Krummel and Larsen.

Others present were: Julie Coffey, Director of Human Resources; Randy Anderson, Director of Business Services; Peter Mau, Director of Teaching & Learning; Tricia Hughes, Director of Student Services; Josh Anderson, Director of Communications & Technology Innovation; and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance led by Melissa Jorgensen.

Augé moved and Livingston seconded the following motion, which carried on a 7 - 0 vote:

THAT the agenda be approved as presented.

During the Public Comment portion of the meeting, Rory Sanders addressed the board with compliments that were shared by Education Minnesota President Denise Specht when she toured District 622 with Sanders and Osorio on November 7.

Neve moved and Yener seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the following Consent Agenda Items, IV.A. through IV.D., be approved as written, and a copy of the agenda items is attached to the minutes.

Tartan High School Student Board Representative Katelynn Krummel reported on the following items: On December 8 the Asian Student Alliance Club (ASA) celebrated an Asian New Year event which was very successful with over 20 student performers and an audience which almost filled to the auditorium to capacity; 2nd trimester is off to a good start; a winter Choir concert was last night and it was a fun way to celebrate the holiday season; everyone is talking about the semi-formal dance that will take place this Friday, December 15, and to prepare for the dance, Student Council is having a spirit week and they have sold over 400 tickets so far with an expectation of 700 people who will attend the dance; winter sports are off to a great start; and the Nordic Ski team has been very happy with this past week's snow!

North High School Student Board Representative Shelby Larsen reported on the following items: It is the transition of the new trimester and everyone is getting comfortable in their new classes and learning about a newly implemented tardy policy; Band had their winter concert last week - a tradition they do each year with the students really look forward to it; a Choir concert was last night and as this is Choir Director Peg Sorensen's last year before she retires, over 150 alumni came forward at the concert and sang with the Choir; recently North High Jazz students performed at City Hall; winter sports off to a great start with Girls Basketball currently 2 -3 and enjoying their new coaching staff; Boys Basketball currently 3 - 1; Girls Hockey combined with Tartan 2-5-2; Boys and Girls Nordic Ski teams are also excited for the snow; and the Boys Swim and Dive team had an article written about them in the Star Tribune which mentioned high hopes for the 20 plus boys on the team.

Osorio discussed how she had presented a facilities report at the November 21 business meeting and mentioned that it is available online to view. She reiterated next steps in the facilities planning process. Osorio offered a thank you to our Transportation Department and others who helped with the large sinkhole that opened up on 694 last week; she praised everyone worked hard to scramble and reroute busses to transport our students to school. Osorio also thanked our Communications Department who sent out numerous notices and updates and offered gratitude to our families for their patience as our buses were running late.

Hughes, along with Work Based Learning Coordinators Melissa Jorgensen and Beth Stanley, presented on a variety of work based learning programs and opportunities that assist our students at the high schools and transition program with the acquisition and maintenance of employable skills.

R. Anderson shared a 2017 Payable 2018 Tax Levy report and offered community members an opportunity to speak; however, no community members wished to do so.

Jim Eichten, from the auditing firm of Malloy, Montague, Karnowski & Radosevich, presented the 2016-2017 Audit Report and offered a clean opinion on the District's financial statements.

Yener moved and Anderson seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Silver Lake United Methodist	2 boxes of knit hat, scarf and mitten or glove sets	Richardson students
Jill Standish	Knit hats	Richardson students
Rhonda El-Said	40 back packs	Richardson students
Gayle L. Spannbauer	\$25.00	Meals on Wheels

Sharon Marlow	\$100.00	Meals on Wheels
John Gagne	\$100.00	Meals on Wheels
Katherine Langness	\$100.00	Meals on Wheels
Susan Purvis	\$20.00	Meals on Wheels
Pam and Paul Woodward	\$45.00	Meals on Wheels
Laurie Karnes	\$45.00	Meals on Wheels
Lynn Howe	\$50.00	Meals on Wheels
Carole Lynne	\$30.00	Meals on Wheels
Kimberly Tuccitto	\$45.00	Meals on Wheels
Kathleen Johnson	\$50.00	Meals on Wheels
Duke Coborn	\$100.00	Meals on Wheels
Mary Lou Lindeman	\$180.00	Meals on Wheels
Joan Reeves	\$90.00	Meals on Wheels
Laura and Chris Barron	100+ Books	Oakdale Library and Classrooms
Jenny Marohn	Ribbons, lace, fabric, bias tape, seam binding, eyelet lace, trims, rickrack	John Glenn FACS class
Jenny Marohn	Sewing thread, buttons and costume jewelry	John Glenn FACS class
Schmitt Music Company	\$250.00	North High Band
Fusion Drumline Parent Booster	\$2,500.00	North Fusion Drumline Instructor
Don and Kathy Seiford	\$794.68	North High Robotics
Donna Arcuri	\$50.00	North High NHS - Yay for Toys
Douglass & Pamela Huntley	\$100.00	North High NHS - Yay for Toys
Dawn and Patrick Hogan	\$150.00	North High NHS - Yay for Toys
Dawn and Patrick Hogan	\$40.00	North High NHS - Yay for Toys
Cheryl Lien	\$30.00	North High NHS - Yay for Toys
Barry and Angie Star	\$20.00	North High NHS - Yay for Toys
Candace Leuthe	\$20.00	North High NHS - Yay for Toys

Neve moved and Anderson seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2017 Payable 2018 property tax levy is adopted in the total amount of \$47,731,672 and, further, that the School Board Clerk is authorized to sign the document used to certify the property tax levy to the county auditors and the Minnesota Department of Education.

Livingston moved and Neve seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the audit reports for the fiscal year ending in June 30, 2017 presented by Malloy, Montague, Karnowski, Radosevich and Co. P.A. be accepted as presented.

Yener moved and Augé seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED, that the School Board of ISD 622 adopt the course curricula and course name changes beginning Fall 2018 for:

- New Course Proposals
 - AP Studio Art: 2-D Design
 - AP Studio Art: 3-D Design

- Course Name Changes

Current	Proposed
AP Studio Art	AP Studio Art: Drawing
Intro to Marketing (Tartan only)	Principles of Marketing
Sports and Entertainment Marketing	Sports and Entertainment Management
Sales and Marketing	Professional Selling
Parenting Issues	Child Development I: Prebirth - Toddler
Child Development I	Child Development II: Preschool
Child Development II	Child Development III: School age
Physical Education 9	Fitness for Life
AP Physics	AP Physics 1

Anderson moved and Yener seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the attached calendar be approved and adopted for the 2018-2019 school year and that pursuant to Minn. Stat. §645.44, Subd. 5, the School Board of Independent School District No. 622 has determined that Columbus Day is not a legal holiday, and therefore, public business, including school board and informational meetings, may be conducted on that day. Additionally, schools will be open on Veterans Day and in accordance with state statute will have at least one hour of activities in observance of Veterans Day.

Augé moved and Hunt seconded the following resolution, which carried on a 7 - 0 vote:

WHEREAS, local boards of education place a very high priority on ensuring that ALL students receive high quality special education programs and instruction; and

WHEREAS, in 1975 Congress enacted the Education for All Handicapped Children Act (P.L. 94-142) now known as The Individuals with Disabilities Act IDEA to: improve access to education for children with disabilities by guaranteeing a Free Appropriate Public Education (FAPE) in the least restrictive environment; assure that the rights of children with disabilities and their parents are protected; assist States and school systems to provide for the education of all children with disabilities; and to assess and assure the effectiveness of efforts to educate all children with disabilities; and

WHEREAS, when IDEA became law in 1975, the federal government promised to fund 40 percent of the additional cost of educating children with disabilities; and yet the federal government has failed to adequately fund the mandated programs and services arising under IDEA, never providing more than 15 percent of the additional cost; and

WHEREAS, sufficient federal funding for IDEA would significantly enhance the ability of local school systems to provide an excellent education for all students; and

WHEREAS, the special education cross-subsidy continues to be a major obstacle for Minnesota School Districts to grapple with, due to the growing number of students receiving special education, more specialized services and rising costs associated with those services and inadequate funding; and

WHEREAS, the state special education funding system has not kept pace with the rising cost of mandated services and supports for students with special needs; and,

WHEREAS, the cross-subsidy for school districts for FY2016 is \$679 million; a 5.6 percent increase from FY2015; and

WHEREAS, between rising need and insufficient state and federal aid, the amount of funding school districts as a whole in Minnesota will be forced to pay for special education costs will reach an average of \$815 per student in FY17;

NOW, THEREFORE, BE IT RESOLVED, that we urge the Governor and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE BE IT RESOLVED that there is an urgency the Minnesota Legislature to convene a task force to work on special education funding, specifically with a focus on the impacts of the new special education funding formulas, the projected cross-subsidy and recommendations with a timeline to eliminate the cross-subsidy.

Anderson moved and Hunt seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED, that we urge the President and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE, BE IT RESOLVED, that the State of Minnesota calls upon the Congress of the United States to pass appropriate legislation in order to increase funding for federal special education mandates to meet the urgent financial special education needs of our cities and towns; and

BE IT FURTHER RESOLVED, that the Secretary of the Senate cause a copy of this resolution to be delivered to all United States Representatives and Senators representing Minnesota in the Congress of the United States.

Coborn asked board members to revise the date and set the agenda and location for the January 9, 2018 work study session. Augé moved and Neve seconded the following motion, which carried on a 7 - 0 vote:

THAT the January 9, 2018 work study session be revised to January 23, 2018 and take place in Room 202 of the District Education Center with the following agenda items: Superintendent Check In; 2018-2019 Enrollment & Financial Projections; Policy Revisions; and Facilities Report.

Coborn asked board members to set a special meeting. Livingston moved and Yener seconded the following motion, which carried on a 7 - 0 vote:

THAT a special meeting be set for January 23, 2018 in the Board Room of the District Education Center with a start time of 4:30 p.m. and the following agenda items: Election of Officers; and Organizational Resolutions.

Coborn asked board members to set the time for the January 23, 2018 work study session. Livingston moved and Anderson seconded the following motion, which carried on a 7 - 0 vote:

THAT the January 23, 2018 work session begin immediately following the adjournment of the January 23, 2018 special meeting (approximately start time of 4:45 p.m.).

Coborn asked board members to set a board retreat date, time and location. Augé moved and Livingston seconded the following motion, which carried on a 7 - 0 vote:

THAT a board retreat take place on February 9, 2018 from 4:00 - 9:00 p.m.; and on February 10, 2018 from 8:00 a.m. - noon at the Hilton Garden Inn in Oakdale.

During Board Communications, the following items were shared:

- ✓ Augé gave one last reminder for the upcoming North High Band fundraiser which takes place this Saturday, December 16 at 6:00 p.m. in the gym with all proceeds benefitting the North High Band program.

- ✓ Hunt gave a final shout-out to the AVID program and stated what a wonderful job the staff is doing.
- ✓ Anderson wished everyone happy holidays and to stay safe on winter break.
- ✓ Coborn reiterated holiday wishes and a safe and healthy break.

Livingston moved and Neve seconded the following motion, which carried:

THAT the meeting be adjourned.

The meeting adjourned at 7:33 p.m.

Clerk

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Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Nichole	Alvarez	ECFE Para	Gladstone	1/2/18	\$12.19	Hour
Timothy	Baden	Boys Swimming - Assistant Coach	North	11/27/17	\$4,056.89	Assignment
Tess	Behrens	Boys Swimming - Head Coach	North	11/27/17	\$5,537.97	Assignment
Ann	Bromenschenkel	BIS	Webster	12/4/17	\$21.85	Hour
Eric	Bronaugh	Boys Basketball - Assistant Coach	Tartan	11/20/17	\$4,636.44	Assignment
Stering	Brown	Boys Basketball - Assistant Coach	Tartan	11/20/17	\$2,500.00	Assignment
Diana	Bryan-Baker	EA - Behavior Team	Castle	12/18/17	\$14.05	Hour
Nathan	Christensen	Asst. Arena Supervisor	Tartan Arena	12/20/17	\$12.00	Hour
Lynn	Devine-McDonald	BIS	Carver	1/2/18	\$21.85	Hour
Deanne	Dick	Preschool EA	Gladstone	12/11/17	\$13.33	Hour
Riley	Diedrich	Para - Lunch/Playground Monitor	Carver	1/2/18	\$13.70	Hour
Crystal	Doss	Part time custodian	District-wide	12/14/17	\$17.08	Hour
Molly	Felsing	Part time custodian	District-wide	1/9/17	\$17.08	Hour
William	Fetsch	Boys Basketball - JV Coach	Tartan	11/20/17	\$4,765.23	Assignment
Michah	Goebel	AVID Tutor	District-wide	1/2/18	\$15.00	Hour
Lynda	Hickey	Building Para	Skyview Middle	1/2/18	\$14.85	Hour
Urule	Igbavboa	Boys Basketball - Assistant Coach	Tartan	11/20/17	\$2,500.00	Assignment
Scott	Larson	Part time Van driver	Bus Garage	12/11/17	\$17.88	Hour
Colin	Leitch	Boys Hockey - Head Coach	Tartan	11/13/17	\$6,053.13	Assignment
Charles	Lloyd	Boys Wrestling - Assistant Coach	North	11/20/17	\$4,378.86	Assignment
Brad	Markfort	Boys Basketball - Assistant Coach	Tartan	11/20/17	\$4,636.44	Assignment
Sean	Mayberry	Boys Basketball - Assistant Coach	North	11/20/17	\$4,121.28	Assignment
Joseph	Miller	AVID Tutor	District-wide	1/2/18	\$15.00	Hour
Diane	Pottratz	Boys Swimming - Assistant Coach	North	11/27/17	\$3,928.10	Assignment
Matthew	Ripley	EA - Behavior Team	Castle	12/5/17	\$13.47	Hour

Nicole	Seest	AVID Tutor	District-wide	1/4/18	\$15.00	Hour
DaRay	Sherow	Intervention EA	Cowern	1/2/18	\$13.47	Hour
Adrian	Smitee	AVID Tutor	District-wide	1/4/18	\$15.00	Hour
Samuel	Sohm	AVID Tutor	District-wide	1/4/18	\$15.00	Hour
Bruce	Steckler	CE site Supervisor	District-wide	12/15/17	\$16.58	Hour
Karen	Sullivan	ECSE Para	Beaver Lake	1/2/18	\$14.51	Hour
Robert	Tallarico	Boys Hockey - Assistant Coach	Tartan	11/13/17	\$2,575.80	Assignment
Chris	Thompson	Boys Hockey - Assistant Coach	Tartan	11/13/17	\$2,704.59	Assignment
Jacob	Troxell	AVID Tutor	District-wide	1/4/18	\$15.00	Hour
Mike	Yang	Girls Basketball - Assistant Coach	Skyview Middle	11/6/17	\$1,940.00	Assignment

Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Kimberly	Brown	.75 Para	.975 Para	12/1/17	\$13.99	Hour
Grant	Cartee	Grounds	Full-time Driver/Custodian	12/4/17	\$21.75	Hour
Nicole	Chessnoe	.75625 EA	.75 Para	1/22/18	\$15.19	Hour
Rebecca	Corey-Deutsch	Cafeteria Manager/.3125 Para	Cafeteria Manager	11/20/17	\$11.91	Hour
Isabella	Garceau	.9375 Para	.8125 Para	1/2/18	\$15.50	Hour
Barbara	Harshman	Grade II Clerical	Grade II Clerical/.1875 Para	1/8/17	\$13.05	Hour
Jendalynn	Lanz	.875 Para	.85 Para	1/2/18	\$14.85	Hour
Kristina	Lepel	.8125 Para	.75 Para	9/5/17	\$15.19	Hour
Leah	Mortenson	BSN Sub	BSN/RN	1/2/18	\$31.00	Hour
John	Pontrelli	Part time Custodian	Full-time Custodian	12/18/17	\$17.08	Hour
Therese	Rasch	.375 Para	.34375 Para	1/3/18	\$13.30	Hour
Corliss	Schug	1.0 Para	.8125 Para	12/29/17	\$15.91	Hour
Yoonjung	Yoo	.5625 Para	.3125 Para	12/15/17	\$11.91	Hour

Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Paige	Ketzner	Ed Asst	Eagle Point	Student Teaching	01/02/18-03/30/18
Shaylee	McComb	Vocal Music Teacher	Weaver	Child Care	02/06/18-03/11/18

Kindra	Molin Englund	English/Lang Arts Teacher	North	Child Care	02/14/18-04/01/18
Krista	Schweppe	EL Teacher	North	Child Care	02/19/18-03/30/18
Kirsten	Van Rybroek	Math Teacher	John Glenn	Child Care	01/31/18-03/13/18
Jessica	Young	Grade 3 Teacher	Oakdale	Child Care	01/29/18-06/08/18

Resignation

*	First Name	Last Name	Assignment	Building	Effective
	Cornelious	Baxter	Building Para	Castle	12/22/2017
*	Kathleen	Bothwell	Transportation Supervisor	Bus Garage	4/6/2018
*	Gerald	Diebel	Social Studies Teacher	North	2/28/2018
	Joel	Dircks	CE Supervisor	District-wide	11/29/2017
*	Stephen	Dombrosk	Social Studies Teacher	North	6/8/2018
	Crystal	Doss	Part time Custodian	District-wide	12/15/2017
	Dawn	Flowers	Building Para	John Glenn	1/19/2018
*	Catherine	Gunderson	Science Dept EA	District-wide	1/2/2018
	Molly	Jovanovich	Bus Monitor	Bus Garage	1/19/2018
	Daniel	Kleinfehn	Building Para	Maplewood	1/5/2018
	Jeanelle	Kummer	ECSE Para	Beaver Lake	1/5/2018
	Ronald	Leese	Part time Driver	Bus Garage	12/29/2017
	Joanna	Lopez	Avid Tutor	District-wide	12/21/2017
	Kayla	May	Avid Tutor	Tartan	12/7/2017
	Christopher	Mowery	BIS	Weaver	1/17/2018
	Allison	Muotka	Spanish Teacher	Maplewood	12/26/2017
	Anthony	Sauro	Part time Custodian	Arenas	12/22/2017
*	Thomas	Stolpman	Head Engineer	Tartan	1/3/2018
	Jacqueline	Tellin	Child Care Para	Cowern	11/24/2017
*	Teresa	Zurbey	Job Coach Para	District-wide	1/5/2018

Termination

First Name	Last Name	Assignment	Building	Effective
Sarah	Westad	Intervention EA	Carver	12/5/2017

IV. E. BID AWARDS

Sealed bids were solicited as required by law for goods and services listed below. The bids were opened and tabulated by the Business Office and are recommended for award to the lowest responsible bidders. Bid tabulations are on file in the Business Office.

Therefore, the Director of Business Services recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that contracts be awarded as follows:

<u>For</u>	<u>Vendor</u>	<u>#Bids</u>	<u>Fund</u>	<u>Amount</u>
TARTAN TENNIS COURTS PROJECT	PETERSON	7	1	\$559,300.00
GLADSTONE & COWERN WINDOWS, MASONRY AND DOORS	TMG Construction	3	1	\$1,876,195.00



**PERFORMANCE
DRIVEN DESIGN.**
LHBcorp.com

December 11, 2017

Randy Anderson
Director of Business Services
North St Paul-Maplewood -Oakdale, ISD 622
2520 East 12th Avenue
North St Paul, MN 55109

**TARTAN HIGH SCHOOL TENNIS COURTS REPLACEMENT 2018
LETTER OF RECOMMENDATION TO AWARD BID**

LHB has reviewed the bids received on Thursday, December 7, 2017. Seven (7) bids were received ranging in price from \$772,000 to \$559,300. Based on the bids received, the apparent low bidder is Peterson Companies, as outlined on the attached Bid Tabulation.

We have evaluated their bid and consider the contract price fair and reasonable. Peterson Companies was contacted on December 11, 2017 to verify their bid amount. Peterson Companies stated that the company is satisfied with their bid and that the bid contained no errors or omissions.

LHB has experience working with this contractor on prior projects and have determined them to be responsive and responsible.

LHB recommends awarding the construction contract to Peterson Companies for the Base Bid amount of \$559,300, and accepting Alternate No. 2 Addition of Logos in the amount of \$1,500 for a total contract sum of \$560,800.

If you have any questions regarding this recommendation, please call.

LHB

MARK KUSNIEREK, PROJECT MANAGER

Attachment: Bid Tabulation

c: LHB File

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PERFORMANCE
DRIVEN DESIGN.
LHBcorp.com

PROJECT TITLE: North St Paul-Maplewood-Oakdale, ISD 622
Tartan High School Tennis Courts Replacement 2018

BID CLOSE: December 7, 2017; 2:00 PM

BID TABULATION

BIDDER	ADD'A	BID BOND	RESPONSIBLE CONTRACTOR	BASE BID	ALT. 1 Contractor Schedule Option	ALT. 2 Logos	BASE BID + ALTERNATES	COMMENTS
Bituminus Roadway 1520 Commerce Drive Mendota Heights, MN 55120	1 & 2	X	X	\$ 574,000.00	\$ (3,000.00) August 25, 2017	\$ 3,000.00	\$ 574,000.00	
Blackstone Contractors 9520 County Road 19, Suite D Loretto, MN 55357	1 & 2	X	X	\$ 772,000.00	\$ -	\$ 2,000.00	\$ 774,000.00	
Buck Blacktop 32S Owasso Blvd. St. Paul, MN 55117	1 & 2	X	X	\$ 697,700.00	\$ -	\$ 1,500.00	\$ 699,200.00	
Meyer Contracting 11000 93rd Ave N Maple Grove, MN 55369	1 & 2	X	X	\$ 617,660.54	\$ -	\$ 2,000.00	\$ 619,660.54	
Northwest Asphalt 1451 Stagecoach Road Shakopee, MN 55379	1 & 2	X	X	\$ 760,000.00	\$ -	\$ 1,100.00	\$ 761,100.00	
Peterson Companies 8326 Wyoming Trail Chisago City, MN 55013	1 & 2	X	X	\$ 559,300.00	\$ -	\$ 1,500.00	\$ 560,800.00	
T.A. Schifsky & Sons 2370 Highway 36 East North St. Paul, MN 55109	1 & 2	X	X	\$ 694,000.00	\$ -	\$ 2,000.00	\$ 696,000.00	



PERFORMANCE
DRIVEN DESIGN.
LHBcorp.com

PROJECT TITLE: ISD 622 North St Paul Maplewood Oakdale
Masonry, Windows and Doors Deferred Maintenance 2018

BID CLOSE: 12/14/17 @ 2:00 pm

BID TABULATION

BIDDER	ADDENDA	BID BOND	RESPONSIBLE CONTRACTOR	Combined Bid	Gladstone	Cowern	ALT. #1 Composite Metal Panels	ALT. 2 Contractor Schedule Option			ALT. 3 Window Treatments		UNIT PRICE #1 Brick Repointing per Square Foot	UNIT PRICE #2 New Masonry Control Joint per square foot	UNIT PRICE #3 Brick Replacment per Brick	UNIT PRICE #4 Control Joint Replacment - per Lineal Foot	COMMENTS
ISD 622 Total Construction Budget				\$ 2,718,540.00													
Construction Estimate	1-2	X	X	\$ 2,471,400.00	\$ 1,481,400.00	\$ 990,000.00											
Contingency				\$ 247,140.00	\$ 148,140.00	\$ 99,000.00											
Meisinger Construction	1-2	X	X	\$ 2,811,000.00	\$ 1,700,600.00	\$ 1,110,400.00	\$ 69,270.00	Cowern Gladstone	Substantial Date 8/31/2018 9/28/2018	\$ - \$ -	Cowern Gladstone	\$ 14,100.00 \$ 13,970.00	\$ 25.00	\$ 20.00	\$ 35.00	\$ 15.00	
TMG Construction, Inc.	1-2	X	X	\$ 1,848,500.00	\$ 1,135,000.00	\$ 713,500.00	\$ 73,900.00	Cowern Gladstone	Substantial Date 8/1/2018 8/29/2018	\$ - \$ -	Cowern Gladstone	\$ 13,950.00 \$ 13,745.00	\$ 14.00	\$ 12.75	\$ 50.40	\$ 12.60	
Morcon Construction	1-2	X	X	\$ 2,359,312.00	\$ 1,598,396.00	\$ 760,916.00	\$ 68,225.00	Cowern Gladstone	Substantial Date	\$ - \$ -	Cowern Gladstone	\$ 14,000.00 \$ 14,000.00	\$ 22.00	\$ 34.00	\$ 42.00	\$ 11.00	



**PERFORMANCE
DRIVEN DESIGN.**
LHBcorp.com

January 3, 2018

Randy Anderson
Director of Business Services
North St Paul-Maplewood -Oakdale, ISD 622
2520 East 12th Avenue
North St Paul, MN 55109

**MASONRY, WINDOW AND DOORS DEFERRED MAINTENANCE 2018
GLADSTONE COMMUNITY AND COWERN ELEMENTARY SCHOOLS
LETTER OF RECOMMENDATION TO AWARD BID**

LHB has reviewed the bids received on Thursday, December 28, 2017. Three (3) bids were received ranging in price from \$1,848,500 to \$2,811,000. Based on the bids received, the apparent low bidder is TMG Construction, as outlined on the attached Bid Tabulation.

We have evaluated their bid and consider the contract price fair and reasonable. TMG Construction was contacted on December 15, 2017 to verify their bid amount. TMG Construction met with LHB on December 28, 2017 to review their Bid and References. TMG Construction stated that the company is satisfied with their bid and that the bid contained no errors or omissions.

LHB has no experience working with this contractor, but verified that this contractor has worked on ISD 622 prior projects. LHB has determined them to be responsive and responsible.

LHB recommends awarding the construction contract to TMG Construction for the Base Bid amount of \$1,848,500, and accepting Alternate No. 3 Window Treatments in the amount of \$27,695 for a total contract sum of \$1,876,195.

If you have any questions regarding this recommendation, please call.

LHB

MARK KUSNIEREK, PROJECT MANAGER

Attachment: Bid Tabulation

c: LHB File

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IV. F. DISBURSEMENTS

State statutes require school boards to provide for payment of just claims and also require that a list of electronic fund transfers be submitted to the school board at its next regular meeting. This action will authorize payment of audited and allowable claims, purchase of investments, transfers to the payroll account, and transactions by electronic fund (wire) transfers.

Therefore, the Director of Business Services recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the following disbursements and transfers be approved:

General Fund	\$	3,449,878.00
Food Service		476,152.00
Community Service		801,100.00
Trust		107,320.00
Internal Service Fund Health Insurance		28,780.00
		<hr/>
A/P Checks Disbursed (12-01-17 thru 12-31-17)	\$	4,863,230.00
Payroll Disbursed - Net (12-01-17 thru 12-31-17)	\$	4,442,805.00
Wire Transfers (12-01-17 thru 12-31-17)	\$	16,424,953.00
Investments on 01-03-18	\$	56,148,538.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	AMOUNT
MSDLAF OTHER FUNDS	MM	1.09%	(BALANCE AT 01-03-18)	\$250,439.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	1.40%	(BALANCE AT 01-03-18)	\$43,518,188.00
P M A SECURITIES OPEB BONDS	VARIOUS	1.82%	(BALANCE AT 01-03-18)	\$10,846,578.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.24%	(BALANCE AT 01-03-18)	\$1,533,333.00
				<u>\$56,148,538.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

12-01-17 thru 12-31-17

DATE	FROM	TO		REASON
12/01/17	P M A	HEALTH PARTNERS	\$205,101.00	MEDICAL CLAIM FEES
12/01/17	PREMIER BANK	DELTA DENTAL	\$138,652.00	MONTHLY PAYMENT
12/01/17	PREMIER BANK	STATE OF MINN.	\$138,408.00	TEACHER RETIRMENT
12/04/17	PREMIER BANK	ANNUITY COMPANIES	\$208,103.00	PAYROLL PAYABLES
12/04/17	PREMIER BANK	HEALTH PARTNERS	\$303,338.00	HEALTH CLAIMS
12/04/17	PREMIER BANK	SELECTACCOUNT	\$6,097.00	FLEX PROCESSING
12/05/17	PREMIER BANK	SELECTACCOUNT	\$11,399.00	FLEX PROCESSING
12/07/17	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
12/07/17	PREMIER BANK	ANNUITY COMPANIES	\$523,402.00	PAYROLL PAYABLES
12/11/17	PREMIER BANK	HEALTH PARTNERS	\$373,326.00	HEALTH CLAIMS
12/11/17	PREMIER BANK	SELECTACCOUNT	\$9,199.00	FLEX PROCESSING
12/12/17	PREMIER BANK	SELECTACCOUNT	\$95.00	FLEX PROCESSING
12/13/17	P M A	PREMIER BANK	\$3,250,000.00	A/P - P/R*
12/13/17	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
12/13/17	PREMIER BANK	SELECTACCOUNT	\$430.00	FLEX PROCESSING
12/15/17	PREMIER BANK	ANNUITY COMPANIES	\$37,126.00	PAYROLL PAYABLES
12/15/17	PREMIER BANK	I R S	\$848,400.00	PAYROLL TAX
12/15/17	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
12/18/17	PREMIER BANK	HEALTH PARTNERS	\$209,411.00	HEALTH CLAIMS
12/18/17	PREMIER BANK	SELECTACCOUNT	\$5,059.00	FLEX PROCESSING
12/18/17	PREMIER BANK	STATE OF MINN.	\$135,300.00	PAYROLL TAX
12/19/17	PREMIER BANK	ANNUITY COMPANIES	\$208,120.00	PAYROLL PAYABLES
12/21/17	PREMIER BANK	SELECTACCOUNT	\$11,766.00	FLEX PROCESSING
12/22/17	P M A	PREMIER BANK	\$1,750,000.00	A/P - P/R*
12/22/17	PREMIER BANK	ANNUITY COMPANIES	\$515,228.00	PAYROLL PAYABLES
12/22/17	PREMIER BANK	SELECTACCOUNT	\$1,899.00	FLEX PROCESSING
12/26/17	PREMIER BANK	HEALTH PARTNERS	\$295,393.00	HEALTH CLAIMS
12/26/17	PREMIER BANK	SELECTACCOUNT	\$9,374.00	FLEX PROCESSING
12/27/17	P M A	PREMIER BANK	\$3,250,000.00	A/P - P/R*
12/27/17	PREMIER BANK	SELECTACCOUNT	\$41,870.00	FLEX PROCESSING
12/29/17	PREMIER BANK	ANNUITY COMPANIES	\$37,176.00	PAYROLL PAYABLES
12/29/17	PREMIER BANK	I R S	\$892,092.00	PAYROLL TAX
12/31/17	PREMIER BANK	MISCELLANEOUS	\$6,189.00	MISCELLANEOUS
		TOTAL	<u>\$16,424,953.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

Proposed Policy Revisions – February 2018

Policy Number	Policy Title	Summary of Changes
E-077 Revision	Visitors to School District Buildings and Sites	<ul style="list-style-type: none"> • MSBA policy • Revisions to reflect new policy requirements from the 2017 Minnesota Legislature as it pertains to post-secondary enrollment options • Legal reference addition
EM-020.3 Revision	Disability Nondiscrimination Policy	<ul style="list-style-type: none"> • MSBA policy • Revision to update the name of the District’s appointed ADA coordinator
EM-020.17 Revision	Protection & Privacy of Pupil Records	<ul style="list-style-type: none"> • Contains 622 language • Revision to add the student’s date of birth to the list of items considered to be directory information. MSBA has this in their model policy and we wish to do the same.

ENDS

Policy Title	Policy Level	Date Approved/Revised
Visitors to School District Buildings and Sites	E-077	11/22/11 Revised:

1) General Statement of Policy

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

2) Post-Secondary Enrollment Options Students

- A. **A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.**
- B. **A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.**

23.) Responsibility

- A. The school district administration shall present recommended visitor **and post-secondary enrollment options student** procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public.
- B. ~~It shall be the responsibility of the~~ **The** superintendent **shall be responsible for providing** ~~to provide~~ coordination that may be needed throughout the process and **providing** ~~provide~~ for periodic school board review and approval of the procedures.

34.) Visitor Limitations

- A. An individual, **post-secondary enrollment options student**, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

- B. Visitors, **including post-secondary enrollment options student**, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school 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 property.
- C. An individual, **post-secondary enrollment options student**, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Rationale: *The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.*

Adoption and Revision History	Incorporated Policies
Policy 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES This Policy Adopted: February 24, 1998 Rescinded: November 22, 2011	Replaces policy KK (Visitors to the Schools) adopted June 28, 1979 MSBA 903
Policy E-077 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES This Policy Adopted: November 22, 2011, Revised:	

Administrative Rule, Regulation and Procedure: NA

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
 Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References:

ENDS
(Required by Minnesota Statute)

Policy Title	Policy Level	Date Approved/Revised
Disability Nondiscrimination Policy	EM-020.3	5/20/08 Revised: 1/22/13 Revised: 6/28/16 Revised:

1) General Statement of Policy

- a) The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- b) The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- c) The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- d) Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact ~~Keith Gray~~ **Julie Coffey**, Director of Human Resources, 2520 E. 12th Avenue, North St. Paul, MN 55109, 651-748-7422, ~~kgray~~ **jcoffey@isd622.org**. This individual is the school district's appointed ADA-coordinator.

Rationale: *School District 622 – North St. Paul-Maplewood-Oakdale shall provide a fair employment setting for all persons and shall comply with state and federal law.*

Adoption and Revision History	Incorporated Policies
402 DISABILITY NONDISCRIMINATION POLICY (This policy adopted: May 13, 1997; Rescinded: August 5, 2008)	MSBA 402
EM-020.3 DISABILITY NONDISCRIMINATION POLICY (This policy adopted: May 20, 2008); Revised: January 22, 2013; Revised: June 28, 2016; Revised:	

Administrative Rule, Regulation and Procedure: NA

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 et seq. (§ 504 of Rehabilitation Act of 1973)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

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

ENDS
(Required by Minnesota Statute)

Policy Title	Policy Level	Date Approved/Revised
Protection & Privacy of Pupil Records & Public Notice & Juvenile Justice System Request for Information	EM-020.17	5/20/08 Revised: 11/22/11 Revised: 9/25/12 Revised: 7/23/13 Revised: 5/27/14 Revised: 6/28/16 Revised: 7/18/17 Revised:

1) General Statement of Policy

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, Family Educational Rights and Privacy Act (FERPA) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

2) Definitions

a) Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

b) Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

c) Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information”, means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

d) Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, **date of birth**, grade level, participation in officially recognized

activities and sports, weight and height of members of athletic teams, photographs used in yearbooks or school district publications, 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:

1. a student's social security number;
2. 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;
3. 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.
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. 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.

e) Education Records

1. What constitutes "education records". Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term "education records" does not include:
 - a. Records of instructional, supervisory, administrative and educational personnel and educational ancillary personnel thereto which:
 - i. are in the sole possession of the maker of the record; and
 - ii. are not accessible or revealed to any other individual except a substitute teacher; and
 - iii. are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - i. maintained separately from education records;
 - ii. maintained solely for law enforcement purposes; and
 - iii. disclosed only to law enforcement officials of the same jurisdiction.

- c. Records relating to an individual, including a student, who is employed by the school district which:
 - i. are made and maintained in the normal course of business;
 - ii. relate exclusively to the individual in that individual's capacity as an employee; and
 - iii. are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - i. 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;
 - ii. made, maintained, or used only in connection with the provision of treatment to the student; and
 - iii. disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records that only contain information about an individual after he or she is no longer a student at the school district.

f) Eligible Student

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

g) Juvenile Justice System

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

h) Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or

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.
4. Perform a task directly related to responding to a request for data.

i) Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

j) 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; (e) a list of personal characteristics that would make the student's identity easily traceable; or (f) other information that alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

k) 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.

l) Responsible Authority

"Responsible authority" means the Assistant Superintendent, Troy Miller.

m) Student

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

n) School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, as public information officer or data practices compliance official, an attorney or an auditor for the period of his or her performance as an employee or contractor; and (e) police liaison officer contracted by the school board.

o) 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.

p) Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

3) General Classification

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

4) Statement of Rights

a) Rights of Parents and Eligible Students

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

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of this policy.

b) Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31 (a).

c) Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610 - 300.617 with regard to the confidentiality of information related to students with a disability.

5) Disclosure of Education Records

a) Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person’s approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual’s informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall

not be deemed to have been given unless the statement is:

- a. in plain language;
- b. dated;
- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in the STATEMENT OF RIGHTS section of this policy.

b) Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. Performs an institutional service or function for which the school district would otherwise use employees;
 - b. Is under the direct control of the school district with respect to the use and maintenance of education records; and

- c. Will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools or school districts in which the student seeks or intends to enroll. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See Section 18) suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act 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 Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section of this policy;
 4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
 5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

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

attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five years.
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the

mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health and safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section 12E of this policy. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to the RELEASE OF DIRECTORY INFORMATION section of this policy;
14. To military recruiting officers pursuant to the MILITARY RECRUITMENT section of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students; or
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under

the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the

student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), 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.

c) Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

6) Release of Directory Information

a) Classification

Directory information is public except as provided herein.

b) Former Students

Unless a former student affirmatively opted out of the release of directory information in his or her last year of attendance, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

c) Present Students and Parents

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

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section 5A of this policy if a 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.

7) Disclosure of Private Records

a) Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

b) Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 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.

8) 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 Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

c) Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

d) Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

9) Disclosure of School Records Prior to Exclusion or Expulsion Hearing

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

10) Disclosure of Data to Military Recruitment Officers

- a) The School District will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in

writing to release this data pursuant to Paragraph C. below.

- b) Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

- c) A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary institutions. To refuse the release of the above information to military recruiting officers and post-secondary institutions, a parent or eligible student must notify the responsible authority, (building principal), in writing, by October 15th each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to military recruiters and post-secondary educational institutions; and
 - 7. Specific category or categories of information which are not to be released to the public, including military recruiters and post-secondary educational institutions.

- d) Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

- e) A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the RELEASE OF DIRECTORY INFORMATION section of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

11) Limits on Redisclosure

- a) Redisclosure

Consistent with the requirements herein, the school district may only disclose personally

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identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

b) Redisclosure Not Prohibited

1. Subdivision A. of this section does not preclude the school district from disclosing personally identifiable information under the DISCLOSURE OF EDUCATION RECORDS section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of the DISCLOSURE OF EDUCATION RECORDS section of this policy; and
 - b. The school district has complied with the record-keeping requirements of the RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING section of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification in Section 11D of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

c) Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

d) Notification

The school district shall, inform the party to whom a disclosure is made of the requirements set forth in this section except for disclosures made pursuant to court orders or lawfully issued subpoenas; disclosure of directory information under the RELEASE OF DIRECTORY INFORMATION section 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 C.F.R. § 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 § 99.31 (a)(3), or a third party improperly rediscloses personally identifiable information from education records, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

12) Responsible Authority, Record Security; and Record Keeping

a) Responsible Authority

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

b) Record Security

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

c) Plan for Securing Student Records

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

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

d) Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

e) Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student; and
 - b. the legitimate interests these parties had in requesting or obtaining the information;
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section 5B4 of this policy, that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph B. of the LIMITS ON REDISCLOSURE section of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and

- b. the legitimate interests under the DISCLOSURE OF EDUCATION RECORDS section 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 Section 5B4 of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- 3. Paragraph (1) of Record Keeping 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 Paragraph B.1 of the DISCLOSURE OF EDUCATION RECORDS section of this policy, to requests for disclosures of directory information under the RELEASE OF DIRECTORY INFORMATION section 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 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
- 4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
- 5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
- 6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

13) 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
EM-020.17

Dependent Student

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

b) Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

c) Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the educational records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

d) Form of Request

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

e) Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

f) Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

g) Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review

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

h) Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, would impair the parent or eligible student from exercising their right to inspect or review the student's education records.

14) Request to Amend Records; Procedure to Challenge Data

a) Request to Amend Education Records

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

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

of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

b) Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

c) Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

d) Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Ch. 14 relating to contested cases.

15) 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 Robert Biddick, the Supervisor of Technology Infrastructure.
- c) Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

16) 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 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

b) Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

17) Waiver

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

18) Annual Notification of Rights

a) Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

b) Notification to Parents of Students Having a Primary Home Language Other Than English

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

c) Notification to Parents or Eligible Students Who Are Disabled

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

19) Destruction and Retention of Records

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

20) Copies of Policy

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

Rationale: *School District 622 – North St. Paul-Maplewood-Oakdale 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.*

Adoption and Revision History	Incorporated Policies
515 PROTECTION & PRIVACY OF PUPIL RECORDS (This Policy Adopted: March 24, 1998; Revised: April 25, 2006; Rescinded: August 19, 2008)	MSBA 515
EM-020.17 PROTECTION & PRIVACY OF PUPIL RECORDS & PUBLIC NOTICE & JUVENILE JUSTICE SYSTEM REQUEST FOR INFORMATION (This Policy Adopted:	

May 20, 2008); Revised: November 22, 2011; Revised: September 25, 2012; Revised: July 23, 2013; Revised: May 27, 2014; Revised: June 28, 2016; Revised: July 18, 2017; Revised:	
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Administrative Rule, Regulation and Procedure: NA

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. Ch. 14 (Administrative Procedures Act)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
- Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
- Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
- Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
- Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
- Minn. Stat. § 363A.42 (Public Records; Accessibility)
- Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
- 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)
- 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
- 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, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References:

- SBA/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 (Videotaping on School Buses)
- MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
- MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

District 622 Strategic Plan Update

Strategy 3: We will develop and enhance programs and practices that ensure engagement of our diverse learners to achieve our mission outcomes.



Engaging Diverse Learners

- By WHO is working with our students
- By WHAT students are learning
- By HOW we are teaching
- By the ENVIRONMENT students are learning in



WHO is Working With Students

- Review and revise hiring processes
- Streamline of teacher spring staffing process
- Participation in local and community job fairs
- Affinity groups for staff
- Continuing to work on development of recruitment and retention strategies



WHAT Students are Learning

- Continuous Improvement of Curriculum Process updated
- Including student voice
- Audit of instructional practices and curriculum materials
- Next steps



HOW we are Teaching

- Cultural Responsiveness Implementation Map
- Alignment of Culturally Responsive Teaching to the TGDE
- Developing principal and teacher leadership
- Staff development focused on Culturally Responsive Teaching
- Next steps



ENVIRONMENT Students are Learning In

- Welcoming environment initiative
- Piloting best practices related to behavior development
- Additional training and support for mental health
- Cultural responsiveness training for Community Ed., Clerical, and Nutrition Services staff
- Next steps





School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

District 622 Strategic Plan

December 2016

Core Values

We believe that:

- Strong communities are inclusive and value diversity.
- Trust and transparency are essential to healthy and enduring relationships.
- Continuous learning and service to others are imperative to individual and community progress.
- Individuals learn and thrive through connections in a safe, caring, and supportive environment.
- Every individual has incredible potential and equal intrinsic value.
- High expectations with appropriate supports result in growth.
- School, family, and community partnerships enhance and support learning.

Our Mission

We commit each day to develop and empower lifelong learners who thrive in diverse communities.

Mission Outcomes

1. Each learner will use creativity, critical thinking, and intercultural competence to address real world challenges.
2. Each learner will develop and embrace their identity, strengths, interests, and self-advocacy skills to actively navigate their learning pathway.
3. All students are ready for Kindergarten.
4. All third grade students are proficient readers.
5. All eighth grade students are proficient mathematicians.
6. All students graduate from high school.
7. All students attain college and career readiness.
8. Close achievement gaps for all student groups.

Strategies

1. We will engage our internal and external community to help us achieve our mission and mission outcomes.
2. We will develop and enhance community partnerships that support our mission and align with our core values.
3. We will develop and enhance programs and practices that ensure engagement of our diverse learners to achieve our mission outcomes.
4. We will build competitive 622 E-12 pathways that prepare all students for post-secondary.

Annotation for 2017-2018 January Budget Revision

We have just received our December/January numbers and have used those to determine any January budget revisions that need to be prepared. Because of the need to use timely information, we will be finishing up any necessary analysis and using this information to update our Financial Projection Model.

General Fund Budget 01

We have a few budget updates to reflect in the General Fund Budget to both revenues and expenditures. We will do a final budget revision in May.

Revenues: Positive and negative revenue adjustments are outlined on the attached document and amount to a change to 2017-18 revenue from \$149,060,822 to \$148,279,758, a decrease of **(\$781,064)**.

Expenditures: Expenditure adjustments are outlined on the attached document and amount to a change in 2017-18 expenditures from \$145,392,517 to \$145,667,517, an increase of \$275,000.

With these revisions, the General Fund will see revenues exceeding expenditures by \$2,612,241. This will increase the estimated General Fund unassigned fund balance from \$8,845,611 to approximately \$11,919,280. This increase is primarily due to the additional revenue added during 2017-18 from the increase in our operating referendum. As you will see in the Financial Projection Model, this increase in unassigned fund balance will be spent in 2018-19 for the second year of our labor contracts.

Budget adjustments to revenues and expenditures include:

- An increase in Basic State Aid and Compensatory Revenue. Basic State Aid increased due to an increase in enrollment from what was originally projected and the increase due to the additional funds for PreK.
- Adjustments for two flow through budget entries that are required to recognize both revenue and expenses for our District's portion of state aid received for TRA and adjusting our original budget entry using Federal Special Education Revenue to pay Special Education tuition expenses.
- Our expenditure adjustments reflect the increased salary and benefits of any contract settlements and staff adjustments, an increase in the Safe Schools budget which will be used for a District wide security camera update, and the MDE additional Pre-K grant for the 4 added sites. The increase in expenditures also reflect increases in SPED & Homeless transportation, an increase in Capital and an increase in the substitute budget due to a projected increase in "fill rate" from changing to Teachers on Call.

Community Service Budget 04

Each year, Community Education submits budget amendments to reflect actual state aid revenue. The total awards by MDE are not known when the budgets are being prepared for the upcoming fiscal year. Therefore, amendments are done to accurately reflect our aid entitlement.

The school district has been notified of several aid allotment revisions:

- Non-Public textbooks, health services and guidance/counseling services increased by \$45,111 (based on last year's pupil count for our nonpublic schools, including homeschool students)
- Adult Basic Education increased by \$160,146 (based on contact hours for Adult Basic Education for the Metro East ABE Consortium, of which ISD 622 is the fiscal agent).

In addition, other Community Education revenues and expenditures have been revised based on projections for participation this year. Participation in programs affects revenue collected in the form of fees, as well as expenditures needed to provide programming.

Revenues: Positive and negative revenue adjustments are outlined on the attached list and amount to a change in 2017-18 revenue from \$9,285,112 to \$9,456,025.

Expenditures: Positive and negative expenditure adjustments are outlined on the attached list and amount to a change in 2017-18 expenditures from \$9,131,026 to \$9,318,443.

Self-Insured Health 20

Revisions to this fund includes an increase in revenue of and an increase in expenditures of \$300,000.

Fund	2017-2018 January Budget Revisions	Revenue	Expense
General Fund 01	2017-2018 Original Budget	\$149,060,822	\$145,392,517
01 R 000 000 000 000 370	Other Revenue MDE - TRA Allocation	(1,000,000)	
01 R 005 000 000 000 360	State Special Education Revenue	(1,100,000)	
01 R 005 000 000 000 211	Basic State Aid & Compensatory Revenue	1,180,939	
01 R 005 000 000 000 201	Endowment Fund Apportionment	78,793	
01 R 005 000 000 510 500	Indian Ele & Sec. School Assistance	59,204	
01 E 005 050 000 000 299	TRA Allocation		(70,000)
01 E 005 105 000 000 299	TRA Allocation		(1,000)
01 E 005 211 000 000 299	TRA Allocation		(929,000)
01 E 005 399 000 000 299	TRA Allocation		(35,000)
01 E 005 400 000 000 299	TRA Allocation		(320,000)
01 E 005 605 000 000 299	TRA Allocation		(110,000)
01 E 005 790 000 000 299	TRA Allocation		(35,000)
01 E 005 795 000 342 555	Safe Schools		250,000
01 E 005 200 000 000 XXX	Pre-K Grant Salaries & Benefits		400,000
01 E 005 420 000 419 308	Federal Special Education Expenses		(2,100,000)
01 E 005 050 000 000 891	TRA Allocation		23,000
01 E 005 105 000 000 891	TRA Allocation		500
01 E 005 211 000 000 891	TRA Allocation		310,000
01 E 005 399 000 000 891	TRA Allocation		12,000
01 E 005 400 000 000 891	TRA Allocation		107,000
01 E 005 605 000 000 891	TRA Allocation		36,000
01 E 005 790 000 000 891	TRA Allocation		11,500
01 E 005 760 000 7XX 360	SPED & Homeless Transportation		350,000
01 E 005 2xx 000 000 305	Substitute Staff		200,000
01 E 005 850 000 302 520	Capital		300,000
01 E XXX 2XX 000 000 XXX	Misc. Expenditures		75,000
Various	Long-Term Facilities Maintenance		800,000
Various	Salary & Benefit Adjustment - Contract Adjustments		1,000,000
Various	Miscellaneous Expenditures		0
	2017-2018 Revised Budget	\$148,279,758	\$145,667,517
		(781,064)	275,000
Community Service Fund 04	2017-2018 Original Budget	\$9,285,112	\$9,131,026
04 R 005 520 000 322 XXX	Adult Basic Ed (ABE)	160,146	
04 R 005 505 000 321 XXX	General Community Education	69,679	
04 R 005 585 000 325 XXX	Early Childhood Family Ed.	(21,000)	
04 R 005 582 000 344 XXX	School Readiness	(87,800)	
04 R 700 590 000 351 XXX	Non-Public Pupil Aid	45,111	
04 R 005 583 000 354 XXX	Early Childhood Screening	4,777	
04 E 005 520 000 322 XXX	Adult Basic Ed (ABE)		160,146
04 E 005 505 000 321 XXX	General Community Education		86,587
04 E 005 585 000 325 XXX	Early Childhood Family Ed.		(54,605)
04 E 005 582 000 344 XXX	School Readiness		(55,822)
04 E 700 590 000 351 XXX	Non-Public Pupil Aid		45,111
04 E 005 580 000 354 XXX	Early Childhood Screening		6,000
	2017-2018 Revised Budget	\$9,456,025	\$9,318,443
Health Self Insured Fund 20	2017-2018 Original Budget	\$16,195,000	\$15,100,000
20 R 000 000 000 000 099	Payroll EE and ER	300,000	
20 E 005 940 XXX 000 220	Various		300,000
	2017-2018 Revised Budget	\$16,495,000	\$15,400,000

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

RESIDENT ADM'S - STUDENTS LIVING IN THE DISTRICT WHO ATTEND PUBLIC SCHOOLS											
	RES ADM	RES ADM	RES ADM	RES ADM	RES ADM	RES ADM	RES ADM	RES ADM	RES ADM	RES ADM	RES ADM
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
GRADE											
ECSE	89.13	87.22	87.30	96.21	102.85	104.63	124.90	144.15	149.15	149.40	150.28
Pre-K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.35	89.65	89.65	89.65
Handicapped K	74.43	79.57	93.59	76.92	93.29	99.86	100.15	112.97	116.71	120.70	126.68
Regular K	650.60	653.48	724.25	742.32	744.18	706.23	695.43	723.14	730.03	733.05	745.67
Total K	725.03	733.05	817.84	819.24	837.47	806.09	795.58	836.11	846.73	853.74	872.35
Grade 1	802.60	761.22	752.38	868.27	831.19	865.94	836.89	837.18	889.62	892.64	904.75
Grade 2	766.44	760.35	766.01	749.09	840.75	831.98	866.25	875.78	870.55	922.82	921.13
Grade 3	750.48	780.26	774.76	784.91	763.00	826.22	855.22	904.23	920.73	914.07	972.49
Total 1 - 3	2,319.52	2,301.83	2,293.15	2,402.27	2,434.94	2,524.14	2,558.36	2,617.19	2,680.91	2,729.53	2,798.36
Grade 4	798.44	779.13	789.92	791.31	804.90	789.21	844.69	878.26	920.09	957.31	958.73
Grade 5	796.91	804.35	780.00	805.68	802.44	816.77	808.18	867.69	906.53	952.43	999.27
Grade 6	811.38	820.36	813.99	800.32	825.60	819.68	828.34	816.30	914.39	929.91	1,001.73
Total 4 - 6	2,406.73	2,403.84	2,383.91	2,397.31	2,432.94	2,425.66	2,481.21	2,562.25	2,741.00	2,839.66	2,959.72
Grade 7	829.05	822.83	822.10	827.96	813.12	846.70	830.37	874.96	846.91	945.01	946.90
Grade 8	853.05	855.83	834.81	837.79	846.18	844.28	883.77	842.17	904.26	877.98	978.44
Grade 9	952.50	924.04	907.46	923.98	916.33	913.45	882.45	939.10	889.56	962.06	935.72
Grade 10	1,008.60	954.90	918.73	924.55	947.85	922.12	928.69	908.83	948.59	908.19	982.08
Grade 11	979.17	1,007.84	949.68	918.69	931.69	943.25	910.63	909.78	897.58	934.11	901.14
Grade 12	1,107.94	1,085.59	1,065.20	1,018.52	1,001.82	1,011.90	1,044.55	973.41	986.82	983.67	1,016.79
Total 7 - 12	5,730.31	5,651.03	5,497.98	5,451.49	5,456.99	5,481.70	5,480.46	5,448.25	5,473.73	5,611.01	5,761.06
Total Students	11,270.72	11,176.97	11,080.18	11,166.52	11,265.19	11,342.22	11,440.51	11,647.30	11,981.18	12,273.00	12,631.42
Percentage Inc/De	-0.65%	-0.83%	-0.87%	0.78%	0.88%	0.68%	0.87%	1.81%	2.87%	2.44%	2.92%

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

IN SCHOOL BUILDINGS											
	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
GRADE											
ECSE	88.74	83.82	83.94	92.25	98.23	102.14	125.49	142.76	149.92	151.83	153.89
Handicapped K	76.70	77.31	89.24	77.93	86.88	95.95	91.86	95.93	103.18	103.78	105.74
Regular K	611.27	589.73	665.50	685.55	655.07	627.05	616.60	569.55	605.85	589.78	583.94
Total K	687.97	667.04	754.74	763.48	741.95	723.00	708.46	665.48	709.03	693.56	689.69
Grade 1	716.18	690.29	660.75	775.54	761.49	745.04	732.43	691.87	664.17	707.64	692.21
Grade 2	688.99	702.20	704.71	676.55	761.60	749.26	756.99	726.64	695.68	662.63	706.06
Grade 3	672.47	695.71	704.20	723.60	670.68	751.39	766.35	758.75	746.64	698.42	665.45
Total 1 - 3	2,077.64	2,088.20	2,069.66	2,175.69	2,193.77	2,245.69	2,255.77	2,177.26	2,106.50	2,068.69	2,063.72
Grade 4	715.90	685.82	707.27	721.67	741.02	685.12	758.38	770.01	751.41	755.33	706.28
Grade 5	733.56	736.78	700.52	731.84	728.00	747.15	691.02	753.41	773.62	754.96	759.59
Grade 6	744.25	760.89	731.16	710.11	745.41	735.04	751.53	714.01	781.61	771.17	766.32
Total 4 - 6	2,193.71	2,183.49	2,138.95	2,163.62	2,214.43	2,167.31	2,200.93	2,237.43	2,306.64	2,281.46	2,232.19
Grade 7	796.72	770.50	789.66	777.54	740.16	780.62	763.25	784.83	745.49	814.59	790.01
Grade 8	811.86	820.85	786.79	795.44	783.20	770.58	796.91	765.33	801.16	761.15	831.40
Grade 9	956.03	913.95	917.45	910.81	888.62	878.83	842.82	889.40	851.12	885.00	847.30
Grade 10	970.44	947.31	902.59	925.39	911.46	876.25	866.46	861.73	880.32	849.75	882.83
Grade 11	951.80	947.28	948.85	885.08	897.70	896.47	829.02	825.74	828.27	844.98	819.39
Grade 12	1,052.20	1,025.05	997.77	962.97	920.75	898.84	904.83	831.59	819.74	833.29	849.29
Total 7 - 12	5,539.05	5,424.94	5,343.11	5,257.23	5,141.89	5,101.59	5,003.29	4,958.62	4,926.10	4,988.76	5,020.22
Total K-12	10,498.37	10,363.67	10,306.46	10,360.02	10,292.04	10,237.59	10,168.45	10,038.79	10,048.27	10,032.48	10,005.81
Total Students	10,587.11	10,447.49	10,390.40	10,452.27	10,390.27	10,339.73	10,293.94	10,181.55	10,198.19	10,184.31	10,159.70
Percentage Inc/Dc	-0.93%	-1.32%	-0.55%	0.60%	-0.59%	-0.49%	-0.44%	-1.09%	0.16%	-0.14%	-0.24%

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

ADJUSTED AVERAGE DAILY MEMBERSHIP (ADM'S)											
	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM	ADJ ADM
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
GRADE											
ECSE	91.43	88.24	84.90	92.85	100.19	105.20	127.71	146.18	150.92	152.83	154.89
Pre-K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.57	81.84	81.84	81.84
Handicapped K	78.21	78.43	91.34	77.93	88.85	96.58	93.41	95.97	103.18	103.78	105.74
Regular K	619.22	595.86	671.49	688.57	662.05	641.20	625.10	569.58	605.85	589.78	583.94
Total K	697.43	674.29	762.83	766.50	750.90	737.78	718.51	665.55	709.03	693.56	689.69
Grade 1	749.04	717.77	688.32	798.46	780.85	762.35	744.84	692.81	664.33	707.64	692.21
Grade 2	706.27	724.00	726.26	693.54	774.41	760.98	773.07	727.88	696.46	662.75	706.06
Grade 3	692.29	712.90	725.79	743.13	688.35	766.91	777.79	760.39	747.41	699.12	665.55
Total 1 - 3	2,147.60	2,154.67	2,140.37	2,235.13	2,243.61	2,290.24	2,295.70	2,181.08	2,108.20	2,069.50	2,063.82
Grade 4	738.66	706.40	726.53	740.45	758.32	703.32	772.68	773.25	754.61	758.53	709.48
Grade 5	745.98	754.39	722.32	751.58	745.55	764.43	705.90	755.85	775.76	757.10	761.73
Grade 6	756.19	772.85	744.81	724.73	751.74	738.70	759.80	720.16	786.99	776.55	771.70
Total 4 - 6	2,240.83	2,233.64	2,193.66	2,216.76	2,255.61	2,206.45	2,238.38	2,249.26	2,317.36	2,292.18	2,242.91
Grade 7	804.77	776.95	797.18	785.58	744.48	783.11	766.91	791.47	754.11	818.37	793.79
Grade 8	823.52	833.22	795.73	804.33	793.19	774.36	800.68	771.50	809.80	772.38	836.26
Grade 9	977.19	938.59	938.86	926.48	901.23	897.04	855.10	899.77	863.95	901.12	866.20
Grade 10	1,009.09	983.47	954.24	976.80	938.75	905.97	902.05	894.42	914.06	888.90	927.77
Grade 11	1,039.13	1,031.28	1,006.63	949.01	965.37	946.12	897.06	886.30	892.87	907.10	890.78
Grade 12	1,241.08	1,264.14	1,210.17	1,158.83	1,033.73	1,068.39	1,066.84	963.42	962.36	971.67	984.94
Total 7 - 12	5,894.78	5,827.65	5,702.81	5,601.03	5,376.75	5,374.99	5,288.64	5,206.88	5,197.15	5,259.54	5,299.73
Total K-12	10,980.64	10,890.25	10,799.67	10,819.42	10,626.87	10,609.46	10,541.23	10,302.77	10,331.74	10,314.80	10,296.15
Total Students	11,072.07	10,978.49	10,884.57	10,912.27	10,727.06	10,714.66	10,668.94	10,480.52	10,564.50	10,549.47	10,532.87
Percentage Inc/Dc	-2.57%	-0.85%	-0.86%	0.25%	-1.70%	-0.12%	-0.43%	-1.77%	0.80%	-0.14%	-0.16%

**SCHOOL DISTRICT 622
 General Fund Projection 2018 - 2023
 2018-2019 Budget & Projection Assumptions**

1. Enrollment is updated based upon current demographics and trend
2. Enrollment will see a decrease of 15 pupil units in 2018-19
3. State aid = 2% increase overall in General State Aid for 2018-2019
4. Projected General State Aid after 2018-19 is 1%
5. Additional operating levy revenue of \$6.7 million was added in 2017-18
6. Compensatory revenue increase of \$200,000 for 2018-19
7. Projection model shows "roll-up" and cost of living increase for 2017-2019 + any settled contracts
8. Health insurance employer contribution projected no increase in 2018-19
9. Dental, LTD & Life insurance no increase
10. Property, Liability Insurance no increase
11. Worker's Compensation Insurance increase \$50,000 - Mod Rate increase is 4%
12. SPED Revenue increase \$400,000 for 2018-19
13. Contracted transportation increase 2.5% - increased Contractor (2.5%), SPED & Homeless routing (5-10%)
14. Projected cost of inflation is 1.9%
15. Utilities = Electricity: 5% increase, Natural Gas, 2% increase, 3% average other utilities
16. OPEB implicit cost will be utilized to decrease health insurance expenses for retirees
17. Projected Fund Balance target 7% which is Board Policy - ultimate goal would be 10% (Restore Moody's Credit Rating)

	A	B	C	D	E	F	G	H	I	
2	RESERVES - Projected Fund Balance					<i>January, 2018</i>	<i>ISD 622</i>	INITIAL PROJECTION		
6						2016-17	2017-18	2018-19	2019-20	
8	TOTAL BEGINNING FUND EQUITY					12,983,918	15,553,037	18,165,278	18,481,087	
12	Estimated Revenues					141,165,198	148,279,758	151,257,587	152,366,979	
14	Estimated Expenditures					(138,596,079)	(145,667,517)	(150,941,778)	(155,116,956)	
16	Revenues - Expenditures					2,569,119	2,612,241	315,809	(2,749,978)	
18	TOTAL ESTIMATED ENDING BALANCE					\$15,553,037	\$18,165,278	\$18,481,087	\$15,731,109	
48		403	Staff Dev.		140,121.00	140,121.00	140,121.00	140,121.00	140,121.00	
49		406	Health & Safety		186,567.00	80,871.04	(7,218.41)	0.00		
53		424	Operating Cap.		5,185,581.00	4,669,007.94	4,683,440.04	4,663,728.07		
54		448	Achieve & Integration		357,034.00	357,034.00	357,034.00	357,034.00		
56		449	Safe Schools		615,334.00	365,334.00	365,334.00	365,334.00		
58		460	Nonspendable		135,441.00	135,441.00	135,441.00	135,441.00		
66		472	Medical Assist		599,302.00	599,302.00	599,302.00	599,302.00		
67		467	Long Term Fac Maint		(511,954.00)	(101,113.47)	(48,289.39)	(21,922.37)		
68	TOTAL RESTRICTED AMOUNTS					6,707,426	6,245,998	6,225,164	6,239,038	
69	UNASSIGNED FUND BALANCE					8,845,611	11,919,280	12,255,923	9,492,072	
72	TOTAL (E.O.Y.) FUND EQUITY & RESERVES					\$15,553,037	\$18,165,278	\$18,481,087	\$15,731,109	
73	UNASSIGNED FUND BALANCE %					6.38%	8.18%	8.12%	6.12%	
82	GOAL- 7 % PERCENT					\$9,701,726	\$10,196,726	\$10,565,924	\$10,858,187	
84	EXP. CHANGES TO ACHIEVE GOAL					(\$856,115)	\$0	\$0	(\$1,366,115)	

VII. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS

Minnesota Statute 123B.02 permits school boards to “...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof.”

Therefore, the Director of Business Services recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Shawn & Susan McMahon	\$200.00	Meals on Wheels
David & Kristine Anderson	\$50.00	Meals on Wheels
Dianna Crenshaw	\$50.00	Meals on Wheels
Marilyn and Bruce Fisher	\$20.00	Meals on Wheels
Timothy McKane	\$25.00	Meals on Wheels
Michelle Gran	\$30.00	Meals on Wheels
Mary Jones	\$45.00	Meals on Wheels
Cheryl and Patrick Gysbers	\$250.00	Meals on Wheels
Gerald W. Evans	\$50.00	Meals on Wheels
Lori-Jean Rothmund	\$50.00	Meals on Wheels
Therese Faulconbridge	\$45.00	Meals on Wheels
Nancy Johnson	\$50.00	Meals on Wheels
Ruth Paisley	\$50.00	Meals on Wheels
Phylis Kisch	\$45.00	Meals on Wheels
Hans and Becky Neve	\$50.00	Meals on Wheels
Jerry Hanson	\$100.00	Meals on Wheels
Lee Ann Seppala	\$180.00	Meals on Wheels
Bernice Baker	\$25.00	Meals on Wheels
Kris Nelson	\$180.00	Meals on Wheels
Josephine Zeug	\$1,000.00	Meals on Wheels
Scott & Julie Wasiluk	\$20.00	Meals on Wheels
J.J. Steenberg	\$25.00	Meals on Wheels
Maplewood North Lions	\$180.00	Meals on Wheels
Bernice Baker	\$25.00	Meals on Wheels
Deborah Morisset	\$45.00	Meals on Wheels
Ron Woldengen	\$300.00	Meals on Wheels
Bobbie and Gregory Bigwood	\$1,000.00	Tartan High School

Greg & Janet Nelson	\$2,000.00	North High Activities
Don and Kathy Seiford	\$1,117.66	North High Robotics Club
Larry Carson	Telescope	North Astrology/Star Gazers Club
Kelly Kruzel	\$1,000.00	Harmony Playground Fund
Cowern PTG	\$2,700.00	Cowern Wolfridge Trip buses 17/18
City of Maplewood	2 Apple iPads	Weaver - Torrie Lukin's classroom
Lakeview Lutheran Church	Holiday gifts for 6 families	Weaver Elementary school
Hill Murray School	\$372.45	Webster Holiday Gifts & Food Program
Employees of Transport Express	\$1,770.00	Webster Holiday Gifts & Food Program
Ben Jarman	Candy	ISD 622 - to promote the District
Amy Coborn	Candy	ISD 622 - To promote the District

MOTION:
SECOND:

Total fiscal year 2017-2018 monetary contributions: \$78,486.94

VII. A. 2. RESOLUTION ADOPTING THE 2017-18 JANUARY BUDGET REVISIONS

The Director of Business Services recommends that the School Board approve the attached list of budget revisions affecting the 2017-18 budgets.

General Fund 01

Revenues: Positive and negative revenue adjustments are outlined on the attached document and amount to a change to 2017-18 revenue from \$149,060,822 to \$148,279,758, a decrease of **(\$781,064)**.

Expenditures: Expenditure adjustments are outlined on the attached document and amount to a change in 2017-18 expenditures from \$145,392,517 to \$145,667,517, an increase of \$275,000.

With these revisions, the General Fund will see revenues exceeding expenditures by \$2,612,241. This will increase the estimated General Fund unassigned fund balance from \$8,845,611 to approximately \$11,919,280.

Community Services Fund 04

Revenues: Positive and negative revenue adjustments are outlined on the attached list and amount to a change in 2017-18 revenue from \$9,285,112 to \$9,456,025.

Expenditures: Positive and negative expenditure adjustments are outlined on the attached list and amount to a change in 2017-18 expenditures from \$9,131,026 to \$9,318,443.

With these revisions, the Community Service Fund will have revenue in excess of expenditures of \$137,582.

Self-Insured Health 20

Revisions to this fund includes an increase in revenue of and an increase in expenditures of \$300,000.

THEREFORE, the Director of Business Services recommends that the following resolution be approved:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2017-18 District Budget be revised as per the attached listing of changes.

MOTION:

SECOND:

Fund	2017-2018 January Budget Revisions	Revenue	Expense
General Fund 01	2017-2018 Original Budget	\$149,060,822	\$145,392,517
01 R 000 000 000 000 370	Other Revenue MDE - TRA Allocation	(1,000,000)	
01 R 005 000 000 000 360	State Special Education Revenue	(1,100,000)	
01 R 005 000 000 000 211	Basic State Aid & Compensatory Revenue	1,180,939	
01 R 005 000 000 000 201	Endowment Fund Apportionment	78,793	
01 R 005 000 000 510 500	Indian Ele & Sec. School Assistance	59,204	
01 E 005 050 000 000 299	TRA Allocation		(70,000)
01 E 005 105 000 000 299	TRA Allocation		(1,000)
01 E 005 211 000 000 299	TRA Allocation		(929,000)
01 E 005 399 000 000 299	TRA Allocation		(35,000)
01 E 005 400 000 000 299	TRA Allocation		(320,000)
01 E 005 605 000 000 299	TRA Allocation		(110,000)
01 E 005 790 000 000 299	TRA Allocation		(35,000)
01 E 005 795 000 342 555	Safe Schools		250,000
01 E 005 200 000 000 XXX	Pre-K Grant Salaries & Benefits		400,000
01 E 005 420 000 419 308	Federal Special Education Expenses		(2,100,000)
01 E 005 050 000 000 891	TRA Allocation		23,000
01 E 005 105 000 000 891	TRA Allocation		500
01 E 005 211 000 000 891	TRA Allocation		310,000
01 E 005 399 000 000 891	TRA Allocation		12,000
01 E 005 400 000 000 891	TRA Allocation		107,000
01 E 005 605 000 000 891	TRA Allocation		36,000
01 E 005 790 000 000 891	TRA Allocation		11,500
01 E 005 760 000 7XX 360	SPED & Homeless Transportation		350,000
01 E 005 2xx 000 000 305	Substitute Staff		200,000
01 E 005 850 000 302 520	Capital		300,000
01 E XXX 2XX 000 000 XXX	Misc. Expenditures		75,000
Various	Long-Term Facilities Maintenance		800,000
Various	Salary & Benefit Adjustment - Contract Adjustments		1,000,000
Various	Miscellaneous Expenditures		0
	2017-2018 Revised Budget	\$148,279,758	\$145,667,517
		(781,064)	275,000
Community Service Fund 04	2017-2018 Original Budget	\$9,285,112	\$9,131,026
04 R 005 520 000 322 XXX	Adult Basic Ed (ABE)	160,146	
04 R 005 505 000 321 XXX	General Community Education	69,679	
04 R 005 585 000 325 XXX	Early Childhood Family Ed.	(21,000)	
04 R 005 582 000 344 XXX	School Readiness	(87,800)	
04 R 700 590 000 351 XXX	Non-Public Pupil Aid	45,111	
04 R 005 583 000 354 XXX	Early Childhood Screening	4,777	
04 E 005 520 000 322 XXX	Adult Basic Ed (ABE)		160,146
04 E 005 505 000 321 XXX	General Community Education		86,587
04 E 005 585 000 325 XXX	Early Childhood Family Ed.		(54,605)
04 E 005 582 000 344 XXX	School Readiness		(55,822)
04 E 700 590 000 351 XXX	Non-Public Pupil Aid		45,111
04 E 005 580 000 354 XXX	Early Childhood Screening		6,000
	2017-2018 Revised Budget	\$9,456,025	\$9,318,443
Health Self Insured Fund 20	2017-2018 Original Budget	\$16,195,000	\$15,100,000
20 R 000 000 000 000 099	Payroll EE and ER	300,000	
20 E 005 940 XXX 000 220	Various		300,000
	2017-2018 Revised Budget	\$16,495,000	\$15,400,000

VII. C. 1. ADOPTION (2) OF HIGH SCHOOL COURSE PROPOSAL BEGINNING FALL 2018

The Teaching and Learning Department is proposing the addition of an additional course for the 2018-2019 school year.

District 622 High School Course Proposal for 2018-2019

1. Art
 - a. Sculpture 2

District 622 Teaching and Learning and the 622 Advisory Committee recommend the addition of this course for Fall 2018. This is an addition to the two new Advanced Placement Art courses and course names changes approved in December 2017.

Therefore, the Director of Teaching and Learning recommends the following resolution:

BE IT RESOLVED, that the School Board of ISD 622 adopt the course curricula beginning Fall 2018 for:

- New Course Proposal
 - Sculpture 2

MOTION:

SECOND: